



2007-2008 Catalog

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**Certification of Accuracy**

As of the date of publication, the information in this catalog is true and correct to the best of my knowledge.

A handwritten signature in black ink, appearing to read "J. Pappaly", written in a cursive style. The signature is positioned above a horizontal line.

Joseph Pappaly, President

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

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## **MESSAGE TO OUR STUDENTS**

As a WyoTech student, you have the potential to join the ranks of an elite crowd, one known and respected worldwide. Upon completion of your training at WyoTech, you will be more confident, more employable, and more valuable to yourself, your family, and your community. We recognize that you had many choices for your training needs, and we are thrilled you have chosen us! We look forward to having the opportunity to provide you with top-notch training in the field of aviation maintenance. The opportunities available upon graduation are abundant, and the respect you will garner when you tell someone you are an FAA Certified Aircraft Mechanic will be lifelong. The best part of being a professional is knowing you are a craftsman who can make a difference and a contribution every day, anywhere in the world.

Welcome!

## **ABOUT WYOTECH**

### **PHILOSOPHY AND PURPOSE**

We are very pleased you have chosen aviation as a profession and that you have selected WyoTech to help you achieve your goals. It is our goal to assist you by creating a very positive, interesting, and highly rewarding educational experience.

WyoTech is a private postsecondary educational institution committed to preparing individuals with the entry-level skills and knowledge necessary for a career as an aviation professional. Specializing in aircraft maintenance based on Federal Aviation Administration (FAA) requirements, WyoTech fulfills the needs of individuals seeking training for an aviation career, as well as the needs of aviation employers seeking qualified entry-level aircraft mechanics. The School's training often exceeds the technical standards established by the Federal Aviation Regulations (FAR). The objective of the School is to provide quality education that includes both academic and practical instruction oriented to specific aviation jobs.

WyoTech welcomes you as a new member of the aviation community. We assure you we are committed to giving you support through each stage of your training, and we can be counted upon to uphold our motto: We Change Lives!

### **SCHOOL HISTORY AND DESCRIPTION**

WyoTech opened in December of 2003 as a branch of Sequoia Institute in Oakland, California, offering the Aircraft Mechanic Program. In July 2004, both schools underwent a name change to WyoTech and carry on a tradition of excellence in the transportation repair industry. The FAA has approved WyoTech's Aircraft Mechanic Program since 1984. This program consists of 2059 clock hours of intensive, hands-on, industry-approved training. Students may choose to attend classes during the day or take advantage of the evening session.

### **ACCREDITATION AND AFFILIATIONS**

#### **Accreditation**

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accscct.org](http://www.accscct.org).

#### **Memberships**

- Aircraft Electronics Association
- American Helicopter Society
- Aviation Technical Education Council
- Association for Women in Aviation Maintenance
- Career College Association
- Helicopter Association International
- Library and Information Resources Network
- Northrop Rice Foundation
- Professional Aviation Maintenance Association

#### **State Agencies**

- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 N. Classen Boulevard, Suite 250, Oklahoma City, OK 73118-2864
- Agents are licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools

#### **Entitlement Agencies**

Students may apply to any of the following organizations to determine benefits eligibility while attending WyoTech:

- Bureau of Indian Affairs
- Workforce Investment Act
- Social Security Administration
- Vocational Rehabilitation Counseling
- Worker's Compensation Offices
- Veterans Administration

## **Approvals**

- Federal Aviation Administration
- Workforce Investment Board

## **Approval Disclosure Statement**

WyoTech has been certified by the California State Department of Education, Bureau for Private Postsecondary and Vocational Education through a Memorandum of Understanding with the Federal Aviation Administration (FAA) pursuant to California Education Code Section 94930. The certification means the institution and its training operations comply with the standards established under federal and state law for occupational and aircraft mechanic certification programs approved by the FAA.

The FAA-approved program is Aircraft Mechanic.

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approvals, and licensing. Requests should be addressed to the institution's president.

## **NONDISCRIMINATION POLICY**

WyoTech does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital or veteran status, age, disability, or handicap. The School complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS AND PROCEDURES**

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific start date. To begin the application process, the applicant should write, telephone, or visit the School. In order to begin classroom attendance at WyoTech, an applicant must provide proof of high school graduation or its equivalent.

In order to be admitted to WyoTech, an applicant must

- be interviewed and recommended for admission by a school representative,
- submit an Application for Admission,
- sign an Enrollment Agreement,
- receive an acceptance notification from the School, and
- provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance.

### **ABILITY TO BENEFIT POLICY**

Students in diploma programs who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

Ability to Benefit students are not eligible for admission into degree programs.

### **GED Preparatory Program**

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAt) by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

### **Retesting Requirements**

An applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.



A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

### **Retaking the CPAT**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

### **Denial of Admission**

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

### **Delayed Admission**

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## **CAMPUS VISITS**

WyoTech welcomes individual students, family members, counselors, and student group field trips to tour the campus. During the tour, visitors will have the opportunity to personally observe the facilities, equipment, and program resources.

The Admissions Office is open Monday-Thursday 8:00 a.m. to 7:30 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. Please call (510) 569-8436 for additional information.

## **CREDIT FOR PRIOR TRAINING**

Applicants transferring from an accredited institution (recognized by the U.S. Department of Education) offering similar curriculum or having civil or military experience may apply for credit earned for prior training. In each case, credits may only be granted by the FAA local Flight Standard's District Office (FSDO) in accordance with evaluation criteria outlined in the Federal Aviation Regulations (FAR part 147.31). The applicant will be required to pay an examination fee of \$50 and take the required examination(s), on which a minimum grade of 80% must be attained in order to be awarded credit. A student must complete at least 25% of the program requirements at WyoTech to receive a diploma from WyoTech. If credit for prior training is granted, the student will not be required to take those portions of the curriculum for which qualification has been determined. Tuition will be reduced according to the amount of credit awarded for prior training. All testing for advanced standing must be completed prior to the first day of attendance in the program.

## **TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS**

WyoTech does not guarantee credit transfers into or out of the School. Transferability is always at the discretion of the receiving school. The Aircraft Mechanic Diploma Program is terminal in nature and is designed for employment upon graduation.

## **COURSE WORK TAKEN AT FOREIGN INSTITUTIONS**

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. WyoTech Oakland accepts the evaluations of foreign course work from the following services:

- ◆ World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, [www.wes.org](http://www.wes.org).
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, [www.jsilny.com](http://www.jsilny.com)
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, [www.ece.org](http://www.ece.org)

## **INTERNATIONAL STUDENTS**

When international students apply for admission to a program approved by the Department of Homeland Security, official transcripts of completed secondary education and applicable post-secondary credits are required with notarized translation and evaluation by an approved foreign transcript evaluation agency. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course (see "Course Work Taken at Foreign Institutions," above).

Satisfactory evidence of successful mastery and command of the English language is required for all international students enrolling in any program. English proficiency can be established by providing **official** documentation of one of the following (not required for applicants whose native country has English as a primary language):

1. TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (Internet-based);
2. Completion of Level 107 from a designated English Language School Center (ELS);
3. Score of 5.0 on the International English Language Testing System exam (IELTS);
4. Score of 60 on Michigan English Language Assessment Battery (MELAB);
5. Graduation from high school in the United States or an official copy of a GED;
6. Graduation from an American high school abroad where curriculum is delivered in English.

A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees. For further information, please see the CCI Transfer Guide.

## **ACADEMIC POLICIES**

### **ATTENDANCE/TARDINESS POLICY**

Attendance is taken every day in class, and the program's hours must be accounted for in order to graduate. Students are expected to be present and on time for all classes and labs. Tardiness is counted on a 15-minute basis toward the missed time total in each phase. A student is notified in writing and placed on attendance probation when he/she has missed over 10% in any one phase. Missed time in excess of 15% in any one phase may be cause for students to be withdrawn from the program. A student may request for special consideration to exceed the 15% but not exceed the 20% missed attendance provided an approval from both the instructor of record and the Director of Education. This approval will only be granted on a one-time basis per attempted phase. Any further missed attendance in that phase will result in the student being withdrawn. Attendance is recorded on each student's permanent record card and becomes part of the academic transcript.

Students who are withdrawn for this reason and wish to continue their training will be required to wait until the beginning of the next phase before they can re-register, re-apply for financial aid, and repeat the phase from which they missed the time.

### **SPECIAL CONSIDERATION FOR ALTERNATE ATTENDANCE**

A student may request special consideration for Alternate Attendance provided documentary evidence is submitted that substantiates that he/she is deserving of special consideration for 30 minutes maximum per day.

The following conditions must be met for approval;

1. Present verifiable documentation substantiating this request (letter from employer, day care facility...etc)
2. Receive approval from the instructor of record, the instructor who agrees to supervise the alternate time and the Director of Education
3. Alternate attendance dates must be arranged in advance and are on a course-by-course basis only.

### **MAKE-UP POLICY**

All time and shop projects missed in any subject must be made up. Time and projects can be made up after school, on phase break days, and any other time scheduled by the Director of Education. If at the end of the phase, students have incomplete course work in any subject area, they will be given a grade of *I (Incomplete)*. All missed time must be made up by the end of the subsequent phase unless an extension to make up missed time has been granted by the Director of Education. Missed time is measured cumulatively, and time made up will not remove an absence from a student's record or be credited towards time missed. Missed work must be made up within five days of the end of the phase in which the work was missed. Extensions of the five-day period for missed projects will be granted at the discretion of the Director of Education for extenuating circumstances. Students who make up course work/projects within the required timeframe will have the grade of *I (Incomplete)* replaced with a percentage grade. Students who do not make up missed work within the specified timeframe will be issued a failing grade for the phase.

Students will be responsible for obtaining the material missed due to an absence and must show satisfactory mastery of the missed material by passing exams that apply to the subject missed. Students who receive a grade of less than 70% or miss a phase exam will have five school days to retake the exam. Exams can be only be retaken once, and retaken exams will receive a maximum grade of 70%.

### **DEFINITION OF A CLOCK HOUR**

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

## GRADING SYSTEM

90-100%	A	W	Withdraw
80-89%	B	I	Incomplete
70-79%	C	Cr	Prior Credit
0-69%	F		

A cumulative grade average of 100% is equivalent to a 4.0 Grade Point Average (GPA), and 70% is equivalent to a 2.0 GPA.

## GRADING PERIODS

The program at WyoTech is divided into one 135-clock-hour phase and thirteen 148-clock-hour phases. The final grade for each phase is comprised of a lecture and a laboratory grade.

Note: Failure in any required laboratory exercise will result in a failing grade for that phase.

## STUDENT REPORT CARDS

Grades are posted at the end of each phase. Report cards are issued to the student upon completion of all coursework in the phase.

## GRADE APPEAL PROCESS

Students who wish to appeal the determination of their final grade must submit a request in writing to the Director of Education within 14 days of the phase end date. The request should describe the circumstances the student feels deserve further consideration. The student will be notified when the appeal decision is made. The decision of the Director of Education will be final.

## GRADUATION REQUIREMENTS

All students must maintain certain standards of academic performance in order to complete the program. These standards refer to acceptable grade levels, satisfactory academic progress in the program, and attendance. All students are expected to attain the best grades possible. Although formal homework assignments are rarely given, most students will need to spend time studying to achieve the best results. In order to graduate, students must have passed all subjects with a 70% or higher grade and have attended all program hours. Students must have completed their program within the maximum timeframe (150% of the program length). Upon graduation, the student will be awarded a WyoTech diploma for Aircraft Mechanic and, therefore, will be eligible to take the Federal Aviation Administration's written, oral, and practical examinations for Airframe and Powerplant ratings, all of which are administered on campus.

## HONORS AND AWARDS

Certificates of Honor are awarded to recognize students for attaining high grade point averages and/or outstanding attendance during their training at WyoTech.

Any student who meets the established criteria can earn the following awards:

**Deans List Award:** awarded to students who achieve a cumulative grade point average of 92.5 or above at the completion of each academic phase.

**Skill Award:** awarded at the completion of specific class phases if student achieves a minimum grade of 90% for the course phase and does not miss more than 10% of the course time.

**Top Gun Award:** awarded on a quarterly basis to students who maintain perfect attendance while achieving Dean's List status (92.5 cumulative GPA) for the same quarter.

**Perfect Attendance Award:** awarded at the graduation ceremony to students with perfect attendance throughout their training.

Note: Students with any record of disciplinary action or does not meet Satisfactory professional standards as outlined in WyoTech's student conduct code policies will not be considered for academic/attendance awards.

## GRADUATION CEREMONIES

Parents, relatives, and friends are invited to attend WyoTech graduation ceremonies. These ceremonies represent the culmination of a student's training at WyoTech. This is a formal commencement and awards ceremony where graduates are honored for their hard work and academic achievement.

## SCHOOL SCHEDULE/CLASS SIZE

The total program consists of 2,059 clock hours, over a period of 65 weeks, for both day and evening sessions. The maximum lecture class size is 50 students, and a maximum student to instructor ratio of 25:1 is maintained during any lab/shop component of a phase.

Please see Appendix E: Class Schedule and Academic Calendar for additional school schedule information.

## **CANCELLATION OF CLASSES/COURSE AND PROGRAM CHANGES**

In the event that school must be cancelled due to weather or other unforeseen difficulties, a decision will be made to either delay the opening of school for a specified period or cancel classes for the day.

Students are encouraged to contact the School at (510) 569-8436 for information relating to school closures.

## **SATISFACTORY ACADEMIC PROGRESS**

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific phase grade point average and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each phase, and these standards apply to all regular students.

### **Required Grades**

If, upon completion of a phase, a student has a final grade of less than 70% in any subject area or phase, the student will be required to repeat that phase in order to successfully complete the program.

If the student fails to achieve a minimum grade of 70% in any subject area or phase for a second consecutive phase, the student is notified in writing and placed on academic probation. Once placed on academic probation, a student must achieve a minimum grade of 70% in the next phase attempted in order to be returned to good academic standing.

Students failing three consecutive phases are not considered to be making satisfactory academic progress; Title IV funds will be suspended, and they will be withdrawn from the program for up to 180 days before they can re-register and re-apply for financial aid.

### **Repetitions, Incompletes, and Withdrawals**

If a student fails a phase, he/she must repeat the phase. When a student repeats a phase, the second grade will be substituted for the first for GPA calculation purposes. Both the failed phase and the repeated phase are counted in the phases attempted. A phase may not be repeated more than twice. A student failing the same phase three times will be permanently withdrawn.

A grade of *I (Incomplete)*, is issued for a phase of instruction in which a student has missed course work/projects. For phases in which a student receives an *Incomplete*, the incomplete phase is not counted in the grade average but is counted in the phases attempted. An *Incomplete* grade will be replaced by the percentage grade earned when the student completes the missed course work within the required timeframe. If the student fails to complete the missed course work within the required timeframe, a failing grade will be issued for the phase.

A student who withdraws from a phase will be given a grade of *W*. This status is not counted in the grade average but is counted in the phases attempted.

### **Maximum Timeframe**

A student must progress toward completion of a program within a specified timeframe. A student's completion rate is measured at the end of each phase and the student must complete the program within one and a half times the published program length. In order to be considered satisfactorily progressing toward completion of the program within a specified time frame, the student must complete the 14-phase program in no more than 21 phase attempts.

The student will be evaluated at the end of the 6th phase attempt, and must have successfully completed 4 of those attempts; at the end of the 13th phase attempt, the student must have successfully completed 8 of those attempts; at the end of the 19th phase attempt, the student must have successfully completed 13 of those attempts; and at the end of the 21st phase attempt, the student must have successfully completed the entire program.

Attendance in any portion of the phase will be counted as a phase attempted. A student called to immediate active military duty will not have the phase from which he or she withdrew counted as an attempt for the purposes of calculating the rate of progress. If, at anytime, the School determines that the student is unable to graduate from his or her program without exceeding the maximum timeframe, the student will be dismissed from the program.

### **Reinstatement of Aid**

Students suspended for lack of satisfactory academic progress may apply for readmission after the designated waiting period. If accepted for readmission, the student will be enrolled for a probationary grading period. With respect to financial aid, the student must complete the probationary grading period with a minimum grade of 70% before financial aid eligibility will be re-established. This procedure applies only to students suspended for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

### **Appeal Process**

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the director of financial aid and Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student will be notified. The decision of the director of financial aid and the Director of Education is final.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

### **Make-Up Assignments**

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

### **Maximum Time Frame for Veteran Students**

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

### **Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The school retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

## **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue;
- The date of the decision;
- The reason(s) the student believes the decision was incorrect;
- The informal steps taken to resolve the disagreement over the decision;
- The resolution sought.

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Coordinator. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

### **Attendance Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

### **Satisfactory Academic Progress (SAP) Appeals**

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension as of the date of the suspension letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

## **ADMINISTRATIVE POLICIES**

### **ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES**

**Reprimand:** a verbal warning which implies that further violations will result in probation or withdrawal.

**Probation:** a written warning, involving a designated period of time which implies that further violations during such time period will result in the student being withdrawn. Further, the student must abide by any specific stipulations prescribed by the probationary action.

**Withdrawal:** the immediate withdrawal of the student from WyoTech. Withdrawal notification will be in writing and will include a date after which the student may apply for readmittance.

**Dismissal:** the immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

## **ARBITRATION AGREEMENT**

The student agrees that any dispute arising from enrollment at the school, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Both the student and the school irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the school shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this agreement. The costs of the arbitration filing fee, arbitrator’s compensation and facilities fees will be paid by the school, to the extent these fees are greater than a Superior Court filing fee. The arbitrator’s decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration. Nothing in this agreement prohibits the student from filing a complaint with the state regulatory agency. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing an arbitration. A student desiring to file an arbitration should first contact the school President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file an arbitration should then contact the AAA which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA. A student may, but need not, be represented by an attorney at the Arbitration. The student acknowledges that they understand both they and the school are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding, and not merely advisory. The student also acknowledges that they may at any time, before or after their admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the school president.

## **COMPARATIVE INFORMATION**

Comparable program information relating to tuition charges and program length may be obtained by contacting the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

## **LEAVES OF ABSENCE**

Occasionally situations arise, such as family tragedies or medical emergencies, which make it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request leaves of absence under the following conditions:

The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.

The leave(s) must not exceed 180 calendar days during a 12-month period.

The leave must be approved by the Director of Education.

Any portion of a course attempted but not completed due to an approved leave of absence will not count as an attempt for the purposes of calculating the rate of progress. Failure to return from a leave of absence will result in official withdrawal.

A student who has received a federal student loan must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the student’s loan repayment schedule. Federal loan programs provide students with a grace period which delays the student’s obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted, forcing the borrower to begin making repayments immediately.

## **PRIVACY RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the School failed to comply with the requirements of FERPA. For additional information regarding FERPA, please see the Financial Aid Office.

## **READMISSION POLICY**

Students who wish to re-enroll after a withdrawal must first obtain approval from the Director of Education and the Director of Financial Aid. If approved to re-enroll, the Director of Education will review past school performance to determine how much credit will be granted. Academic credit may be granted only for phases completed with passing and complete grades. Students re-entering after an approved leave of absence or after acquiring a withdrawn status must make up any and all failing and/or incomplete grades from previously completed

phases, and make up any previously missed time, within the timeframe allowed. In order to receive credit for classes taken at WyoTech, students who wish to re-enter the program after a withdrawal that exceeds one calendar year must adhere to the policies outlined in the section of this catalog entitled "Credit for Prior Training."

The student must make the necessary arrangements with the Financial Aid Office and Business Office to ensure that his/her student account is up to date. All financial aid paperwork must be completed and approved prior to receiving re-enrollment authorization from the director of financial aid.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

A complaint that is academic in nature should first be brought to the attention of the student's phase instructor. If the student does not feel the matter has been properly addressed, the Director of Education may be contacted for further discussion. A complaint that is administrative in nature should be brought to the attention of the appropriate department director. Grievances which are not satisfactorily resolved should be outlined in writing and directed to the school president, who will review the matter with the Executive Staff Committee. If the problem remains unresolved, students may contact the Student Help Line at (800) 874- 0255 or studentrelations@cci.edu.

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. Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the commission's Complaint Form is available at the School and may be obtained by contacting the Director of Education.

## STUDENT CONDUCT CODE, APPEARANCE CODE, AND SAFETY

### Conduct Code

All students are required to adhere to the standards of conduct we believe are necessary for maintaining a positive and productive learning environment. Peer discrimination toward fellow classmates will not be tolerated. Common courtesy is expected toward all faculty, staff, and management. Compliance with all school regulations is required. Refusal to comply with school regulations may be cause for disciplinary action up to and including immediate withdrawal from the program. Specific rules of conduct will be posted on school bulletin boards. Each student, while in attendance at WyoTech, is expected to demonstrate the highest degree of ethical and professional conduct. All WyoTech employees are authorized to enforce the conduct code. The following are violations of the Student Conduct Code:

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale, or distribution of controlled substances and paraphernalia while on WyoTech-controlled property or at any school-sponsored event. You may be subject to prosecution by local law enforcement agencies.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school-sponsored event. You may be subject to prosecution by local law enforcement agencies.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property, to include school, housing, customer, staff, resident, or other student's property.
6. **Unsafe Conduct:** will observe all EPA/DEQ safety regulations, use eye and hearing/ear protection in designated areas; will be mindful of the safety of others, and adhere to the proper use of tools, equipment, and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or a display of violence that results in physical contact.
8. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (other than small, pocket types), or weapons of any kind on WyoTech-controlled property.
9. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
10. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
11. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.
12. **Sexual Assault:** the use of force or threat of force, to engage a person in sexual activities without the person's willing consent.
13. **Tobacco Use:** allowed in designated areas only.
14. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
15. **Personal Electronic Devices:** due to the creation of distractions in the training environment, the School has developed guidelines for personal electronics at the facility. Use of personal electronic devices during class or shop activity is prohibited. Personal electronic devices include pagers, cell phones, cell phones with camera for recording lectures, laptop computers, video games, or any device that can connect the user to the Internet. The use of Laptop computers for note-taking or other



approved class-related activity will be permitted. Any departure from the School's guidelines will result in the withdrawal or suspension of this privilege.

16. **Public Displays of Affection:** are not allowed on campus, WyoTech training areas, or facilities.
17. **Recreational Activities:** are not allowed on campus or WyoTech training facilities during scheduled breaks.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Student Conduct Code or local, state and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Gambling:** of any sort is strictly prohibited on WyoTech-controlled property or at any school-sponsored event.

The student will

1. abide by all school policies, housing rules, and regulations;
2. abide by all local, state, and federal laws;
3. assist other students with clean up of shop, lab, classroom, and all other areas; and
4. abide by all conditions of school warnings, probation, evictions, or withdrawals.

### **Appearance Code**

The WyoTech Student Appearance Code has been established to promote an atmosphere that enhances the professional development of our students, prevents disruption to the learning process, and avoids safety hazards.

All WyoTech students will abide by the following minimum standards while at WyoTech facilities:

1. The school uniform shall be worn on campus during school operating hours. Coveralls shall be worn in an appropriate manner. Sweat pants and baggy pants will not be permitted. Coveralls must be worn appropriately. Clothing must be clean, without holes, tears or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene, or might otherwise cause disruption.
2. Students who wish to have a beard must keep it clean and neatly trimmed.
3. Hair shall be kept clean to present a neat, well-groomed appearance. Students may have long hair provided it is pinned up while the student is participating in shop/lab activities.
4. Jewelry around the neck cannot hang outside of the shirt. Rings, which are limited to a single ring on each hand, and wrist watches, may be worn, but must be removed upon the request of an instructor or WyoTech administrative personnel. (A wedding band may be worn at all times, however, students are cautioned that there are many documented instances of rings causing serious injury.) Earrings may be worn but should not dangle; studs are recommended.
5. Personal cleanliness must be observed and maintained at all times.
6. A WyoTech student ID must be worn on the outermost garment at all times and must be surrendered to a staff or faculty member upon request.
7. A WyoTech uniform coverall must be worn. The uniform coverall is to be worn buttoned, with the exception of the top button/snap. Sweaters or other shirts, if worn, must be worn underneath the uniform coverall.
8. Full shoes or oxfords with full socks are required. Athletic shoes (i.e., sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe, and/or high-heeled shoes are prohibited.
9. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities, with the exception of in the classroom. No other headwear may be worn while in WyoTech training facilities.

### **Safety Procedures**

Safety is taught in all shops, laboratories, and classrooms. Each shop, piece of equipment, and job has a safety procedure that must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action up to and including withdrawal. Required safety equipment must be worn in all shop areas. The faculty will inform students when conditions require the use of safety equipment. Safety equipment may include, but is not limited to, safety glasses, welding goggles and aprons, ear protection, dust masks, particulate respirators, leather, rubber and latex gloves, and shop coats.

### **WITHDRAWAL**

Notification of intent to officially withdraw from WyoTech must be made to the Office of the Registrar, WyoTech, 9636 Earhart Road, North Field, Oakland, CA 94621.

## **FINANCIAL INFORMATION**

### **FEES**

When applicable, an examination fee for each test must be paid before taking the examination(s) for the purpose of awarding credit based on evaluation of prior experience/training.

### **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure.

Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

## **FINANCIAL ASSISTANCE**

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

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

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE FINANCING OPTIONS**

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

## **SCHOLARSHIPS**

### **U.S. Armed Services Scholarship**

With deep gratitude to the men and women who serve our country, all WyoTech schools, with the exception of the Blairsville campus, are pleased to provide to all active duty members of the U.S. Military Forces, guard and reserve, as well as all honorably discharged veterans, a scholarship equal to 15% of the tuition for their entire program of study.

### **Ford AAA Scholarship**

Members of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Members of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place National Award winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Scholarship must be used within one year of High School graduation.

### **Skills USA**

Members of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Members of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place National Award winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Scholarship must be used within one year of High School graduation.

## **TUITION**

Tuition and fees are the same for in-state and out-of-state students. Please refer to Appendix D: Tuition and Fees for further information.

## **UNIFORMS, BOOKS, TOOLS, AND SUPPLIES**

Uniforms, books, and lab supplies will be issued as needed during the course of training. Equipment and hand tools will be available for use from the tool cribs located in the shop area.

## **VOLUNTARY PREPAYMENT PLAN**

The School provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

## **CANCELLATION AND REFUND POLICY**

WyoTech adheres to applicable state cancellation and refund requirements.

### **Cancellation Policy**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office at WyoTech, 9636 Earhart Road, North Field, Oakland, CA 94621.

The student applicant will be returned all monies paid if:

- The school rejects the applicant;
- The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
- The school cancels the student's program.

The student applicant will be returned all monies paid the latter of:

- The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
- The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
- The student applicant cancels at any time after signing this agreement and within five business days following the day of the first class of the first academic year.

### **Refund Policy**

Notification of intent to withdraw should be made to the Registrar's Office at WyoTech, 9636 Earhart Road, North Field, Oakland, CA 94621.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

### **Payment of Refunds**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### **California Student Tuition Recovery Fund**

A student who attends classes at WyoTech in Oakland or who signs this enrollment agreement outside the state of California and attends classes at WyoTech in Sacramento is not eligible for protection under and recovery from the California Student Tuition Recovery Fund.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (FSFA) programs established under the Higher Education Act of 1965, as amended.

To calculate refunds under the Federal Return of Title IV funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

All institutions participating in SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of SFA program assistance withdraws from the institution during a payment period or period of enrollment in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment is the total number of calendar days (excluding scheduled breaks of at least five consecutive days) in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days (excluding scheduled breaks of at least five consecutive days) completed in that payment period or period of enrollment as of the last

date of attendance. Days in which a student was on an approved leave of absence are also excluded in calendar days for the payment period or period of enrollment.

### **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The institution must return the lesser of the amount of

- the amount of SFA program funds that the student did not earn; or
- the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate

- any SFA loan funds in accordance with the terms of the loan; and
- the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Financial Aid office will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **REMITTANCE TO THE FEDERAL GOVERNMENT**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his/her parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

- Unsubsidized Federal Stafford Loan Program
- Subsidized Stafford Loan Program
- Federal PLUS Loan Program
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Other federal, state, private and/or institutional sources of aid
- The student

## **STUDENT SERVICES**

### **CAREER DEVELOPMENT**

The primary goal of the program is to prepare and to assist students in furthering their careers in aviation maintenance technology or in a related field. Toward that end, WyoTech maintains an active Career Services Office that offers continuing placement assistance to all graduates at no cost. We do this in a number of ways: we offer sessions to help students and alumni prepare resumes, search for employment opportunities, and sharpen their interviewing skills.

We are constantly in touch with prospective employers, many of whom have been drawing on our pool of graduates for years. Many of these longstanding relationships have been developed through old-fashioned networking. Opportunities are everywhere: in hometowns, or cities throughout the United States, and in many countries around the world. Students who are preparing for interviews often interview right at WyoTech, as many companies host on-campus recruitment days.

Students also attend scheduled trips to interview on-site at recruiting company headquarters where they get a first-hand glimpse of company facilities and operations. When an employer prefers to meet candidates on-site, we are happy to refer potential applicants and work out the details. If, on the other hand, a meeting can be more conveniently held at our campus, we will gladly provide the space to assist an employer in interviewing, hiring, and processing applicants. In addition, we offer a variety of on- and off-campus recruiting events, with companies which have local, regional, national, and international reach.

### **DISABLED STUDENT SERVICES**

Academic accommodations, tutorial assistance, and testing accommodations are available to students with documented disabilities. Students who have questions or who want to request available disabilities services should contact the Director of Education or director of career services.

### **STUDENT REFERRALS**

Students are encouraged to contact the school president or Director of Education for referrals to services such as housing, transportation, childcare, drug and alcohol counseling, general educational development assistance and life, budget, and personal financial planning skills.

**TUTORING**

Students may require supplemental assistance with particular subjects. WyoTech instructors and student peers provide tutoring upon request, outside of regularly scheduled classes.

**WYOTECH STAFF ASSISTANCE**

The interest and welfare of students are of great importance to the faculty and staff. Capable personnel are available to advise, guide, and assist students during their education at WyoTech. The staff is prepared to help students with issues involving academics, study habits, motivation, and personal concerns. WyoTech staff members are available to help students obtain financial assistance, assist with housing needs, arrange for transportation, and assist with finding part-time jobs for students while they are in training.

## AIRCRAFT MECHANIC PROGRAM

Program Total: 65 weeks, 2059 Clock Hours

The objective of this diploma program is to qualify candidates to test for the FAA Airframe and/or Powerplant Certificates and prepare graduates for entry-level Aircraft Maintenance Technician (AMT) jobs. These certificates are required by the FAA to perform specific aircraft maintenance duties. In addition to preparing our students for the aviation maintenance and aerospace industries, the training we provide also prepares students to have the mechanical and electrical skills that are used in other fields such as the rapid transit authority, satellite companies, the telecommunication industry, elevator companies, amusement parks, energy companies, heavy equipment maintenance work, etc.

The Aircraft Mechanic Program offered at WyoTech is designed to meet the curriculum requirements of Title 14 CFR Part 147 and is comprised of 13 phases of 148 hours each and one phase of 135 hours. The curriculum includes 559 hours of general subjects; 750 hours of airframe subjects; and 750 hours of powerplant subjects, as outlined below.

<b>AMTD 00</b>	<b>Introduction to Aviation Math and Science</b>	<b>135 Clock Hours</b>
Introduction to the aviation industry, insight into career opportunities, and school success strategies; Introduction to basic and applied mathematics, and science principles applied to fundamentals of aviation.		
<b>AMTD 01</b>	<b>Introduction to Aviation</b>	<b>148 Clock Hours</b>
Theory of flight and aerodynamic fundamentals; introduction to aircraft mechanic responsibilities, privileges, and limitations as described in the Federal Aviation Regulations; use and care of hand and machine tools; theory and practical applications of aircraft assembly and rigging, ground operations, weight and balance, aircraft maintenance publications, forms, and records.		
<b>AMTD 02</b>	<b>Aircraft Materials and Processes</b>	<b>148 Clock Hours</b>
Introduction to materials, heat and chemical treatment procedures, and hardware used in the aviation industry; techniques and standards of aircraft and materials fabrication; use of precision measuring instruments; theory and practical applications of aircraft finishes, corrosion control, and wood structures/fabric covering; introduction and practical applications of aircraft drawings.		
<b>AMTD 03</b>	<b>Aircraft Sheet Metal Structures</b>	<b>148 Clock Hours</b>
Theory and practical application of aircraft sheet metal repair standards and techniques; identification and installation of special fasteners		
<b>AMTD 04</b>	<b>Aircraft Reciprocating Engines</b>	<b>148 Clock Hours</b>
Theory and practical applications of aircraft reciprocating engines--engine tear-down, inspection, and buildup; theory and practical applications of lubrication systems, engine cooling systems, and exhaust systems.		
<b>AMTD 05</b>	<b>Aircraft Turbine Engines</b>	<b>148 Clock Hours</b>
Theory and practical applications of aircraft turbine engines--engine tear-down, inspection, and buildup; theory and practical applications of unducted fans and exhaust systems.		
<b>AMTD 06</b>	<b>Basic Electricity and Airframe Electricity</b>	<b>148 Clock Hours</b>
Introduction to basic electricity principles and Ohm's Law; theory and practical applications of direct and alternating current fundamentals pertaining to aircraft components and systems.		
<b>AMTD 07</b>	<b>Aircraft Engine Electrical Systems</b>	<b>148 Clock Hours</b>
Theory and practical applications of aircraft engine electrical components and systems, tear-down and buildup of magnetos, starters, generators/alternators and voltage regulators; troubleshooting, and repairing ignition and starting systems for reciprocating and turbine powered aircraft engines. Prerequisite: Basic Electricity and Airframe Electricity		
<b>AMTD 08</b>	<b>Aircraft Hydraulic and Pneumatic Systems</b>	<b>148 Clock Hours</b>
Theory and practical applications of aircraft hydraulic and pneumatic systems; fabrication of fluid lines and fittings, tear-down and buildup of aircraft landing gear systems, wheels, tires and brakes; theory and practical applications of position and warning systems.		
<b>AMTD 09</b>	<b>Aircraft Composite Structures</b>	<b>148 Clock Hours</b>
Theory and practical application of aircraft composite structures repair; standards and techniques applied to fiberglass, Kevlar, graphite, and honeycomb repairs; theory and practical applications of welding.		
<b>AMTD 10</b>	<b>Aircraft Non-Destructive Examination</b>	<b>148 Clock Hours</b>
Theory and practical application of nondestructive examination methods used in the aircraft industry; standards and techniques applied to dye penetrant, magnetic particle, eddy current, and ultrasound methods; theory of radiography.		
<b>AMTD 11</b>	<b>Aircraft Instrument Systems</b>	<b>148 Clock Hours</b>
Theory and practical application of aircraft automatic flight control systems, instrument systems, communication navigation systems, cabin atmospheric control systems, ice and rain control systems, and fire warning/protection systems.		

<b>AMTD 12</b>	<b>Aircraft Fuel and Propeller Systems</b>	<b>148 Clock Hours</b>
Theory and practical application of aircraft fuel, propeller and governor systems; teardown, inspection, and buildup of carburetors; propeller repair techniques.		
<b>AMTD 13</b>	<b>Aircraft Inspections, Airframe and Engine</b>	<b>148 Clock Hours</b>
Theory and practical application of airframe and engine inspections, reciprocating, turbine engine, and auxiliary power unit operation analysis, fault detection, and isolations.		

## TEACHING FACILITIES AND EQUIPMENT

WyoTech has classroom and laboratory facilities housed in two buildings located at the Oakland International Airport, in Oakland, California, on the east shore of the San Francisco Bay. The two buildings are a mile apart on the North Field of Oakland International Airport. The North Field is one of the area's busiest general aviation airports.

School administrative offices are located at 9636 Earhart Road, Building L105, North Field. The registrar, student services, student accounting, student finance, and admissions offices are located here. Classrooms and laboratories for the Aircraft Mechanic Program are located in Buildings L105 and L610 (Hangar 6). The Resource Center, administrative offices of the Director of Education, and the FAA test administrator are located in Building L610 (Hangar 6).

In our FAA approved Aircraft Mechanic Program, all students are trained on the following major component technologies in our lab and shop facilities:

Reciprocating engines; turbine engines; aircraft landing gear systems; aircraft instrument systems; engine instrument systems; fuel control systems; propellers; aircraft sheet metal; aircraft materials and processes; non destructive inspection and testing; aircraft fuel system; aircraft and engine electricity; aircraft assembly and rigging; composite technology to include Kevlar, graphite and honeycomb structures.

## INSTRUCTIONAL SUPPORT

### Industry-Focused Education

Instructional support at WyoTech is comprised of an FAA approved curriculum, an industry-based program advisory committee, and the required training equipment. Collectively, these components are part of the FAA approved Aircraft Mechanic Training Program.

WyoTech maintains a Resource Center that contains reference and maintenance-related manuals, reference videotapes, and computer-based training disks referencing aircraft and engines currently in use today. WyoTech's curriculum allows the student to become proficient in conducting research and in the interpretation of the information contained in the reference volumes, electronic media, and microfiche.

From time to time, students may require after school assistance with particular subjects, and tutoring is available.

### Advisory Committee

To maintain our commitment to high quality, career-oriented training, and the maximum employability of our graduates, WyoTech has established an advisory committee. The WyoTech Advisory Committee is comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Advisory Committee is to help ensure that our curriculum keeps pace with the latest trends and technologies. Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.



## CORINTHIAN COLLEGES, INC.

### The following schools in the United States are owned by Corinthian Colleges, Inc.:

#### **Ashmead College**

Everett, WA (branch of Ashmead College, Seattle, WA)  
 Fife, WA (branch of Ashmead College, Seattle, WA)  
 Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)  
 Seattle, WA (main campus)  
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

#### **Bryman College**

Lynnwood, WA (branch of Everest College, Renton, WA)

#### **Everest College**

Alhambra, CA (main campus)  
 Anaheim, CA (main campus)  
 Arlington, TX (branch of Everest Institute, Rochester, NY)  
 Arlington, VA (branch of Everest College, Thornton, CO)  
 Aurora, CO (branch of Everest College, Thornton, CO)  
 Bremerton, WA (main campus)  
 Burr Ridge, IL (branch of Everest College, Skokie, IL)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 City of Industry, CA (branch of WyoTech, Long Beach, CA)  
 Colorado Springs, CO (main campus)  
 Dallas, TX (branch of Everest College, Portland, OR)  
 Everett, WA (branch of Everest College, Bremerton, WA)  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

#### **Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest Institute, Atlanta, GA)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

#### **Florida Metropolitan University**

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of FMU, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of FMU, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of FMU, North Orlando, FL)  
 Tampa, FL (main campus)

#### **Las Vegas College**

Henderson, NV (main campus)

#### **National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

#### **WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

WyoTech, Oakland, is wholly owned by Sequoia Education Institute, Inc. which is a wholly owned subsidiary of Career Choices, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Terry Hartshorn	Jack D. Massimino	Chief Executive Officer
David G. Moore	Peter Waller	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Jack D. Massimino	Beth A. Wilson	Executive Vice President, Operations
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	David Poldoian	President, Online Learning Division
Robert Lee	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
<b>CAREER CHOICES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
<b>SEQUOIA EDUCATION, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

## APPENDIX A: INFORMATION FOR OUT-OF-STATE STUDENTS

### COLORADO STUDENT INFORMATION

#### CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
  - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

#### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of the enrollment agreement.

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

\*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

\*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

\*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

\*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

#### SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

#### PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus indicated on the front of this agreement for further detail that may affect the return of federal funds.

Agents licensed by the Division of Private Occupational Schools, Department of Higher Education.

The policy for the granting of credit for previous training shall not impact the refund policy.

Inquiry or complaint may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education. The student has a two-year limitation of Division action on student complaints.

## OKLAHOMA AND TEXAS STUDENT INFORMATION

### CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
  - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

\*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

\*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

\*Georgia Students: Amount of tuition retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

\*Oklahoma Students: Amount of tuition retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

#### SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

#### PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

#### FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus indicated on the front of this agreement for further detail that may affect the return of federal funds.

### **OREGON STUDENT INFORMATION**

#### CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
  - (1) The school rejects the applicant;
  - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

#### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Oregon Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (1) A student who withdraws after five days of scheduled class attendance of the first academic year will receive a refund in accordance with the following Oregon Policy:

A student who withdraws after five days of scheduled class attendance but before completing 50% of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 50% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (2) A student who withdraws during a subsequent academic year but before completing 50% of the subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 50% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following Institutional Policy:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid

charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

#### PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

#### FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus indicated on the front of this agreement for further detail that may affect the return of federal funds.

### **WASHINGTON STUDENT INFORMATION**

#### CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
  - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

#### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of the enrollment agreement.

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

## PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus indicated on the front of this agreement for further detail that may affect the return of federal funds.

## WISCONSIN STUDENT INFORMATION

### CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

- (a) The student applicant will be returned all monies paid if:
  - (1) The school rejects the applicant;
  - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
  - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
    - (4) The student applicant cancels this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school;
    - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
    - (6) The student applicant cancels at any time after signing this agreement and within five business days following the day of the first class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled after the latter of (a)(4), (a)(5), or (a)(6).

### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

## PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

## WISCONSIN STUDENTS

Career Services Assistance: The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral

systems. NOTICE: Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

WISCONSIN -- Unexplained absences from school for a period of 10 consecutive school days constitutes constructive notice of withdrawal. Refunds due to the student will be paid within 30 calendar days from the date of withdrawal.

Progress Reports: Progress reports/academic transcripts are defined as a single page report containing, at a minimum, the student's name, ID number, dates of attendance, course of instruction, amount of credit attempted, credit awarded, grade and attendance by subject, status (enrolled, completed, graduated, or withdrawn), date of status, and designation of degree or diploma conferred. These same transcripts are maintained at the school indefinitely.

Installment Payments: If circumstances require a student to make installment payments, payments may be made in no more than three installments.

Definition of a Clock Hour/Contact Hour: The WEAB defines "clock hour" as a 60 minute period, and a "contact hour" as 50 minutes of supervised or directed instruction in a 60 minute period.

Transferability of Credits: The admissions office of the receiving school should be consulted regarding transferability of credits from WyoTech.

Application Deadline: Registration day of each class start is the latest a student can apply for that particular start date. It is recommended that application be made as early as possible to ensure acceptance and space availability.

Attendance Policy: The attendance policy does not distinguish between excused or unexcused absences or tardies.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 30 W. Mifflin Street, 9th Floor, Madison, Wisconsin 53703, (608) 266-1996.



## APPENDIX B: FACULTY AND STAFF

### ADMINISTRATION

President	Joseph Pappaly
Director of Education	Open
Asst. Director of Education	Mohsen Biria
Registrar	Kathy Halliday
Business Manager	John Mahany
Director of Financial Aid	Brenda Cossitt
Director of Career Services	Erik Goodhill
Director of Admissions	Ken Gardner

### FACULTY

Technical instructors at WyoTech have, at minimum, an Airframe Certificate, a Powerplant Certificate, or an Airframe and Powerplant Certificate with at least three years of related practical experience. In lieu of an Airframe and/or Powerplant Certificate, instructors teaching courses which include general subjects may have a bachelor's degree in the specific area being taught.

Instructor	Qualification
Jun Aoki	A & P Certificate
Briccio Baccay	A & P Certificate
Douglas Cardoza	A & P Certificate
Matthew Egging	A & P Certificate
Tom Hammond	A & P Certificate
Steve Hewitt	A & P Certificate
Adrian Kurys	A & P Certificate
Jim McGovern	A & P Certificate
Don Stimson	A & P Certificate
Randy Dinga	A & P Certificate
Biria, Mohsen	A & P Certificate

## APPENDIX C: TUITION AND FEES

Academic Year 1 – (990 clock Hours)	\$13,928.21
Academic Year 2 – (990 Clock Hours)	\$13,928.21
Academic Year 3 – (79 Clock Hours)	\$ 1,111.58
Total Program	\$28,968.00
Effective date: 01/01/07	

## APPENDIX D: CLASS SCHEDULE AND ACADEMIC CALENDAR

### CLASS SCHEDULE

Day classes are held Monday through Friday, from 7:00 a.m. to 2:02 p.m. Evening classes are held Monday through Friday, from 4:00 p.m. to 11:02 p.m.

The school reserves the right to change class schedules, change or eliminate sessions, revise or withdraw programs, and make other changes in training-related matters at any time.

#### Day Class Schedule

Class in Session	Breaks
07:00 a.m. – 07:50 a.m.	07:50 a.m. – 08:00 a.m.
08:00 a.m. – 08:50 a.m.	08:50 a.m. – 09:00 a.m.
09:00 a.m. – 09:50 a.m.	09:50 a.m. – 10:00 a.m.
10:00 a.m. – 10:50 a.m.	10:50 a.m. – 11:00 a.m.
11:00 a.m. – 11:50 a.m.	11:50 a.m. – 12:20 p.m. (Lunch)
12:20 p.m. – 01:10 p.m.	01:10 p.m. – 01:20 p.m.
01:20 p.m. – 02:02 p.m.	Class ends. (AMTD 00 ends at 1:10 p.m.)

#### Evening Class Schedule

Class in Session	Breaks
04:00 p.m. – 04:50 p.m.	04:50 p.m. – 05:00 p.m.
05:00 p.m. – 05:50 p.m.	05:50 p.m. – 06:00 p.m.
06:00 p.m. – 06:50 p.m.	06:50 p.m. – 07:20 p.m. (Dinner)
07:20 p.m. – 08:10 p.m.	08:10 p.m. – 08:20 p.m.
08:20 p.m. – 09:10 p.m.	09:10 p.m. – 09:20 p.m.
09:20 p.m. – 10:10 p.m.	10:10 p.m. – 10:20 p.m.
10:20 p.m. – 11:02 p.m.	Class ends.

2007 Calendar	
Summer Break	July 16-20
New Class Begins	August 7
Labor Day	September 3
Staff Development Day	September 7
New Class Begins	September 10
Staff Development Day	November 9
New Class Begins	November 12
Thanksgiving / No Classes	November 22-23
Staff Development Day	December 14
New Class Begins	December 17
Winter Break	December 24-31
2008 Calendar	
New Years Day	January 01
Martin Luther King Jr	January 21
New Class Begins	January 28
President's Day	February 18
New Class Begins	February 28
New Class Begins	March 31
New Class Begins	April 30
Memorial Day	May 26
New Class Begins	June 2
Staff Development Days	July 2, July 3
Independence Day	July 4
New Class Begins	July 7
New Class Begins	August 6
Summer Break	August 25 - 29
Labor Day	September 01
New Class Begins	September 15
Staff Development Day	October 15
New Class Begins	October 16
New Class Begins	November 17
Thanksgiving / No Classes	November 27-28
Staff Development Day	December 19
Winter Break	December 22- 31