

BUILD YOUR  
FUTURE

ETI SCHOOL OF  
SKILLED  
TRADES

# CAMPUS CATALOG 2018-2019 VOLUME 1



## MISSION STATEMENT

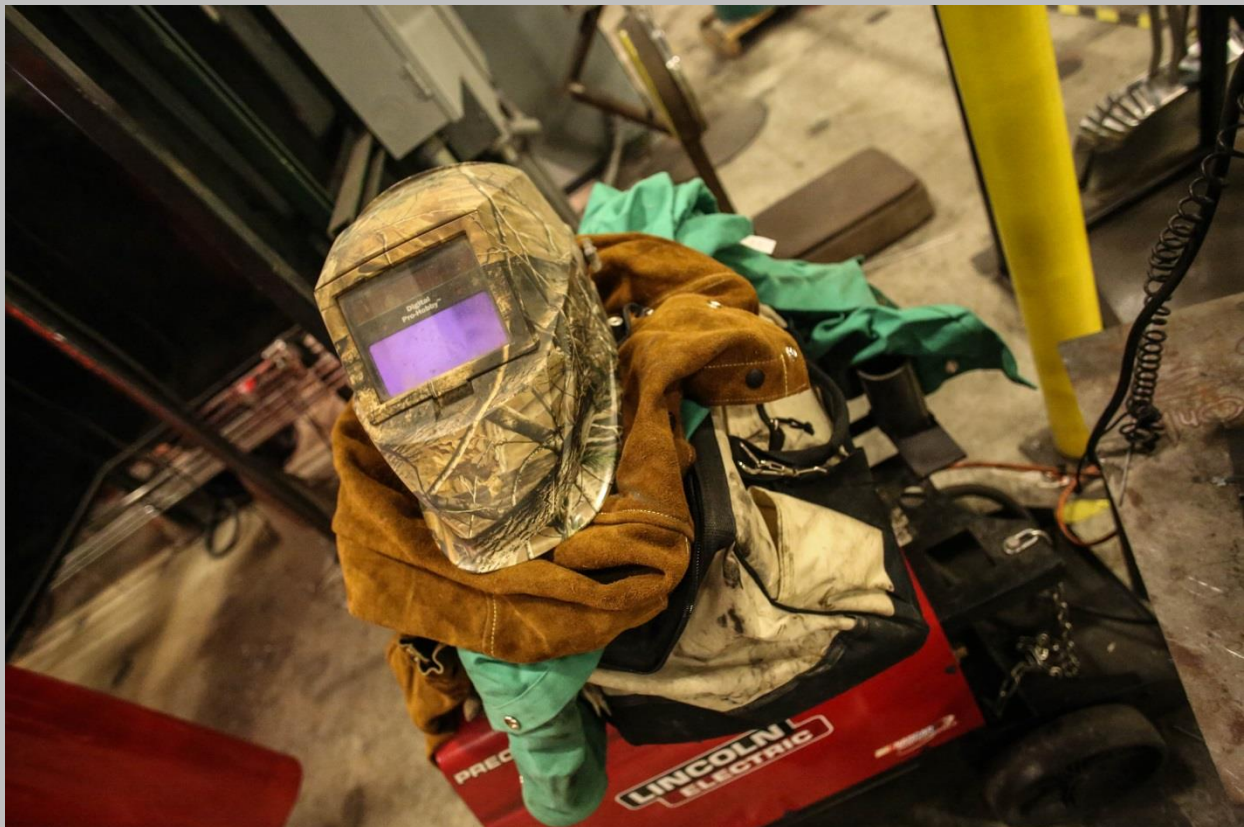
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ETI School of Skilled Trade's mission is to teach our students the technical and professional skills needed to gain entry-level employment in growing Heating, Ventilation, Air Conditioning, and Refrigeration or Welding Technology Industries. ETI believes in providing a positive, supportive, engaging, and student-centered learning environment to all students.

## VISION STATEMENT

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ETI School of Skilled Trade's responsibility is to focus on providing the highest levels of customer service and student satisfaction. ETI School of Skilled Trade's training will prepare our students to meet the demanding responsibilities of the industries in which we train students by creating environments that stimulate the work-place, maintaining industry-current equipment, and providing faculty of higher caliber to provide education and training that will give our students the skills and competitive edges needed to sustain long-lasting careers in the HVAC and Welding Industries.



## TABLE OF CONTENTS

Career Opportunities through Specialized Training	1
Educational Philosophy	2
Educational Objectives	2
School History	3
Campus Facilities & Business Hours	4
Administrative Staff	4
Financial Assistance	5-7
Scholarships & Grants	7
Method of Payment	8
Veteran Policies & Programs	8-9
Refund Policy	10-11
Accreditation, Affiliations & Approvals	12
Dress Code	12
Training Methods	12-13
Safety & Professionalism	13
Course Outlines & Descriptions	13-17
Tuition and Fees	17-18
Admissions Procedures	18
Schedule & Length of Classes	19
Academic Standards	19
Homework, Quizzes, Sectional Exams & Make-Up Work	19
Class Repeat Policy & Fees	20
Grade Appeal and Grade Change Policy	20-21
Attendance Policy & Leave of Absence	21-22
Tardiness	22
Satisfactory Academic Progress	22-25
Transfer of Credit Policy, Certificates, Awards & Graduation Requirements	25
Withdrawal Policy & Procedures	26
Re-entry Procedure	26
Student Honor Code of Conduct	26
Student Advisements & Appeals	27
Personal Property	27
Suspension, Termination, & Dismissal	27
Student & Career Services Assistance	27-29
Alumni Benefits	30
Articulation Agreement	30
Student Transcripts	31
Student Grievance Policy	31
Comparable Tuition Information	32
Alcohol and Drug Policy	32
Equal Opportunity Assurance Statement	33
Sexual Harassment & Discrimination Policies	33-35
Notification of Rights Under FERPA	36-38
Academic Calendar	39
Institutional Disclosures	40

## **CAREER OPPORTUNITIES THROUGH SPECIALIZED EDUCATION**

The demand for qualified Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R) Technicians makes this industry one of our country's most stable industries. \*According to the Bureau of Labor Statistics the job outlook for Heating, Air Conditioning, and Refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026, much faster than average for all occupations. The Bureau of Labor Statistics also states that commercial and residential building construction is expected to drive employment growth, and job opportunities for HVAC/R technicians are expected to be good. HVAC/R technicians are indispensable specialists in many fields. Wherever people live, work or play, the need for HVAC/R technicians is essential. Opportunities for installation, troubleshooting and repair in residential and light commercial applications are there if you have the skills. ETI can teach you those skills.

Entering the field of Welding Technology is walking through a door of opportunity in many professional fields. The weld process continues to be the main means for joining materials in most markets. A diverse range of markets provide career opportunities touching industries that include automotive, aerospace, shipbuilding, chemical, nuclear, medical, agricultural, construction as well as a wide variety of manufacturing. \*\*According to the Bureau of Labor Statistics the job outlook for Welders, Cutters, Solderers, and Brazers is projected to grow 5 percent from 2016 to 2026, about as fast as the average for all occupations. The Bureau of Labor Statistics also states that the nation's aging infrastructure will require the expertise of welders, cutters solderers, and brazers to help rebuild bridges, highways, and buildings. The key to a successful career in the field of welding technology is developing the proper skills to perform the various duties for the path you take. Whether performing the most basic welding fundamental or operating technologically advanced equipment, a SKILLED WELDER is a SUCCESSFUL WELDER. Skill development and experience will also open doors of opportunity in management or supervisory positions and can even continue towards careers in sales, marketing, technical writing as well as teaching.

The Welding Technology education received at ETI provides a solid foundation of weld process skills learned in a "hands on" atmosphere of welding equipment found throughout the referenced industries. The experience outcome of the classroom and lab environments will prepare each student with the knowledge, understanding, and confidence to follow the career path of his or her choice.

In less than one year, you can receive the knowledge, skills, and tools necessary to become a successful HVAC/R Technician or Skilled Welder. In partnership with NCCER, programs taught at ETI School of Skilled Trades were developed by professionals within the HVAC/R and Welding Industries who continuously provide information on curriculum changes and improvements. Industry professionals meet with the Education Department bi-annually to offer current industry updates.

\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm> (visited November 07, 2017).

\*\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Welders, Cutters, Solderers, and Brazers, on the Internet at <https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm> (visited November 01, 2017).

## **EDUCATIONAL PHILOSOPHY**

ETI School of Skilled Trades was founded by the owners of one of the largest Heating, Ventilation, Air Conditioning and Refrigeration contracting companies in the Chicago Land area, providing professional services since 1973 with one goal in mind; meeting the growing needs of the HVAC/R industry. This direct industry affiliation and experience helped provide a foundation for knowledge and vision of training needs transitioning students to skilled HVAC/R technicians.

Experts in the HVAC/R industry have provided input to the development of ETI's comprehensive curriculum package supporting the knowledge and skill sets needed for an entry level technician. A continual process of course evaluation ensures training mirrors current and up to date practices providing the most comprehensive instruction possible.

ETI School of Skilled Trades believes in the principle of total preparation. We not only provide the requisite knowledge and skills, but also the opportunity for personal and professional development so that those who emerge from our program have the tools for professional growth and advancement.

ETI School of Skilled Trades has expanded the sound educational philosophy that has made them successful in the Heating, Ventilation, Air Conditioning and Refrigeration industry to include the vastly opportunistic industry of Welding Technology. The same format of industry preparation, course materials, equipment accessibility and professional growth outlined in the HVAC/R program carry over to the Welding Technology program so all students emerge with the tools for professional growth and advancement.

## **EDUCATIONAL OBJECTIVES**

The primary educational objective for the HVAC/R and Skilled Welder Programs is to teach students the technical and professional skills for a successful and rewarding career within their industries.

Technical skills students master during the HVAC/R Program include diagnostic meters, basic circuitry, reading and drawing electrical schematics, electrical circuits along with the installation, maintenance and troubleshooting of heating, ventilation, air conditioning, and refrigeration systems.

Technical skills students master during the Skilled Welder program include the skill of striking an arc and carrying acceptable beads. Application of these skills will be utilized as the student gains proficiency in the five main joint designs (butt, lap, T, edge, corner) and four main weld positions (flat, horizontal, vertical, and overhead). A clear understanding of equipment operation and the related settings associated with each process is a must to meet the process requirements. Rounding out the learning experience is technical knowledge including the anatomy of a sound weld and the ability to read related technical data.

Regardless of the technical field chosen basic knowledge and skills are essential for supporting long term success. All students begin ETI's programs with basic safety and construction math skills. With an industry wide emphasis- on safety and an expectation of several basic fundamentals, the material covered in this initial module provides each student with the tools to meet those expectations. Successfully completing this material gives students the knowledge and confidence to continue their path of success.

As part of our career placement objective, we offer sessions in professional development that address practical job-seeking skills such as resume writing and preparation, interview skills, completing employment applications and professional appearance.

## **SCHOOL HISTORY**

- 1973 After 12 years in the HVAC/R service and installation field an affiliate service company, Environmental Conditioning Corp. was opened by the founders of Environmental Technical Institute.
- 1977 First classes begin for industry-sponsored students in HVAC/R technology.
- 1978 In-house training continues and developments of audiovisual training programs begin.
- 1985 Environmental Technical Institute's HVAC/R curriculum is approved by the Illinois State Board of Education and formal education programs begin.
- 1988 Environmental Technical Institute is accredited by the National Association of Trade and Technical Schools. Second campus is opened in Blue Island, and classes begin at that facility.
- 1994 Environmental Technical Institute moves its Bensenville campus to a larger facility in Itasca, Illinois to expand labs and accommodate plans for additional courses.
- 1994 Environmental Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges.
- 1999 Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.
- 2004 Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.
- 2008 Environmental Technical Institute is acquired by Jakma Investments, LLC. Jakma Investments, LLC is committed to improving the quality of education.
- 2009 Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.
- 2010 Environmental Technical Institute looks to diversify curriculum offering to include Welding Technology submitting documentation for State Board of Education (SBOE) approval. Facility resources are expanded to include a satellite classroom located at 1325 W. Ardmore Ave, Itasca, IL.
- 2011 Environmental Technical Institute receives ISBE approval and launches their first Welding Technology Class at the satellite classroom location.
- 2012 Environmental Technical Institute is renamed ETI School of Skilled Trades.
- 2013 ETI School of Skilled Trades consolidates all Chicago area campuses into one central location in Willowbrook, IL.
- 2014 ETI School of Skilled Trades is Re-accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) for a period of 5 years.
- 2014 ETI School of Skilled Trades receives annual approval to operate from the Illinois Board of Higher Education (IBHE).
- 2015 ETI School of Skilled Trades receives accreditation from the American Welding Society (AWS), as a Certified Testing Facility. We are 1 of 5 in the State of Illinois and the only one in the Chicago Land Area.

## **CAMPUS FACILITIES**

Main Campus & Corporate Office  
500 Joliet Road, Suite 100N  
Willowbrook, IL 60527 Phone:(630) 477-4000

The facility encompasses some 50,000 plus square feet with roughly 28,000 square feet devoted to our HVAC/R and Welding Labs. A two tier Parking Garage is available with 250 plus parking spaces. The campus has (8) classrooms with a capacity ranging from 14-40 students. These classrooms are dedicated to theory portion of our curriculum. The campus also has a bookstore, career resource center, cafeteria, and administrative offices.

ETI School of Skilled Trades modernized campus provides a student-centered and student-focused learning environment. ETI School of Skilled Trades is committed to enhancing our reputation as an educational facility that provides intensive hands-on and theory training in the best environment possible to build the students confidence and skills as they enter the trade work force upon graduation.

## **BUSINESS HOURS**

The institute maintains normal office hours for business purposes as follows:

- Monday -Thursday: 8:30 a.m. - 8:00 p.m.
- Friday: 8:30 a.m. - 4:00 p.m.

The Admission and Financial Aid office hours are as follows:

- Monday-Thursday: 9:00 a.m. - 8:00 p.m.
- Friday: 9:00 a.m. - 4:00 p.m.

## **ADMINISTRATIVE STAFF**

Campus President	Marianna Caniglia
Senior Director of Financial Aid and Student Services	Elizabeth DiCriscio
Director of Admissions and Marketing	Michelle Scheldberg
Corporate Registrar	Maureen Rarick
Career Services Manager	Dave Walsh
Welding Program Manager	Ray Winesburg
Administrative Assistant	Lenette Hurtado
Financial Aid and Student Services Representative	Amber Vera
Senior Admissions Representative	Fred Eitel
Admissions Representative	Peggy Flerick

## **FINANCIAL ASSISTANCE**

ETI School of Skilled Trades offers financial aid from various federal, private and institutional programs in the form of grants, scholarships and loans. The Financial Aid Office coordinates these financial aid programs and assists students in identifying the financial resources for which they might qualify.

Federal Student Financial Aid is in the form of grants and loans available to eligible students that have the ability and desire to benefit from the specialized program/training offered at ETI School of Skilled Trades. The process of determining a student's eligibility for financial aid is called need analysis. During need analysis, income and asset information from both students and parents is examined to determine the family's ability to contribute toward education costs. All eligible students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) form prior to their enrollment at ETI School of Skilled Trades. The FAFSA can be completed online at [www.studentloans.gov](http://www.studentloans.gov) and by clicking on the FAFSA link. Eligibility for federal student aid is based on financial need and several other factors.

### **Eligible students must**

- Demonstrate Financial Need (except for certain federal loans).
- Provide proof of either a High School Diploma or General Education Development (GED).
- Be a U.S. Citizen or eligible non-citizen.
- Have a valid Social Security number.
- If male, be registered with Selective Services if required.
- If currently attending school, be maintain satisfactory academic progress.
- Be enrolled as a regular student in any of the school's eligible programs.
- Not be in default on any federally-guaranteed loan.
- Certify that the student will utilize federal student aid for educational purposes only
- Not Exceed Federal Financial Limits (i.e. aggregate loan limits and or Pell Lifetime Eligibility Used

### **Selection Criteria for Selective recipients and determining award amount**

Financial aid recipients that are selected to receive a financial aid award must have all documents approved by the financial aid office. This includes a valid FAFSA on file and all verification and C-Codes being resolved. All federal aid is awarded according to federal guidelines and eligibility criteria.

ETI School of Skilled Trades determines and awards financial aid by using the Expected Family Contribution (EFC), determined by the Department of Education using the FAFSA application, and the schools cost of attendance (Student Budget).

The Expected Family Contribution (EFC) is a measure of a student and family's financial strength and is calculated according to a formula established by law. The Expected Family Contribution (EFC) is calculated by the Federal Processing Center according to formulas regulated by the Federal Government.

The Cost of Attendance (COA) includes institutional costs including tuition and fees, books, supplies and equipment as well as non-institutional costs including room and board, transportation, and miscellaneous personal and dependent care.

The Office of Student Financial Aid uses the following formula to calculate financial need:

$$\begin{aligned} &\textbf{Cost of Attendance (COA) – Expected Family Contribution (EFC)} \\ &\textbf{= Financial Need Federal Aid Programs} \end{aligned}$$

The following is a description of the Federal Financial Aid programs available at ETI School of Skilled Trades. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Financial Aid Department at ETI School of Skilled Trades; the student's financial planning brochures, and the U.S. Department of Education's website <https://studentaid.ed.gov>.

### **Federal Pell Grant**

The Federal Pell Grant program is a federal program that provides need-based financial assistance to eligible students. The Federal Pell Grant does not need to be paid back and is awarded only to student who have not earned a bachelor's or professional degree.

### **Federal Direct Stafford Loans (Subsidized and Unsubsidized)**

The Federal Direct Subsidized Stafford Loan is a need based loan which has a fixed interest rate. In most instances the interest on this loan is paid by the federal government while a student is in school for a least half-time, during the grace period and periods of deferment. Repayment is required to begin six months after the student completes or withdraws from his/her education.

The Federal Direct Unsubsidized Stafford loan is a non-need based loan and has a fixed interest rate. The interest on this loan accrues at the time of disbursement. Repayment of this loan will begin after the student's grace period or withdraws of his/her education unless the student opts into paying down interest payments while he/she is in school. All students, regardless of financial need, may be eligible to participate in this loan program.

### **Federal Direct PLUS Loan**

The Federal Direct PLUS Loan is a loan based on a parent's credit eligibility. Parents can use the interest-bearing loan to borrow up to the total cost of attendance. Repayment of this loan typically begins within 60 days after the loan has been fully disbursed. Parent borrowers may apply to have repayment of the principal loan amount deferred until their dependent child completed the program.

### **Loan Counseling**

Loans affect your personal credit rating and must be repaid by the student or parent borrower. The Financial Aid Department is available to advise, administer and service the student throughout his/her training.

First-time borrowers are required to participate in entrance counseling prior to receiving the first disbursement of their federal student loan. Before leaving ETI School of Skilled Trades by graduation or withdrawal, all student loan borrowers are required to participate in exit loan counseling.

The Financial Aid Department will meet with student on an individual bases to complete loan counseling and can be completed either by paper documentation from the U.S. Department of Education or by completing it online through [www.studentloans.gov](http://www.studentloans.gov).

## **Alternative Financing & Institutional Options**

If your primary financing option does not fully cover your program cost, alternative financing options can help bridge that financial gap. ETI School of Skilled Trades offers a variety of student payment plan options to assist students in financing their educational goals.

ETI School of Skilled Trades provides voluntary prepayment plans to students and their families to help reduce the balance due upon re-entry. Optional payment plans may be available through ETI School of Skilled Trades and or TFC Credit Corporation to provide student payment plans to fund the financial gap.

There are alternative loans provided by private lenders that offer various private loan programs. Alternative loans generally have interest rates that vary and are subject to approval based on credit, as well as origination fees. ETI School of Skilled Trades encourages all students to research personal outside financing options to help bridge the financial gap. ETI School of Skilled Trades also encourages students to limit and manage their loan borrowing by utilizing additional options and to choose the best financing option for them.

## **SCHOLARSHIPS & GRANTS**

The school cooperates whenever possible with local agencies and organizations that offer scholarships and awards available to our students. Any scholarships or awards received by students should be presented to the Financial Aid Department for approval prior to the start of class.

## **Annual Welding Competition**

ETI holds an annual welding competition that allows high school seniors and prospective adult students the opportunity to showcase their skills and win tuition scholarships to attend ETI. The grand prize is a half tuition scholarship per category. There are other welding related prizes and \$250 tuition scholarships to ETI for all participants. Scholarships are awarded in four installments upon successful completion of each term. A scholarship recipient who fails a term based on attendance or academics may lose their scholarship award.

## **Workforce Grants, Tuition Reimbursement & Assistance**

ETI School of Skilled Trades is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. Student eligibility for workforce educational assistance is determined by the funding organization; please see funding organizations to see whether you qualify.

## **METHOD OF PAYMENT**

Funding arrangements of tuition and fees including financial aid, cash payments plans, agency funding, scholarships and private loans; are required to be finalized in advance of a student starting any class with ETI School of Skilled Trades.

## **Payment of Tuition & Fees**

Tuition and Fees are considered due and payable by the agreed due date. It's the student's responsibility to ensure that financial aid or other forms of payment are available to satisfy tuition and fees. ETI School of Skilled Trades uses a variety of methods to keep students informed of amounts due to the school including statements and various forms of correspondence. It is the student's responsibility to remain aware of obligation to the school and to make payment on a timely basis. Students may pay tuition payments by phone, mail or in person and may pay utilizing a variety of options. Failure to make payments in accordance with their agreement may interrupt a student's education.

## **Collection of Unpaid Tuition & Fees**

ETI School of Skilled Trades retains all legal remedies to collect unpaid tuition and fees. Standard accepted methods will be made by the school to collect past due accounts. If ETI School of Skilled Trades is unable to collect amounts due the school within a reasonable timeframe, the debt may be referred to an outside collection agency and/or attorney for collection. The student shall be liable for applicable attorney fees, court costs and collections fees incurred by the school in the collection of any past due balance owed. ETI School of Skilled Trades also reserves the right to report to credit-reporting agencies.

## **VETERAN POLICIES**

ETI School of Skilled Trades facility is approved for GI Bill education benefits and offers military tuition assistance programs via discounts and scholarships. ETI School of Skilled Trades participates in Chapter 30 and 33 benefits, MyCAA and VRAP benefits. Students enrolled under Veterans' benefit programs are subject to policies that vary from those shown elsewhere in this catalog as follows:

- Upon successful completion of ETI School of Skilled Trades sectional examination(s), credit and an appropriate tuition reduction will be granted to veterans found to have had training that duplicates parts of the ETI program.

## **VETERAN PROGRAMS**

### **Military Grant**

Extending our appreciation for military service, ETI School of Skilled Trades is offering a Military Grant to help provide assistance for qualified students who are currently serving in, or have served in the U.S. Armed Forces.

This grant is opened to new students who are active duty or veterans of the U.S. Armed Forces; Army, Navy, Air Force, Marine Corps, Coast Guard, their respective reserve forces and the Army National Guard whom have exhausted their eligibility for education benefits through the U.S. Department of Veterans Affairs or those who are ineligible for education benefits but have an honorable discharge, as well as spouses and dependents and must provide a copy of one of the following:

- DD214 Certificate of Release or Discharge from Active Duty
- NGB22 National Guard Report of Separation or Record of Service
- Proof of relationship to an Active or Veteran Member of the U.S. Armed Forces
- Desire and commitment to learn and complete the training for a new career opportunity
- Or, current military ID Card

The Grant awarded is equivalent to: \$500 off the cost for the complete training program (excluding equipment and books). Note: Veterans who received a dishonorable discharge are not eligible for this grant. For more information on eligibility, or other financial aid assistance and support, and if you qualify; contact ETI School of Skilled Trades Financial Aid department.

### **MyCAA**

Although the MyCAA Benefit program does not cover degrees beyond the associate level, it offers up to \$4,000 for the spouses of military personnel to pursue their education.

- To qualify, applicants must provide proof of relationship to an Active or Veteran Member of the U.S. Armed Forces.

### **Post 911/GI Bill**

Post 911 Veterans Educational Assistance Act of 2008, also known as the Post 911/GI Bill or Chapter 33 Program allows ETI School of Skilled Trades to enter into a voluntary agreement with the Department of Veterans Affairs and the Veterans approved under the Chapter 33 benefits program.

### **Montgomery Bill**

The Montgomery GI Bill (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill-Active Duty; (MGID-AD) (Chapter 30) and the Montgomery GI Bill-Selected Reserve (Chapter 1606). Under Chapter 30, Active Duty Members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a Reservist must be actively drilling and have a 6 years obligation in the Selected Reserve to be eligible.

MGIB-AD program provides up to 36 months of education benefits to eligible veterans and could be used for our career training programs. (Remedial, deficiency, and refresher courses may be approved under certain circumstances.) The benefit is available up to 10 years following active duty release.

- Eligible Veterans must have an honorable discharge along with a high school diploma or GED. Additionally, an eligible veteran must meet the requirements of one of the 5 Categories pertaining to the Montgomery Bill. For more information visit <http://www.va.gov>.

### **Veterans Retraining Assistance Program (VRAP)**

VRAP offers up to 12 months of training assistance to unemployed Veterans who:

- Are at least 35 years but no more than 60 years old
- Are unemployed at the date of application
- Receive any other than dishonorable discharge
- Are not eligible for any other VA education benefit program
- Are not in receipt of VA compensation due to being unemployable

Are not enrolled in a federal or State job training program VRAP benefits can only be used to pay for full-time training.

## **REFUND POLICY**

If accepted by the school, the school's catalog, the enrollment agreement and addendums, state all the terms and conditions of enrollment and are not subject to alteration except as follows:

- Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
- When notice of cancellation is given before 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 to the student;
- 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 which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the
- application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
- When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

A school which is accredited by a nationally recognized accrediting agency may use this policy.

- As used herein, a "nationally recognized accrediting agency" means an agency or association
- designated by the Secretary of the U.S. Department of Education pursuant to provisions of the Higher Education Act of 1965 CP.L.89-329) and related regulations.
- After 5% of the course of instruction, but within the first 4 weeks of classes the school shall refund at least 80% of the tuition;
- During the first 25% of the course, the school shall refund at least 55% of the tuition;
- During the second 25% of the course the school shall refund at least 30% of the tuition;
- In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- Deposits or down payments shall become part of the tuition.
- 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. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

## **REFUND POLICY CONTINUED...**

- A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 7 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
  - A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
  - A school shall refund all monies paid to it in any of the following circumstances:
  - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - The school cancels or discontinues the course of instruction in which the student has enrolled;
  - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
  - A school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.
- (Source: P.A. 90-649, eff. 7-24-98.)

## **Return of Federal Title IV Funds**

Once a student begins class, notices of written withdrawal should be directed to the Academic staff. The effective date of withdrawal will be the last date of actual class attendance by the student. Tuition due will be charged in accordance with the school's Refund Policy.

Students using Title IV funding and attend at least one class, but less than 60.1% of the program, a federal policy will apply to the return of Title IV funds. A student that withdraws from school before 60.1% of the program, the amount of Title IV funds that a student is entitled to is based on the percentage of scheduled clock hour completion up to the official last day of attendance, rounded to the nearest tenth of one percent, multiplied by the greater of the amount of Title IV Aid distributed, or the amount of such aid that could have been distributed as of the notice of withdrawal. If a student completed 60.1% or more of the scheduled clock hours up to the official last day of attendance, no return of Title IV funds is required.

Upon withdrawal from classes, the school's refund policy set forth in its catalog and enrollment agreement is used to determine the amount of tuition and fees due the school at the time of withdrawal. The Federal policy does not affect the amount of tuition another charges that the school has earned and is entitled to retain. Financial Aid funds planned to cover these costs may need to be returned according to the Federal Return of Title Funds Policy outlined above. This may leave the student owing funds to the school that are greater than the out-of-pocket costs originally planned.

Sample calculations are available in the Financial Aid Office. The total program length will be used as the period of enrollment and "The period of enrollment method" will be used in calculating Title IV funds to be returned. For any questions about return of Title IV funds, and any other questions about refunds, please see the Financial Aid Department.

## **Refund Distribution**

The School must return the Title IV funds for which it is responsible in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant for which a return of funds is required
- The Student

## **ACCREDITATION – AFFILIATIONS – APPROVALS**

ETI School of Skilled Trades is a non-sectarian, co-educational, private career training school, incorporated under the laws of the State of Illinois and recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education.

ETI School of Skilled Trades has been approved to operate by the Illinois Board of Higher Education, located at 1 N. Old State Capital Plaza, Suite 333 Springfield, IL 62701.

ETI School of Skilled Trades is an approved educational facility to offer veterans benefit programs from the United States Department of Veterans Affairs.

ETI School of Skilled Trades is an Accredited Testing Facility (ATF) with the American Welding Society (AWS).

Documentation evidencing these accreditation/approvals may be obtained by contracting these agencies or by visiting the school's campus.

## **DRESS CODE**

Every student will be issued ETI School of Skilled Trades shirts. ETI expects that students will appropriately wear these shirts with pants. No shorts of any kind are allowed. No open toed shoes. Hair longer than collar length will be tied back in such a manner as to not create a safety hazard while on school grounds.

## **TRAINING METHODS: EDUCATION FOR THE REAL WORLD**

Educational strategy at ETI is based on the sound theory of teaching, practicing, applying and evaluating. The following are some methods used to prepare students for entry level employment in their chosen field of expertise and to promote their desire for continued professional growth.

### **Comprehension & Retention**

- ETI School of Skilled Trades has partnered with nationally recognized, **National Center for Construction Education and Research (NCCER)** providing a comprehensive course curriculum of Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) and Skilled Welder Technology material. Text material is complemented with video and other training tools designed to drive home the theory of fundamentals supporting each industry.
- Classroom discussion delivered by our qualified staff of instructors encompasses each step of area specific subject matter ensuring a complete understanding of theory and practice for each module. Instructors also include first hand experiences that provide real world scenarios to paint a clear picture of the corresponding environments tying theory and practice together.
- A comprehensive series of lab exercises accompany the text material providing clear direction for each student through “hands on” learning experiences and skills practice in an updated learning lab.

### **Skill Confidence**

- **Extensive Hands On Training** is conducted in modern facilities with industry equipment and material fitting to the course content chosen. Our laboratory resources provide valuable “hands on “ experience that will prepare students with technical skills, confidence and motivation for their desired career field.

### **Individual Attention**

- Testing is conducted to evaluate each student's level of learning and skill development. This allows our instructors to help overcome any difficulties the student might be having.
- Class Size is a controlled supporting environment allowing students "hands on" experience along with ample opportunity for one on one time with their instructor.

### **Learn from Industry Experts**

- Teaching professionals – our programs have been developed by professionals in the industry who continuously provide information ensuring curriculum is always current. The faculty at ETI School of Skilled Trades is carefully selected from available professionals in the related subject matter areas. They are chosen for their knowledge, professionalism, technical excellence and ability to share their industry experiences with students in a classroom environment.

### **SAFETY AND PROFESSIONALISM**

ETI School of Skilled Trades training program not only involves learning theory and practice but also safety and professional standards. The proper use of safety glasses and other relevant personal protection equipment (PPE) is expected at all times while working in the class labs. Student conduct conducive to a safe working environment is expected every day whether in the classroom or lab. Students who witness unsafe acts and/or conditions should report them to their instructor or any member of the administrative staff. All injuries should be reported immediately to the instructor.

If medical attention is needed, ETI School of Skilled Trades will assess the situation and make reasonable effort to ensure the safety of our students. ETI School of Skilled Trades assumes no responsibility for any injuries other than those resulting from participation in normally scheduled instructional programs.

### **COURSE OUTLINES AND DESCRIPTIONS**

#### **Heating, Ventilation, Air Conditioning and Refrigeration Technology (HVAC/R Program)**

**906 Clock Hours**

This program will pave the way for a rewarding career in one of America's most dynamic industries. The demand for certified HVAC/R technicians continues to grow each year. The HVAC/R program has been designed to prepare you by sequentially teaching the subject matter with a "hands-on" objective that will enable the student to be a success upon graduation by gaining entry-level employment into the industry.

#### **PROGRAM OUTLINE**

Module	Title	Theory Hours	Lab Hours
HVAC 101	Sheet Metal, Conduit and Electricity	123.5	103
HVAC 102	Boiler Systems, Piping and Applications	109.5	117
HVAC 103	Gas Heating, System Design and Controls	123	103.5
HVAC 104	Air Conditioning, Refrigeration & EPA	95	131.5
<b>Total</b>		<b>449</b>	<b>457</b>

## **HVAC/R COURSE DESCRIPTIONS**

### **HVAC101: Sheet Metal, Conduit, and Electricity**

123.5 Class Hours/103 Lab Hours

This course offers a well-rounded introduction to the key components that support a safe and successful career in the field of HVAC/R. Students will have exposure to OSHA training requirements ensuring an understanding of safety expectations found in industry environments. Knowledge of hazards common to shop and job-site environments build on the platform of safety. As a major component in the trades, electricity will be covered to ensure an understanding of safety and installation fundamentals for a variety applications and equipment. Conduit bending conduit installation and their applications in the workplace. In addition, this course introduces students to installation and layout equipment, guidelines, practices, and applications, as well as system design principles and practices. Students will have the opportunity to design, construct, and install various sheet metal duct fittings. Students will also be able to measure, cut, and install 12" EMT conduit in a work environment. Students will meet with Career Services Department to learn what they should expect from career Services and have the opportunities available to the student. – Prerequisite(s): None

### **HVAC 102: Boiler Systems, Piping & Applications**

107.5 Class Hours/119 Lab Hours

This module begins with an introduction to HVAC/R, Hydroids, and Steam heat systems. Hydroid heating systems incorporate theory and practice of hot water heating. Students will be exposed to the fundamental operation of systems with control theory, identification of major components that include piping schemes along with water flow and balance requirements. Knowledge learned will include basic principles of the steam heating systems, the major components and sequence of control operations, condensate system and piping requirements. Students will learn identification and measurement of piping and related fittings, the safe and proper use of tools and techniques used for various copper cutting and joining processes. Students will become familiar with pipe hangers, supports, insulation, pressure testing and piping codes. Techniques for soldering and brazing will be demonstrated and correlated to real life applications. Students will begin preparing their resume and will be educated on proper skills and techniques to prepare them for their career search. - Prerequisite(s): HVAC101

### **HVAC103: Gas Heating, System Design & Controls**

123 Class Hours/103.5 Lab Hours

This course covers introduction of heating systems, in which they will identify the components of a forced-air gas furnace along with heat transfer methods and combustion theory. Students will demonstrate skills required to service and maintain various gas furnaces found in residential and light commercial applications. Students will learn to analyze the control circuits of electronically-controlled systems determining the operating sequence. Lab time will include the proper use of test equipment and diagnosing malfunctions in cooling, heating, and heat pump equipment. As the student continues they will be introduced to control systems and digital control systems used in large commercial buildings. Successful completion of this module provides each student with essential tools to thoroughly understand heating equipment and the importance of customer service. Students will be able to diagnose and repair a residential furnace. Students will also learn the various types of interviews, preparing for the interview, typical interview format, most asked questions during an interview, unlawful questions and interview Do's and Don'ts. - Prerequisite(s): HVAC101, HVAC102

## **HVAC104: Air Conditioning, Refrigeration, and EPA**

95 Class Hours/131.5 Lab Hours

In the fourth and final program module, students learn the refrigeration cycle, associated components, superheat, sub cooling, sensible heat, latent heat, and specific heat. They will also be able to recover, evacuate and pump down an air conditioning system. Students will be exposed to different types of refrigerants and cylinder color codes. Lab exercises will include measuring temperatures in an operating air conditioning system, accessory components, controls and piping methods; compressor theory and application including the operating principles of different refrigerant compressors. Students will learn the methods of capacity control used with compressors as well as devices used to protect compressors. Other objectives of this module include: introduction of metering devices and their applications; students will learn about the variety of heat pumps available and their proper operation; retail refrigeration systems including mechanical systems along with defrost methods and controls; and students will learn how to be able to inspect different types of air quality systems that are utilized in the industry. Upon completion of this module the student will have completed requirements earning a credential as a Universal EPA 608 Certified Technician and also 410-A Certification. Students will meet with the Career Services Department to finalize all paperwork and begin their career search. Prerequisite(s): HVAC101, HVAC102, HVAC103

### **Skilled Welder Program**

906 Clock Hours

The welding field includes a wide range of skill requirements that coincide with job opportunities. The material content of the Skilled Welder Program will provide each student with the opportunity to learn and develop skills and confidence in several cutting and welding process disciplines. He or she will be able to demonstrate a strong understanding of both equipment and process requirements when seeking employment in the related field. The demonstration of knowledge and confidence will make the student a more marketable candidate for a company's labor need.

### **PROGRAM OUTLINE**

The following modules are offered supporting the program objective:

<b>Module</b>	<b>Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>
W101	Introduction to Welding	85	141.5
W102	SMAW Plate	54	172.5
W103	GMAW, FCAW, GMAW-A	72	154.5
W104	GTAW Plate	54	172.5
<b>Total</b>		<b>265</b>	<b>641</b>

## **Skilled Welder Course Descriptions**

### **W101: Introduction to Welding**

85 Hours Theory/141.5 Hours Application

This course offers a well-rounded introduction to the key components that support a safe and successful career in the field of welding. Students will have exposure to OSHA training requirements ensuring an understanding of safety expectations found in industry environments. This course begins with an outline of safety expectations specific to the welding environment. The welder's language will be introduced as students learn weld symbols covering fillet welds, groove welds, weld finishing processes and how to interpret their meaning on drawings and Welding Procedure Specifications (WPS). Material will also focus on reading and understanding detailed welding drawings. He or she will learn a vocabulary of lines, views, and dimensioning terminology used on drawings that will instill confidence as a welder to successfully complete a project assigned whether in the shop or in the field. He or she will also feel comfortable sketching or drawing basic welding drawings. With safety in place, he or she is introduced to Oxy/fuel cutting equipment which considered the foundation of cutting and welding processes. Training will consist of proper set-up and handling of Oxy/fuel equipment including lighting, adjusting flames, and safe shut-down steps. The student will also gain an understanding of the plasma arc cutting equipment and principles. Training will identify amperage, gas pressures, and flow rate requirements. Air Carbon Arc Cutting process will include an understanding of equipment and process techniques along with proper electrode selection. All cutting processes will cover straight line, piercing, slotting, squaring, beveling, washing, and gouging techniques as applicable to the process. These cutting processes will be utilized as the student learns basic metal preparation requirements and joint design terminology along with techniques for weld joint fit-up as well as heat control methods for different metal weld applications. Students will meet with the Career Services Department to learn what they should expect from Career Services and opportunities available to the student. – Prerequisite(s): None

### **W102: SMAW Plate**

54 Hours Theory/172.5 Hours Application

This class introduces the student to the SMAW Shielded Metal Arc Welding (Stick) welding process, equipment, set-up, related process safety expectations, welding current applications for various electrodes, and cleaning tools used in the SMAW process. The student will gain an understanding of methods used in "Striking an Arc" and carrying a quality weld bead utilizing stringer, weave, and overlapping methods along with fillet welds. There is a wide variety of electrodes used in various weld applications. The student will learn electrode characteristics and different filler materials, along with proper storage and electrode control. Material content includes proper steps I techniques to set-up equipment, prepare material for quality welding in flat, horizontal, vertical, and overhead positions with focus on specific joint fit-up and alignment expectations. Weld confidence will build with the understanding of weld quality and inspection techniques. The student will learn to identify and understand weld imperfections and their causes. The student will learn visual inspection criteria, destructive and non-destructive examining techniques along with welder qualification tests stressing the importance of workmanship and quality. The student will also be introduced to pipe welding as it pertains to SMAW (Stick). Students will preparing their resume and will be educated on proper skills and techniques to prepare them for their career search. – Prerequisite(s): W101

**W103: GMAW, FCAW and GMAW-A**

72 Hours Theory/154.5 Hours Application

This class introduces the students to GMAW Gas Metal Arc Welding, [better known as MIG (Metal Inert Gas) or Wire Welding], GMAW-A Gas Metal Arc Welding Aluminum and FCAW Flux Core Arc Welding equipment. The student will gain a thorough understanding of the components and set-up requirements that complete the equipment packages and the general safety procedures associated with each process. Students will learn proper use of filler metals, shielding gases, and the steps to clean welds. The student will continue to build their confidence with these two new processes as they practice the core weld joint designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F, 1G-4G) including multiple pass welds. Included is measuring tools, hand and power tools commonly found in various environments. Knowledge of proper material handling techniques and hazards common to shop and job-site environments build on the platform of safety. Students will learn the various types of interviews, prepare for the interview, typical interview format, most asked questions during an interview, unlawful questions, and interviews Do's and Don'ts. – Prerequisite(s): W101,W102

**W104: GTAW Plate**

54 Hours Theory/172.5 Hours Application

This class introduces the students to Gas Tungsten Arc Welding better known as TIG (Tungsten Inert Gas) equipment. The student will gain a thorough understanding of the components and set-up that complete the equipment package along with the general safety procedures associated with the process. The students will learn electrode identification and selection along with use of filler metals and shielding gases. The student will continue to build their confidence with this new process as they practice the core weld joint designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F I 1G-4G) including multiple pass welds. The student will also be introduced to Pipe welding as it pertains to the skills of TIG Welding. Students will meet with the Career Services Department to finalize all paperwork and begin their career search. - Prerequisite(s): W101, W102, W103

**TUITION AND FEES****➤ HVAC/R Program**

Tuition*	\$14,085.03
Registration Fee	\$0.00
Books	\$459.17
Tools	\$1,195.60
Universal 608 EPA Exam	\$100.00
ESCO R-410A Exam	\$40.00
Sales Tax	\$119.97
<b>Total Cost of Attendance</b>	<b>\$15,999.77</b>

**➤ Skilled Welder Program**

Tuition*	\$14,700.46
Registration Fee	\$0.00
Books	\$425.00
Tools	\$600.00
AWS Welding Certification	\$200.00
Sales Tax	\$74.31
<b>Total Cost of Attendance</b>	<b>\$15,999.77</b>

\*ETI School of Skilled Trades reserves the right to increase tuition fees as necessary to maintain the quality of its programs and providing the highest level of support and assistance to students. Tuition fees are set at a rate that will ensure a high standard of teaching and to enhance the student experience while keeping the costs as affordable as possible. Non-tuition related fees such as those associated with Certifications or qualifications are not covered in the current tuition unless specifically outlined in the ETI School of Skilled Trades Enrollment Agreement or Catalog, and are the student/graduates responsibility. A list of certification or qualification examinations and certifying companies associated with them can be obtained in the Academic Department. Preparing for and passing any certification is the sole responsibility of the student/graduate.

## **ADMISSION PROCEDURES**

Prospective students should call, e-mail or write to schedule an interview and tour the campus with an admissions representative. The representative conducting the interview will determine if the applicant has the ability and qualifications to satisfactorily complete the course material. Parents, and/or significant others are encouraged to attend admissions interviews and tour the school facilities. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Curriculum, fees and other matters described in this catalog are subject to change at the discretion of ETI School of Skilled Trades. The school is authorized under federal law to enroll non-immigrant alien students.

Equal opportunity without discrimination of race, religion, national origin, color, sex, age, or physical or mental disability is afforded to all applicants.

All students, regardless of funding, will need to complete the following PRIOR to starting class:

- Provide official transcripts or original diploma to show proof of graduation from high school or high school equivalence certificate GED or HSE. (ETI School of Skilled Trades does not admit students via Ability-to-Benefit Testing)
- Complete all admissions paperwork to include a fully executed signed enrollment agreement.

Students will be allowed to start class up to 5 days after the first day of class, if they have met all the above admissions requirements.

## **SCHEDULE & LENGTH OF CLASSES**

### **HVAC/R Day Program**

→ 906 Clock Hours – 226.5 per module

Monday – Friday

8:30am - 3:00pm

### **HVAC/R Evening Program**

→ 906 Clock Hours – 226.5 per module

Monday – Thursday

6:00pm -10:30pm

### **Skilled Welder Day Program**

→ 906 Clock Hours – 226.5 per module

Monday – Friday

8:30am – 3:00pm

### **Skilled Welder Evening Program**

→ 906 Clock Hours – 226.5 per module

Monday – Thursday

6:00pm – 10:30pm

Note: ETI School of Skilled Trades reserves the right to change course and class schedules with 30-day notice to students.

## **ACADEMIC STANDARDS**

### **Grading Procedures**

Students will be expected to complete reading and accompanying homework assignments. Students will participate in regular lab exercises that are designed to help solidify the basic fundamentals of the subject matter. Quizzes will be facilitated measuring the students understanding of the materials covered and a cumulative final exam at the end of each module will confirm the students thorough understanding of the theory and principles learned during each module.

Grades are based upon achievement of course objectives. The following system is used for recording student achievement:

<b>Numeric</b>	<b>Grade</b>	<b>Description</b>
90 – 100%	A	Superior Level of Achievement
80 – 89.9%	B	Good Level of Achievement
70 – 79.9%	C	Average Level of Achievement
0 – 69.9%	F	Unsatisfactory Level of Achievement

Other grades issued are as follows and are not considered in the calculation of the course cumulative grade.

TR	Transfer Credit from previous training outside of ETI (if approved)
Drop	Drop/Withdrawal
GRADUATE	Graduate
C	Completer
*	Student of the Section

## **HOMEWORK, QUIZZES, SECTIONAL EXAMS, AND MAKE-UP WORK**

Homework assignments, quizzes and sectional exams should be turned in on the due date assigned by the instructor.

Turning in late homework assignments, making up quizzes, or tests will result in a grade deduction as detailed in the school attendance policy. ETI School of Skilled Trades understands that life sometimes gets in the way, however consistently missing class on quiz, test, lab, or assignment due dates will ultimately result in a lower grades.

There is no opportunity to re-take any failed quiz or exam.

The school reserves the right to discontinue the training of any student who does not maintain standards of the school with respect to their grades, conduct or attendance.

## **CLASS REPEAT POLICY & FEES**

Students who withdraw from their program during a class or who receive a failing grade are required to retake that course from the beginning. This can be due to personal reasons, excessive absences, and/or failure to make tuition payments to the school as scheduled. If a student repeats a class, that will be considered their second attempt. If the student is required to repeat the class for a third time, the Campus President will need to approve the student to retake the class. After the third failed attempt at a class, the student will be withdrawn from the program. Tuition payments must continue throughout all class repeats.

In the event that a student receives a “F” for any class due to academic or attendance violations, the following charges will apply:

- First Repeat Fee - \$500
- 2nd Repeat and each additional - \$750

The fee for a class that needs to be retaken must be paid PRIOR to the start of that class.

### **For Veteran's Only**

- Veterans enrollment certifications will only be submitted one term at a time and after Satisfactory Academic Progress (SAP) has been verified and is being met
- Students are allowed to take a term multiple times due to failing to include Veteran students, however, any failed term will be at their expense and no enrollment certification will be submitted for the term being made up or any future terms
- No future terms can be submitted to the VA for benefits/payments because of how the clock hours are calculated and subtracted at the VA
  - For example – 906 clock hours for the 4 terms is approximately 227 clock hours per term. Once a term is taken 227 clock hours is automatically deducted from the total 906 clock hours, and does not leave room for any future terms to be credited.

## **GRADE APPEAL AND GRADE CHANGE POLICY**

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that:

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious;
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. ETI presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

## **Student Grade Appeal Procedure**

- A student who wishes to question a grade must discuss the matter first with the instructor of record. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further.
- If the student's concerns remain unresolved after the discussion with the instructor, and there is valid reasoning and concern the student may have received an incorrect correct grade, he/she may submit a written request to meet with the Campus President. This request must be submitted within 3 calendar days of the completion of the module. The Campus President will meet with the student and the instructor to review all information and records from the student and the instructor as to the grade dispute. At this point, the Campus President will make the final determination to the final status of the grade outcome.

## **ATTENDANCE POLICY**

The ETI School of Skilled Trades Programs and students personal success depends upon your active participation. While great emphasis is placed on academic achievement, equal emphasis is placed on attendance. In preparation for entering the job market, students are expected to regard their time spent at ETI School of Skilled Trades at they would in the workforce.

- Attendance will be maintained for official records and transcripts.
- Attendance minimum is 80% of the total hours in the module. If a student does not complete the module with a minimum of 80% attendance, they will need to repeat the module regardless of the grade. Missing class will result in lower grades.
- 7 consecutive days absent may result in a drop from the program.
- Any student that does not turn in a lab, homework, quiz, or any other assignment on time due to absent, late or leaving early will result in the following:

0-48 hours late	20% off lab, quiz, exam or any assignment grade
48+ hours late	40% off lab, quiz, exam or any assignment grade

Any graded lab, homework, quiz, exam, or assignment must be handed in as directed by the instructor to be eligible to continue to the next module. Any incomplete material can result in an incomplete final grade and may result in repeating the module.

Students who are absent 7 consecutive class sessions may be automatically dropped from the program. Students who are dismissed for 7 consecutive absences may apply for re-instatement.

School closures will be at the discretion of ETI School of Skilled Trades when affected by weather conditions and/or public transportation scheduling challenges. In the event of a school weather/nature related closure, any make-up class sessions will be communicated to all students as soon as possible.

## **LEAVE OF ABSENCE (LOA)**

ETI School of Skilled Trades permits students to request a leave of absence as long as the leave or extensions do not exceed a total of 180 days during a 12 month period, starting from the first day of the leave, and as long as there are documented circumstances that require the student to interrupt their education. Student must understand, upon return from leave, he/she will be required to repeat the module that last attempted but did not pass of complete. The period of leave of absence may not begin until the student has submitted an approved written and signed request for a Leave of Absence. This will only be granted for the following reasons; Medical (Student/Family member), Military Service Requirement or Jury Duty. A student will meet with the Financial Aid Department to understand how their LOA may affect their educational funding. If a student fails to return from their scheduled leave of absence, they will be withdrawn from the program in accordance with the school's refund policy and will be eligible to apply for re-instatement.

## **TARDINESS**

The actual time students are in class is recorded to the nearest quarter hour. If a student is late, the time recorded will be the next quarter hour on the clock. When students are tardy and/or take an early leave, it is recorded and affects the total attendance percentage. All attendance entries will be verified and initialed by the instructor on a daily basis.

The school reserves the right to discontinue the training of any student who does not maintain the standards of the school with respect to their grades, conduct or attendance.

A Student must be present on the final day of a module to take the final exam or have made pre-approved arrangements with their instructor regarding the final exam. If a student does not take his/her final exam or have made pre-approved arraignment with their instructor, the student will receive an incomplete for the module thus failure to complete the module and will need to repeat the module.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

All students must maintain SAP, as measured by both Qualitative and Quantitative Standards to be eligible for Title IV federal financial aid. In addition, students who do not receive Title IV federal financial aid are held to the same SAP standards. Any ETI student may be dismissed from the school for failing to make satisfactory academic progress towards completing an educational program.

### **Qualitative and Quantitative Components**

#### **Grades**

In order to graduate, students must successfully complete 100% of the required courses and attain a minimum CGPA of 2.0. This is referred to as the Qualitative Component of SAP. It means each student must have at least a 2.0 cumulative grade percentage average based on a 4.0 grading scale.

#### **Incomplete Grades**

ETI will not assign an incomplete for a class when a student has not submitted the required work for that class. If a student fails to submit the required work, the instructor will enter zeros for that work and the final grade will be calculated. If the final grade results in an "F", the student will be required to repeat that course.

The Quantitative Component measures whether student are on pace to complete their program within the Maximum Time Frame (or MTF). Courses that a student withdraws from are considered "hours attempted" toward this calculation. Every ETI School of Skilled Trades student is expected to complete his or her program

in a period not exceeding 1.5 times (or 150%) the normal duration of the program as measured in clock hours attempted. In practical terms, the Quantitative Component measures a student's Rate of Progress (or ROP) towards completing graduation requirements. If a student fails to complete the program within 150% of the total clock hours, they will be classified a 'Completer'. A completer is a student who has met all graduation requirements however failed to do so within the maximum time frame. A student who exceeds the 150% may be subject to changes and/or termination of their awarded financial aid. MTF applied to all students, including those who pay cash, received VA, and/or any other sources to fund their education.

For example: consider a program that is 906 clock hours in length (i.e., 30 weeks for a day student and 52 weeks for a night student). A student is therefore eligible to receive Title IV funds for a maximum of 1, 359 clock hours (1.5 x 906) (i.e., 45 weeks for a day student and 78 weeks for a night student), while attempting to complete that program.

ETI School of Skilled Trades evaluates all students for SAP at the end of every grading period. Typically each grading period lasts approximately 7 weeks for daytime students and 10 weeks for nighttime students. Students are graded on a combination of lab work, quizzes, homework assignments, and final exams. As part of the assessment, ETI School of Skilled Trades reviews both the Qualitative and Quantitative Components for all students as indicated in the table below:

Evaluation Step	Percent of Program Attempted	Minimum CGPA	Minimum ROP
1	0 - 24.9% of program	2.00	100%
2	25 - 49.9% of program	2.00	50%
3	50 - 100% of program	2.00	60%

For example: Consider a student who has completed 40% of the program at the end of a grading period. When ETI School of Skilled Trades evaluates this student's SAP, it starts at Evaluation Step 2. This means the student must have a CGPA of at least 2.00, a minimum of 80% attendance for that class and have an ROP of 50%. Failure to meet all requirements may result in a student being placed on Financial Aid Warning, Financial Aid Probation, Non-Title IV Status, or being SAP Dismissed.

### **Financial Aid Warning**

If a student does not meet or exceed both the Qualitative and Quantitative SAP Components (i.e., maintain a grade of "C" or better and meet the ROP for the evaluation step), he or she will be put on Financial Aid Warning during the next grading period. Students in Financial Aid Warning status remain eligible for Title IV federal financial aid during the next grading (or payment) period. Students may only remain in Financial Aid Warning for one grading period.

NOTE: Students will be automatically placed in Financial Aid Warning if they fail to meet minimum SAP standards while in Active status.

## **Financial Aid Probation**

Students must appeal to be placed in Financial Aid Probation. A student may appeal to be placed on Financial Aid Probation if he or she fails to meet the minimum SAP standards during a grading period when he or she is on Financial Aid Warning. A student must complete appropriate academic counseling and create an academic plan demonstrating how he or she will improve academic performance to be placed on Financial Aid Probation.

Students in Financial Aid Probation will remain eligible for Title IV federal financial aid. Students may only remain in Financial Aid Probation for one grading period.

## **Non-Title IV Eligible Status**

Non-Title IV Eligible status allows a student one final attempt to meet SAP and continue attending ETI. Students must appeal to be placed in Non-Title IV Eligible status. A student may file an appeal to be placed on Non-Title IV Eligible Status if they fail to meet the minimum SAP standards (or are not meeting the requirements of the agreed upon academic plan) while on Financial Aid Probation.

Only students who are mathematically capable of meeting MTF requirements and are capable of meeting SAP requirements at the end of the grading period are qualified for consideration of being placed in Non-Title IV Eligible status.

Students in Non-Title IV Eligible status are not eligible for Title IV federal financial aid. Students may only remain in Non-Title IV Eligible status for one grading period.

## **SAP Appeal**

A student who believes ETI School of Skilled Trades did not evaluate SAP appropriately, that he or she should be placed on Financial Aid Probation (or Non-Title IV Eligible Status), or should not be SAP Dismissed, must file an appeal. A valid appeal (and associated paperwork) must be filed by the student by the end of the grading period in question. The basis for an appeal is that the student believes he or she can improve academic performance and has the ability to establish an academic plan and complete appropriate academic advising. The appeal should provide reasons why the student believes he or she can improve academic performance or what changes have occurred in the student's life to allow him or her to meet SAP requirements. The student's appeal should also make clear that the student does intend to improve academic performance. ETI School of Skilled Trades will consider other reasons advanced by a student in support of his or her appeal on a case-by-case basis.

## **Re-establishing Title IV Eligibility**

If a student has lost his or her eligibility to obtain Title IV aid due to failure to meet SAP and being placed on Non-Title IV Eligible status, he or she must receive academic advising and complete an academic plan to improve academic performance. The student must then meet the SAP requirements or be deemed by ETI School of Skilled Trades to be successfully meeting the requirements of their valid academic plan to be placed back in active standing. A student who moves from Non-Title IV Eligible status back to active standing is again eligible to receive Title IV Federal financial aid.

## **SAP Dismissed**

Any ETI School of Skilled Trades student who fails to meet SAP and is determined to be no longer eligible to attend ETI will be SAP dismissed. A student will be SAP dismissed if her or she:

- Has not achieved the minimum SAP requirements (or is determined by ETI School of Skilled Trades to be meeting the requirements of his or her academic plan) by the end of the specified grading period during which he or she is on Financial Aid Probation; or
- Has not achieved the minimum SAP requirements by the end of the specified grading period during which he or she is in Non-Title IV Eligible Status; or
- Has his or her SAP appeal denied.

## **TRANSFER OF CREDIT POLICY**

A petition for credit for prior training may be secured and must be returned to the ETI School of Skilled Trades Admissions Office. The petition will be evaluated by the Campus President. Official transcripts and course descriptions are required to determine applicable credit, if any, and must be provided by the potential applicant. A minimum grade of "C" or its equivalent must have been achieved by the applicant at an accredited institution to be considered by ETI School of Skilled Trades. A student must also complete at least seventy-five percent (75%) of the ETI School of Skilled Trades program in order to receive a Certificate of Completion. If credit for prior training is accepted by ETI School of Skilled Trades, the current tuition and any financial aid to be awarded will be reduced proportionally by the number of hours that transfer credits are accepted, these credits will be counted as attempted and completed credits in the place of completion calculation. Requests for credit transfer must be made prior to beginning classroom attendance at ETI School of Skilled Trades.

ETI School of Skilled Trades does not offer any options for earning credit through examinations or prior work and/or life experience. ETI School of Skilled Trades does not guarantee credit transfer in to or out of ETI School of Skilled Trades. Transferability is always at the discretion of the receiving institution. At ETI School of Skilled Trades, the transfer of incoming credit is given at the discretion of the Campus President.

## **CERTIFICATES AND AWARDS**

A Certificate of Completion is issued to graduating students. Perfect Attendance, Highest Cumulative CGPA, and Highest GPA for that class awards are given to students upon graduation. Honors Certificates and Perfect/Excellent Attendance Certificates are awarded at the conclusion of each module when earned.

## **GRADUATION REQUIREMENTS**

A Certificate of Completion will be issued to each student who has completed all course requirements that include:

- A minimum grade percentage average of 2.0 on a 4.0 scale for each level.
- Successfully completed all sections of the EPA Section 608 Federal Clean Air Act . (HVAC/R students only)
- Have made arrangements to settle any outstanding financial obligation

## **WITHDRAWAL POLICY AND PROCEDURE**

Should any circumstance prevent a student from continuing his or her education, that student should preferably notify the school in person, but in extraordinary circumstances notifications can be submitted by phone or in writing to ETI School of Skilled Trades, Academic Staff. Notice of withdrawal prior to program start should be directed to the Academic Staff.

Once a student begins class, notices of written or email withdrawal should be directed to the Academic Staff. The effective date of withdrawal will be the last date of actual class attendance by the student. Tuition due will be charged in accordance with the school's Refund Policy.

The school reserves the right to discontinue the training of any student who does not maintain the standards of the school; in their grades, conduct, attendance, or failure to make payments in accordance with their payment plan agreements.

## **RE-ENTRY PROCEDURE**

A student who has been dropped from the program may apply for reentry. A request for reentry must be submitted in written form to the attention of the Senior Director of Financial Aid and Student Services. All students requesting reentry must meet with the Senior Director of Financial Aid and Student Services or designee at the campus to determine the status of the written application for reentry. Students will be given a decision on reentry at the time of the on-campus meeting. In the event that a student is denied reentry the student may appeal the decision in writing to the Campus President. Students who are granted reentry back into the program are evaluated for Satisfactory Academic Progress by the Campus President.

## **STUDENT HONOR CODE OF CONDUCT**

Students are expected to maintain a level of conduct that reflects professionalism. There is so much to learn in a limited amount of time, it is very important the school maintain an atmosphere that promotes education. While learning should be enjoyable, certain types of misconduct will not be tolerated and may result in immediate dismissal from the school. These include, but are not limited to, the following:

- Possession, consumption/under the influence or sale of alcoholic beverages, illegal drugs or controlled substances on campus.
- Vandalism, theft, violence or threatening violent behavior.
- Felonious behavior, as defined by state statutes, whether on or off campus.
- Academic dishonesty.
- Classroom misconduct or excessive disruption of class.
- Disrespectful behavior toward faculty, staff, students or guests of the campus.
- Excessive absenteeism or tardiness (see attendance policies and procedures).

Subsequent violations may result in dismissal or termination of privileges based upon severity and intent of the act. Additionally, a student whose conduct or influence is determined to be detrimental to the purposes of the school or to the morale of the student body is subject to immediate expulsion. ETI School of Skilled Trades reserves the right to search all personal belongings that are brought onto school property.

## **STUDENT ADVISEMENT**

ETI School of Skilled Trades wants to assure each student that the instructors, the leadership team, and the entire ETI School of Skilled Trades staff are here to help them succeed. Students are encouraged to bring any concerns that might deter them from reaching their goal of graduating from the ETI School of Skilled Trades programs to any member of the ETI School of Skilled Trades team.

## **APPEALS**

A student who is suspended or terminated for either misconduct or deficiencies in satisfactory progress may appeal their dismissal in writing to the Campus President. All student appeals will receive a final decision within one calendar week of receipt of written appeal. Tuition and fees charged to a student who is dismissed will be assessed in accordance with the refund policy set forth in the student's Enrollment Agreement.

## **PERSONAL PROPERTY**

ETI School of Skilled Trades assumes no responsibility for loss or damage to personal property. It is the students' responsibility to safeguard their belongings. Lockers are available in the lab; students must provide their own locks. ETI School of Skilled Trades reserves the right to search lockers, tool bags, or any personal belongings brought to the campus at any time.

## **SUSPENSION, TERMINATION, DISMISSAL**

Suspension from class can occur for violating one or more of the following:

- Attendance
- Conduct
- Unsatisfactory Academic Progress
- Failure to Meet Financial Obligations

Termination may result for situations that are more serious or that suspension cannot correct. Although ETI School of Skilled Trades will make every effort to help each student complete his/her education; it may be deemed, in the best interest of all parties, to terminate a student's training. A student who does not request an appeal of this action will not be eligible to re-enroll.

## **STUDENT & CAREER SERVICES ASSISTANCE**

### **Career Services**

ETI School of Skilled Trades maintains an efficient Career Services Department to assist the graduate in obtaining employment. ETI School of Skilled Trades cannot promise or guarantee employment. ETI School of Skilled Trades does recommend that all students have a clear background and possess a valid Driver's license to assist them with securing employment. Upon graduation, each student is eligible to participate and utilize the assistance of the Career Services Department.

The Career Services Department is dedicated to support students and graduates find suitable employment in a various ways:

- Conducts Career Development sessions designed to help students with interviewing skills, resume preparation and professional image and job search.
- Interviews students to determine their individual employment needs and desires.
- Surveys employers for hiring opportunities.
- Establishes and maintains contacts with key industry professionals to further enhance the school's position as a reliable source of qualified employees.

Every reasonable effort is made to assist students requesting full-time or part-time employment, in obtaining the types of career positions for which they are qualified and in geographical areas that they prefer. However, it is sometimes necessary for students to relocate to obtain the most desirable jobs.

Students must authorize ETI School of Skilled Trades to make available their transcripts of grades, attendance and instructor evaluations for employment purposes. Upon procuring employment, students must inform the Career Services Department of the company name, address and contact information, supervisor's name, salary, date of employment and position held. Also, students must sign an Authorization for Employment form prior to graduation. Career services will be provided to all students upon successful completion of their program.

Please Note: those who default on their Government Loans and/or payment arrangements through the school may not be entitled to Alumni Benefits.

To receive the maximum benefit from ETI School of Skilled Trades Career Services Department, graduates must work with a Career Services Advisor by participating in the following:

- Continue developing your resume, interviewing and job seeking skills.
- Complete an exit interview.
- Maintain continuous contact with the Career Services Department regarding results of job interviews and job offers.
- Attend ETI School of Skilled Trades sponsored hiring events both on-campus and off-campus.
- Actively pursue job leads provided by ETI School of Skilled Trades and notify ETI School of Skilled Trades of job leads obtained through their own efforts.
- Graduates are expected to keep all scheduled interviews and to be timely for appointments.
- Attend and pass any administered drug tests where warranted by the employer.
- Some employers may want to view attendance and grade records during hiring decision-making process.

Exhibit professionalism in all career assistance activities provided by ETI School of Skilled Trades as well as during employment in the HVAC/R or Skilled Welder fields. ETI School of Skilled Trades offers continued Career Services to graduates who exhibit a positive attitude while employed and who refrain from such negative activities as illegal substance abuse, stealing, excessive absence and/or tardiness and unethical or improper conduct.

ETI School of Skilled Trades offers Career Services Assistance to all graduates who successfully fulfill the graduation requirements. However, such services may be discontinued for graduates who fail to comply with the above stipulations or exhibit inappropriate behavior in the conduct of the employment search or on the job.

A prospective employer's hiring decision ultimately depends on how a graduate presents himself/herself on his/her resumes and interview. (ETI School of Skilled Trades will expend every effort reasonable to prepare each student.)

## **PART-TIME EMPLOYMENT**

Students seeking full or part-time employment while in school may check for openings with the Career Services Department. A Survival Job board is available for students who need employment. To maintain the high degree of competency expected of our graduates, we will not offer placement assistance to secure a job in the HVAC/R or Skilled Welder Technology field until after graduation.

## **Student Services**

The Student Services Department offers a wide range of services and resources designed to assist the academic, social and personal needs of the students. The Student Services Department makes every effort to personalize support to assist students in achieving an excellent experience at ETI School of Skilled Trades and reaching their educational goals through their education. Services provided include support services, student achievement and activities. Students receive additional specific information about their Student Services Department at New Student Orientation.

## **National Technical Honor Society**

ETI School of Skilled Trades is a proud charter of the National Technical Honor Society. The National Technical Honor Society (NTHS) was founded in 1984 and supports achievement in the workforce, excellence in Career and Technical Education and Scholarships for Higher Education. Additional program specifics are discussed with students throughout their tenure at ETI School of Skilled Trades.

Qualifications for nomination to the National Technical Honor Society included:

- Complete a minimum of 1 out of 4 modules
- Have a current and maintain a GPA of 3.5 or higher and a 90% or above attendance record
- Participate in ETI School of Skilled Trades Honor Society events
- Attend meetings

## **Torch Technician Program**

The Torch Technician Program is an exclusive and innovative program that provides mentoring and peer support at ETI School of Skilled Trades. The goal of the program is to make the school experience the best it can be for students. Torch Technicians are role models and play a crucial part on campus. Students must go through an application process and approved to become Torch Technicians.

Students in the Torch Technician program benefit by participating in events and projects that will help with decision-making skills, interpersonal skills, manage projects, leadership skills and communicate effectively with school and community leaders. More information is provided to student regarding the Torch Technician Program at New Student Orientation and through their tenure at ETI School of Skilled Trades.

## **Learning Resources Center (LRC)**

The Learning Resources Center (LRC) at ETI School of Skilled Trades provides student a place to study and utilize provided resources to assist in their academic/career endeavors. The Learning Resources Center (LRC) includes access to circulating and non-circulating materials, open computer lab, reading/study areas and access to the online Library and Information Resources Network (LIRN).

The Library and Information Resources Network (LIRN), is a consortium of educational institutions that have joined together to share access to information resources. The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio and video resources to support ETI School of Skilled Trade students' academic/career objectives covering topics for General Education, Business, Career and Technical education, Trade programs and Medical Programs.

## **ALUMNI BENEFITS**

Lifelong assistance from ETI School of Skilled Trades, graduates are welcome to return to school (per lab and classroom availability) to work with instructors in open labs to keep skills fresh and sharp through refresher courses and maintain network of professional support. Alumni will be responsible for the cost of consumables associated with the subject matter they are refreshing. In addition, graduates will receive lifetime assistance from the Career Services Department to explore and assist in finding new career opportunities.

Speaking engagements at orientations, career fairs, and workshops sponsored by ETI School of Skilled Trades.

Please Note: those who default on their Government Loans and/or payment arrangements through the school may not be entitled to Alumni Benefits.

## **ARTICULATION AGREEMENT**

An articulation agreement is an agreement that specifies all or some credits from a particular technical diploma or certificate will be accepted towards a college degree program or major of study as specified.

ETI School of Skilled Trades has a formal articulation agreement with the University listed below to assist students that successfully complete the Heating, Air Conditioning & Refrigeration program with their transfer goals. Please see the Campus President or Career Services advisor for further information.



## **STUDENT TRANSCRIPTS**

The school maintains a complete set of records on each student on a permanent basis. To facilitate student employment assistance and preserve his/her rights to privacy, each student is requested to sign a written authorization for release of information to employers. This authorization may be withdrawn in writing anytime. All requests for transcripts must be submitted in writing to the Corporate Registrar or requested on our website at [www.eticampus.edu](http://www.eticampus.edu).

ETI School of Skilled Trades provides a Certificate of Completion and an official transcript to each graduate that has met the graduation requirements. A replacement certificate (no cover) is available for a fee of \$30.00. New certificate covers may be purchased for an additional fee of \$15.00. Additional official transcript requests can be purchased for \$15.00.

## **STUDENT GRIEVANCE POLICY**

In July of 2012, all oversight of private business and vocational schools in the state of Illinois was transferred from the Illinois State Board of Education to the Illinois Board of Higher Education Division of Private Business and Vocational Schools.

Students who have grievances against ETI School of Skilled Trades may voice their grievances at any time using any of the following methods:

- Request a meeting with the Instructor and/or Campus President
- Submit the grievance in writing to the Campus President
- COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION. (Section 37 of Act) (See Section 1095.250.) 1N. Old State Capital Plaza, Suite 333, Springfield, Illinois 62701-1377.
- Contact the Illinois Board of Higher Education by phone at (217) 782-2551

If a grievance cannot be resolved in a satisfactory manner at the campus level, the written letter of complaint and request for a meeting should be forwarded to the Governing Board Member below:

Marianna Caniglia  
Campus President  
500 Joliet Road, Suite#100  
Willowbrook, IL 60527  
[mcaniglia@eticampus.edu](mailto:mcaniglia@eticampus.edu) (630) 477-4000

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Complaint forms are available at the front desk. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 W. Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

## **COMPARABLE TUITION INFORMATION**

Information about tuition charges and program length for comparable programs may be obtained from the Accrediting Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

## **ALCOHOL AND DRUG POLICY**

It is the purpose of ETI School of Skilled Trades to help provide a safe and drug-free work environment for our students. ETI School of Skilled Trades explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ETI School of Skilled Trades or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from ETI School of Skilled Trades or customer premises, if such impairment or influence adversely affects the students work performance, the safety of the student or of others, or puts at risk ETI School of Skilled Trades reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ETI School of Skilled Trades or customer premises, if such activity or involvement adversely affects the students work performance, the safety of the students or of others, or puts at risk ETI School of Skilled Trades reputation.
- The presence of any detectable amount of prohibited substances in the student's system while at school, while on the premises of ETI School of Skilled Trades or its customers. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

ETI School of Skilled Trades may conduct drug and/or alcohol testing under any of the following circumstances:

**RANDOM TESTING:** Students may be selected at random for drug and/or alcohol testing at any interval determined by ETI School of Skilled Trades.

**FOR-CAUSE TESTING:** ETI School of Skilled Trades may ask a student to submit to a drug and/or alcohol test at any time it feels that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol.

**POST-ACCIDENT TESTING:** Any student involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/ or alcohol test. “Involved in an on-the-job accident or injury” means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

If a student refuses a request to submit to testing under this policy, the student may be subject to appropriate disciplinary action, up to and possibly including discharge from school. In such a case, the student will be given an opportunity to explain the circumstances prior to any final action becoming effective.

## **EQUAL OPPORTUNITY ASSURANCE STATEMENT**

It is the policy of ETI School of Skilled Trades to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity;

ETI School of Skilled Trades complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

ETI School of Skilled Trades complies with The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by ensuring that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program of activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

## **SEXUAL HARASSMENT & DISCRIMINATORY POLICIES**

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

### **ETI School of Skilled Trades Policy Statement**

It is the responsibility of each individual student to refrain from sexual harassment, and it is the right of each individual student to learn in an environment free from sexual harassment.

### **Definition of Sexual Harassment**

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender, specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature
- **Non-verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature

- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

Sexual harassment most frequently involves a man harassing women. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man,” depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

### **Responsibility of Individual Employees or Program Participants**

Each individual student has the responsibility to refrain from sexual harassment in the school. The harassing of a student will be subject to disciplinary action up to and including discharge or dismissal from school in accordance with the program policy.

### **Responsibility of Supervisory Personnel**

Each faculty member is responsible for maintaining the school free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of student misconduct.

The courts have found that the organizations as well as staff can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, student, client, or speaker).

Liability is either based on an organization’s responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization. As such, the coordinator/director must act quickly and responsibly not only to minimize their liability but also that of the business.

Directors/faculty must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where a student tells the faculty about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, the director/faculty must ensure that no retaliation will result against a student making a sexual harassment complaint.

## **Procedures for Filing a Complaint**

A student or employee who either observes or believes herself or himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her or his position to a teacher, Directors or Campus President, and offending student or employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place.) Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages:

- **Direct Communication:** If there is sexually harassing behavior in the school the harassed student or employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or memo.
- **Formal Written Complaint:** An employee or program participant may also report incidents of sexual harassment directly to the Director of Education. The Director of Education will counsel the reporting student or employee and be available to assist with filing a formal complaint. The management will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Department:** It is hoped that most sexual harassment complaints and incidents can be resolved within an agency. However, a student or employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint and must be filed within 180 days. A complaint with the EEOC must be filed within 300 days.

A student or employee who has been physically harassed or threatened may also have grounds for criminal charges of assault and battery.

## **False and Frivolous Complaints**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a very severe offense that can itself result in disciplinary action.



## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day ETI School of Skilled Trades receives written request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ETI School of Skilled Trades discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by ETI School of Skilled Trades in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ETI School of Skilled Trades who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his

or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ETI School of Skilled Trades.

[Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ETI School of Skilled Trades to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

ETI School of Skilled Trades may disclose, without consent, “directory” information. However, students can opt to consider this information confidential as well. Student records and director information are accessible to members of faculty and staff who have a legitimate need to know this information.

Directory information can include:

- Name
- Address & Phone number
- Email Address
- Month, date, and place of Birth
- Names of parents and spouse
- Program of study
- Current Class Schedule
- Dates of Attendance (Past and Present)
- Total hours earned
- Enrollment Status
- Diplomas and awards received
- Previous educational institutions attended
- Anticipated future enrollments
- Expected Graduation

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the ETI School of Skilled Trades whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

(§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes.

(§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

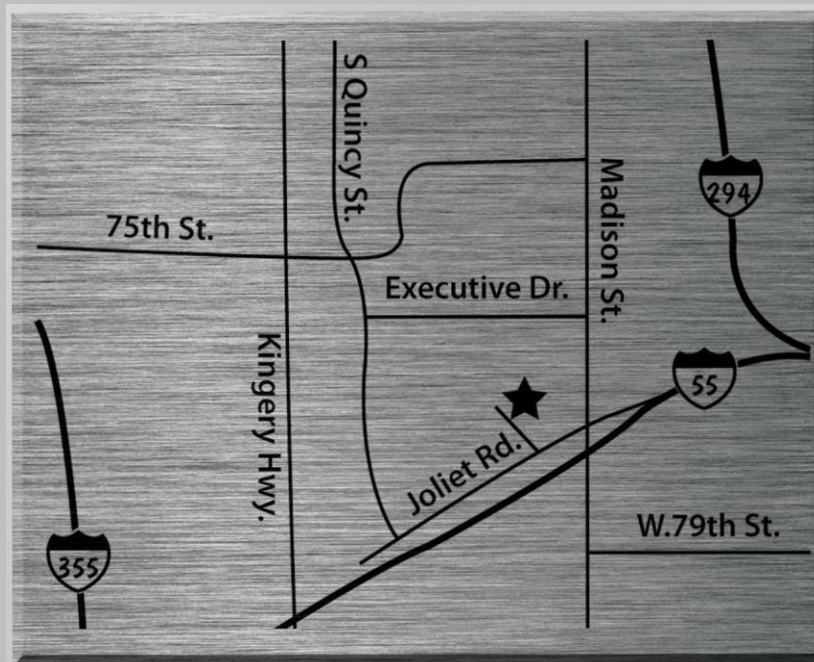
(§99.31(a)(15))

## ACADEMIC CALENDAR 2018 - 2019

<b>2019 Module Day Start Dates</b>	<b>2019 Module Day End Dates</b>	<b>Module Break Days</b>
Thursday, January 24, 2019	Monday, March 18, 2019	
Tuesday, March 19, 2019	Friday, May 10, 2019	4/19/2019
Monday, May 13, 2019	Friday, July 5, 2019	5/27/19, 7/4/19
Monday, July 8, 2019	Wednesday, August 28, 2019	
Thursday, August 29, 2019	Wednesday, October 23, 2019	9/2/19, 10/14/19
Thursday, October 24, 2019	Wednesday, December 18, 2019	11/28/19, 11/29/19
Thursday, December 19, 2019	Monday, February 17, 2020	12/24/19, 12/25/19, 12/31/19, 1/1/20
Tuesday, February 18, 2020	Thursday, April 9, 2020	1/20/2020, 4/10/20
Monday, April 13, 2020	Thursday, June 4, 2020	5/25/2020
Friday, June 5, 2020	Tuesday, July 28, 2020	
Wednesday, July 29, 2020	Monday, September 21, 2020	9/7/2020
Tuesday, September 22, 2020	Friday, November 20, 2020	
<b>2019 Module Night Start Dates</b>	<b>2019 Module Night End Dates</b>	
Thursday, December 20, 2018	Wednesday, March 27, 2019	1/1/19, 1/21/19,
Thursday, March 28, 2019	Wednesday, June 26, 2019	4/19/19, 5/27/19
Thursday, June 27, 2019	Thursday, September 26, 2019	7/4/19, 9/2/20
Monday, September 30, 2019	Monday, January 6, 2020	10/14/19, 11/28/19, 11/29/19, 12/24/19, 12/25/19, 12/31/19, 1/1/20
Tuesday, January 7, 2020	Monday, April 6, 2020	1/20/20,
Tuesday, April 7, 2020	Monday, July 6, 2020	4/10/20, 5/25/20
Tuesday, July 7, 2020	Monday, October 5, 2020	9/7/2020

## INSTITUTIONAL DISCLOSURES REPORTING

<b>Institutional Disclosures July 1, 2015 - June 30th, 2016</b>	<b>HVAC/R</b>	<b>Skilled Welder</b>
The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	106	89
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:		
Newstarts	111	75
Re-enrollments	5	11
Transfer into the program from programs at the school	0	0
The total number of students admitted in the program or course of instruction during the 12-month reporting period.	232	175
The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
Transferred out of the program or course and into another program or course at the school	0	0
Completed or graduated from a program or course of instruction	167	134
Withdrew from the school	46	36
Are still enrolled	9	5
The number of students enrolled in the program or course of instruction who were:		
Placed in their field of study	82	55
Placed in a related field	0	0
Placed out of the field	0	0
Not available for placement due to personal reasons	0	0
Not employed	85	81
The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	N/A	N/A
The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	N/A	N/A
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.	21	14
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.	\$45,110	\$38,150



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