

AMI

American Motorcycle Institute

AMI 1104

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

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About Corinthian Colleges, Inc.

This school is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CCi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CCi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, transportation mechanics, technology and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Colleges, Inc. is dedicated to providing vocational and technical training, which meets the current needs of business and industry. Under CCi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

School History and Description

American Motorcycle Institute (AMI) was established in January, 1972, imagined as a school that would be "private" in its structure and "public" in its impact. Using this basic concept, classes began in a one-building classroom shop. American Motorcycle Institute grew from this small physical structure to what it is today...a 10.5-acre campus including approximately 50,000 square feet of building space which houses classrooms, laboratories, a shop and student service offices.

It is here that AMI presently provides entry level training in all of its divisions. In 1972, motorcycle mechanics was the only program of instruction. However, seeing the need for another service-related program, marine mechanics was added in 1973. At first only inboard gasoline-powered marine engines with a stern drive unit were used for the training; but, soon the demand for outboard motor mechanics training became strong and it was added to the curriculum in 1975.

Still keeping the basic concept, American Motorcycle and Marine Institutes gained recognition in the service-related industries. Students acquired the knowledge in the classrooms, labs and shop which are kept at a relatively small student-teacher ratio...this was keeping with the first criteria of the basic concept..."private" in its structure. Graduates quickly found jobs in the industry which fulfilled the second criteria..."public" in its impact.

AMI's most recent program additions are advanced specialized training on B.M.W., Ducati, Honda, Kawasaki, Suzuki and Yamaha motorcycles.

In 2004 AMI was purchased by Florida Metropolitan University, Inc., a wholly owned subsidiary of Corinthian Colleges, Inc.

Educational Philosophy

The Corinthian Colleges, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

Statement of Non-Discrimination

Corinthian Colleges, Inc. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

Accreditations, Approvals and Memberships

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.

- Licensed by the Commission for Independent Education, 2650 Apalachee Parkway Suite A, Tallahassee, FL 32301, (850) 245-3200.
- Accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is located at 1722 N Street NW, Washington DC 20036, (202) 955-1113.
- Member of Florida Association of Postsecondary Schools and Colleges, Motorcycle Industry Council, Corporate Member-American Motorcyclist Association, National Association of Student Financial Aid Administrators, Marine Industries Association, Marine Retailers Association of America, International Jet Sport Boating Association and The Chamber, Daytona Beach & Halifax Area (386) 255-0981.
- This school is authorized under Federal Law to enroll nonimmigrant alien students.

School approvals and memberships are displayed in the lobby. The school president can provide additional information.

Administration

Jan Coble	Acting President
Carey S. Brown	Director of Admissions
Z. Joe Hamlett	Director of Education
David Skinner	Director of Financial Aid
Barbara Hallett	Business Manager
Troy McElvoy	Career Services Manager

Admissions Staff

Bob P. Higelin
Jerry N. Lloyd
Bill Raubaugh
Gregg Smith
Al G. VanRyne
Taylor Bracey
Tom McDonald

Instructors

A.M.I. is proud of its dedicated staff of instructors who have been chosen for their outstanding teaching ability. Their selection was based on their knowledge, education and practical experience in their own particular industry.

Motorcycle Division

Micahael E. Charla	Roy Mecker
Eugene A. Covello	Stephen D. Plympton
Andy Debello	Edwin D. Rodriguez, II
Robert S. Donaldson	Donald Shirshac
Thomas F. Gray, Jr.	Richard Schlegal
Neil E. Hayes	Darryl L. Traver
Kurt W. Heinrichs	Robert E. Warnock
Michael L. Kamholtz	Gerald L. Young, III

Marine Division

Richard V. Mackowiak
Michael J. Phillips
Daniel M. Scudder
Gary B. Yetter

Contract Training

Gerald L. Young, III
Michael L. Kamholtz

Watercraft Division

George Ossenfort

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length.

Motorcycle Mechanics, Dealership Management and BMW Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a BMW motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2050	BMW Motorcycle Specialty BMW Motorcycle Specialty	80/120/200	14.0
	Diploma Total	262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 00. Lab hours: 200.

MRM 2050 BMW Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the BMW specialized knowledge and service skills required of a BMW entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Motorcycle Mechanics, Dealership Management and Ducati Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a Ducati motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2100	Ducati Motorcycle Specialty Ducati Motorcycle Specialty	80/120/200	14.0
Diploma Total		262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2100 Ducati Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the Ducati specialized knowledge and service skills required of a Ducati entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Harley-Davidson and Motorcycle Mechanics / Dealership Management (25 Weeks)

Diploma Program

6 months (40-hour weeks)

1000 clock hours / 68.0 credit hours

The objective of this program is to provide learning experiences which will enable the graduate to develop the skills and knowledge required for specialization in Harley-Davidson motorcycle repairs and general repair of motorcycles. The graduate will meet the present criteria for employment in the motorcycle repair industry.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3 MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 3: MRM 2025	Harley-Davidson Main Shop Harley-Davidson Main Shop	86/114/200	14.0
Module 4: MRM 2500	Harley-Davidson Engines Harley-Davidson Engines	100/100/200	15.0
Diploma Total		368/632/1000	68.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2025 Harley-Davidson Main Shop**14.0 Credit Hours**

This course introduces students to the Harley-Davidson main shop. The learning experience provided will enable the successful student to develop the skills and knowledge required to service and repair Harley-Davidson motorcycles. Prerequisite: None. Lecture hours: 86. Lab hours: 114.

MRM 2500 Harley-Davidson Engines**15.0 Credit Hours**

This course introduces students to Harley-Davidson engines. The learning experience provided will enable the successful student to develop the skills and knowledge required to service and repair Harley-Davidson engines. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

Motorcycle Mechanics, Dealership Management and Honda Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a Honda motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2150	Honda Motorcycle Specialty Honda Motorcycle Specialty	80/120/200	14.0
Diploma Total		262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2150 Honda Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the Honda specialized knowledge and service skills required of a Honda entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Motorcycle Mechanics, Dealership Management and Kawasaki Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a Kawasaki motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2200	Kawasaki Motorcycle Specialty Kawasaki Motorcycle Specialty	80/120/200	14.0
Diploma Total		262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2200 Kawasaki Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the Kawasaki specialized knowledge and service skills required of a Kawasaki entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Motorcycle Mechanics, Dealership Management and Suzuki Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a Suzuki motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2250	Suzuki Motorcycle Specialty Suzuki Motorcycle Specialty	80/120/200	14.0
Diploma Total		262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2250 Suzuki Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the Suzuki specialized knowledge and service skills required of a Suzuki entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Motorcycle Mechanics, Dealership Management and Yamaha Motorcycles

Diploma Program

5 months (40-hour weeks)

800 clock hours / 53.0 credit hours

The primary objective of this program is to provide learning experiences that will enable the student to develop the skill and knowledge to become an entry-level service technician in a Yamaha motorcycle dealership. The successful student will develop additional managerial skills and knowledge that will broaden the graduate's employment potential and assist in future advancement to parts or service management positions.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2000	Motorcycle Main Shop Motorcycle Main Shop	00/200/200	10.0
Module 4: MRM 2300	Yamaha Motorcycle Specialty Yamaha Motorcycle Specialty	80/120/200	14.0
Diploma Total		262/538/800	53.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2000 Motorcycle Main Shop**10.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to develop entry-level repair skills by competently performing service and repair procedures. Prerequisite: None. Lecture hours: 0. Lab hours: 200.

MRM 2300 Yamaha Motorcycle Specialty**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the Yamaha specialized knowledge and service skills required of a Yamaha entry-level service technician. Prerequisite: None. Lecture hours: 80. Lab hours: 120.

Harley-Davidson and Motorcycle Mechanics / Dealership Management (20 Weeks)

Diploma Program

5 months (40-hour weeks)

800 clock hours / 58.0 credit hours

The objective of this program is to provide learning experiences which will enable the graduate to develop the skills and knowledge required for specialization in Harley-Davidson motorcycle repairs. The graduate will meet the present criteria for employment in the motorcycle repair industry.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRM 1000	Basic Motorcycle Fundamentals Basic Motorcycle Fundamentals	82/118/200	14.0
Module 2: MRM 1100	Motorcycle Electrical Systems and Management Motorcycle Electrical Systems and Management	100/100/200	15.0
Module 3: MRM 2025	Harley-Davidson Main Shop Harley-Davidson Main Shop	86/114/200	14.0
Module 4: MRM 2500	Harley-Davidson Engines Harley-Davidson Engines	100/100/200	15.0
Diploma Total		368/432/800	58.0

MRM 1000 Basic Motorcycle Fundamentals**14.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn basic operating principles and develop basic service procedure skills required by the motorcycle industry. Prerequisite: None. Lecture hours: 82. Lab hours: 118.

MRM 1100 Motorcycle Electrical Systems and Management**15.0 Credit Hours**

The primary objective of this course is to provide learning experiences which will enable the successful student to learn the operating principles of electricity, electrical components, electrical systems and the required service procedures. Additionally, dealership management concepts and applications are presented. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

MRM 2025 Harley-Davidson Main Shop**14.0 Credit Hours**

This course introduces students to Harley-Davidson main shop. The learning experience provided will enable the successful student to develop the skills and knowledge required to service and repair Harley-Davidson motorcycles. Prerequisite: None. Lecture hours: 86. Lab hours: 114.

MRM 2500 Harley-Davidson Engines**15.0 Credit Hours**

This course introduces students to Harley-Davidson engines. The learning experience provided will enable the successful student to develop the skills and knowledge required to service and repair Harley-Davidson engines. Prerequisite: None. Lecture hours: 100. Lab hours: 100.

Stern Drive and Outboard Mechanics

Diploma Program

5 months (40-hour weeks)

800 clock hours / 52.0 credit hours

This program will prepare the graduate to enter the Marine Service Industry as a qualified entry-level Marine Engine Mechanic. The successful graduate will have training in inboard gasoline and diesel-powered marine engines with outdrive units and all phases of marine outboard motors. The successful graduate will be qualified to meet the present criteria for employment in the Marine Service Industry.

Upon successful completion of all program modules, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1: MRE 1000	Gasoline Inboard Engines Gasoline Inboard Engines	60/140/200	13.0
Module 2: MRE 1100	Diesel Engines and Generator Sets Diesel Engines and Generator Sets	60/140/200	13.0
Module 3: MRE 2000	Stern Drive Units Stern Drive Units	60/140/200	13.0
Module 4: MRE 2050	Outboard Motors Outboard Motors	60/140/200	13.0
Diploma Total		240/560/800	52.0

MRE 1000 Gasoline Inboard Engine**13.0 Credit Hours**

The objective of this course is to provide learning experiences which will enable the successful student to develop the basic skills and knowledge required to service and repair gasoline marine engines. Prerequisite: None. Lecture hours: 60. Lab hours: 140.

MRE 1100 Diesel Engines and Generator Sets**13.0 Credit Hours**

The objective of this course is to provide learning experiences which will enable the successful student to develop the skills and knowledge required to service and repair diesel engines and generator sets. Prerequisite: None. Lecture hours: 60. Lab hours: 140.

MRE 2000 Stern Drive Units**13.0 Credit Hours**

The objective of this course is to provide learning experiences which will enable the successful student to develop the skills and knowledge required to service and repair stern drive units and marine transmission. Prerequisite: None. Lecture hours: 60. Lab hours: 140.

MRE 2050 Outboard Motors**13.0 Credit Hours**

The objective of this course is to provide learning experiences which will enable the successful student to develop the skills and knowledge required to service and repair outboard motors. Prerequisite: None. Lecture hours: 60. Lab hours: 140.

Comprehensive Programs

AMI has developed two programs that possess the flexibility to enable students to custom tailor these programs to meet their occupational objectives.

Comprehensive 25 Week Multi-Line Program - 1000 clock hours

The possible program combinations are:

- A. Any two 20 Week Motorcycle Programs
- B. Any one 20 Week Motorcycle Program and personal Watercraft Program
- C. Our 20 Week Marine Program and Personal Watercraft Program

*Total program length includes credit for previous training adjustment.

Comprehensive 30 Week Multi-Line Program - 1200 clock hours

The possible program combinations are:

- A. Any three 20 Week Motorcycle Programs
- B. Our 25 Week Motorcycle Program and one 20 Week Motorcycle Program
- C. Any two 20 Week Motorcycle Programs and Personal Watercraft Program
- D. Our 25 Week Motorcycle Program and Personal Watercraft Program

*Total program length includes credit for previous training adjustment.

Personal Watercraft Mechanics

Offered only as part of the Comprehensive Programs Above
5 weeks (40-hour weeks)
200 clock hours / 13.5 credit hours

The objective of this program is to provide learning experiences which will enable the student to develop the skill and knowledge required for entry into the personal watercraft industry as an entry-level service mechanic.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Total)	Credit Hours
Module 1:	Personal Watercraft Mechanics		
PWC 1000	Personal Watercraft Mechanics	70/130/200	13.5
	Diploma Total	70/130/200	13.5

PWC 1000 Personal Watercraft Mechanics

13.5 Credit Hours

The objective of this course is to provide learning experiences which will enable the successful student to develop the skills and knowledge required to service and repair personal watercraft.

Prerequisite: None. Lecture hours: 70. Lab hours: 130.

Academic Calendars

Day Starts Starts & Graduation Dates			
START DATE	800 HOURS	1,000 HOURS	1,200 HOURS
Oct. 15, 2004	Mar. 17, 2005	Apr. 21, 2005	May 26, 2005
Nov. 19, 2004	Apr. 21, 2005	May 26, 2005	Jul. 1, 2005
Jan. 6, 2005	May 26, 2005	Jul. 1, 2005	Aug. 8, 2005
Feb. 10, 2005	Jul. 1, 2005	Aug. 8, 2005	Sep. 13, 2005
Mar. 18, 2005	Aug. 8, 2005	Sep. 13, 2005	Oct. 18, 2005
Apr. 22, 2005	Sep. 13, 2005	Oct. 18, 2005	Nov. 22, 2005
May 27, 2005	Oct. 18, 2005	Nov. 22, 2005	Jan. 4, 2006
Jul. 5, 2005	Nov. 22, 2005	Jan. 4, 2006	Feb. 8, 2006
Aug. 9, 2005	Jan. 4, 2006	Feb. 8, 2006	Mar. 16, 2006
Sep. 14, 2005	Feb. 8, 2006	Mar. 16, 2006	Apr. 20, 2006
Oct. 19, 2005	Mar. 16, 2006	Apr. 20, 2006	May 25, 2006
Nov. 23, 2005	Apr. 20, 2006	May 25, 2006	Jun. 30, 2006
Jan. 5, 2006	May 25, 2006	Jun. 30, 2006	Aug. 7, 2006
Feb. 9, 2006	Jun. 30, 2006	Aug. 7, 2006	Sep. 12, 2006
Mar. 17, 2006	Aug. 7, 2006	Sep. 12, 2006	Oct. 17, 2006
Apr. 21, 2005	Sep. 12, 2006	Oct. 17, 2006	Nov. 21, 2006

2004 Christmas Vacation Last Day - December 17 2004, Return December 28, 2004

2005 Christmas Vacation Last Day - December 21, 2005, Return December 27, 2005

Night Starts Harley Davidson and Motorcycle Mechanics - 800 Hours Program	
Start Date	Completion Date
October 25, 2004	June 2, 2005
December 28, 2004	July 27, 2005
February 22, 2005	September 20, 2005
April 15, 2005	November 11, 2005

OBSERVED HOLIDAY SCHEDULE	2004	2005	2006
New Year's Day	1-Jan	3-Jan	2-Jan
President's Day	16-Feb	21-Feb	20-Feb
Memorial Day	31-May	30-May	29-May
Independence Day	5-Jul	4-Jul	4-Jul
Labor Day	6-Sep	5-Sep	4-Sep
Thanksgiving	25-Nov	24-Nov	23-Nov
Day After Thanksgiving	26-Nov	25-Nov	24-Nov
Christmas*	24-Dec	24-Dec	
Day After Christmas*	27-Dec	26-Dec	

* During Holiday Shut Down

Admissions

Requirements and Procedures

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To begin the application process, write, telephone, or visit the school. In order to begin classroom attendance, an applicant must provide proof of high school graduation or its equivalent, or demonstrate an ability to benefit from training.

In order to be admitted to AMI, an applicant must:

1. Be interviewed and recommended for admission by a school representative,
2. Submit an Application for Admission,
3. Sign an Enrollment Agreement and pay a Tuition Deposit,
4. Provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance, or
5. Achieve a passing score for eligibility to enter as an ability to benefit student.

The number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education.

If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian. Once an applicant has completed and submitted the application documents, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded. The school reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Administrative Policies

Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

100 - 4.0 95 - 3.5	Excellent
94 - 3.4 86 - 2.6	Above Average
85 - 2.5 80 - 2.0	Satisfactory
79 - 1.9 and below	Unsatisfactory

Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

Credit for Previous Education or Training

The Education Department will evaluate previous education and training. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

Satisfactory Academic Progress

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve graduation requirement of passing each course with minimum 80 percent GPA (on a scale of 0-100 percent);
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose course GPA falls below 80 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

The initial probationary period covers the course that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed course during the probationary period unless the course is not offered at that time. In that case, the failed course must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 80 percent they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 80 percent but have achieved a GPA of at least 80 percent for the probationary course, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 80 percent for the course will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 80 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 80 percent will be withdrawn from training by the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the Campus President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 80 percent during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a course must retake that course. The failing grade will be averaged into their GPA at the end of the course and remain in effect until the course is repeated and a new grade is earned. If

repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a course, the last grade received for that course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated course will replace the attendance for the original course.

Students who receive a passing grade for a course, but wish to repeat the course, may do so (subject to seat availability).

Maximum Program Completion Time

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the clock or credit hours/units attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the education director.

Student Appeal Process

Students are required to adhere to all of the policies and procedures of the school. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for re-admittance to the school president. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are

responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 40 students with one instructor. Maximum class size for lecture is 40 for all programs.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the maximum class size for laboratory classes is 24 for all programs.

Attendance Requirements

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss in excess of 32 hours per course will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

Students who miss 20 hours per course will be advised that they are at risk of being dropped from the program. Students who miss in excess of 32 hours per course will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program. Students are not permitted to make up absences for classroom-training.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the school.

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class prior to the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of eight tardies will accrue one day of absence on their attendance record.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process, within three school days of termination. (See Student Appeals Process policy.) Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President or Director of Education.

Leave of Absence Policy

The institution permits students to request leaves of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President or Director of Education with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student’s file.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student’s last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans 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 students' loan repayment schedules.

Federal loan programs provide students with a “grace period” which delays the students' obligation to begin repaying their loan debt for up to 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.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

Weather Emergencies

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. In the event of an emergency, information will be posted in the classroom or on the message board.

Clothing and Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Conduct Code

The School maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace.

Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional level work environment. The School maintains the right to discipline students found in violation of School policies.

Students are subject to the Student Conduct Code while participating in any School-related activity.

Student Conduct Code

Students must show respect towards and be cooperative with School faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of School property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the School or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated School official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the Student Conduct Code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the School may decide to conduct academic advising and issue a verbal reminder of the Student Conduct Code, or to provide the student with written notice, as the School deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the School.

First Offense

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety

Immediate dismissal with dismissal letter.

Appeals

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

Academic Advising

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Academic advising is provided for students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department.

Termination Procedures

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

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

Students to be terminated are notified in writing and may appeal to the school president.

Transcripts and Diplomas

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health

staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

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

Family Policy Compliance Office Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

Transferability of Credits

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other School, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the school president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Accrediting Commission Procedure

A.M.I. Institute is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining rigorous standards of quality. It is the mutual goal of ACCET and the school to provide a quality educational training program and a positive learning experience. When concerns arise, students should make every effort through the School's formal appeals procedure (detailed above) to reach a fair and reasonable solution.

In the event that a student has exhausted all the options available through the School's procedure, and the concern remains unresolved, the student has a right, and is encouraged, to take the following steps:

1. Contact ACCET in writing. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds the process.
2. A letter of complaint must contain the following:
 - a. The nature of the concern
 - b. The approximate date(s) the concern occurred
 - c. The AMI individual(s) involved in the concern

- d. Copies of important information regarding the concern (facts, not rumors)
 - e. Evidence demonstrating that the School's complaint procedure was followed prior to contacting ACCET
3. All complaints must be signed.
 4. Written complaints must be postmarked no later than 30 days after initial verbal contact with ACCET. The address is:

ACCET, Complaint Administrator
1722 N Street NW
Washington, DC 20036

Policy and Program Changes

The school catalog is current as of the time of printing. The school reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Financial Information

Tuition and Fees

Program	Credit Hours	Length	Tuition	Supplemental Fee
Motorcycle Mechanics, Dealership Management:				
BMW Motorcycles	800	20 Weeks	\$10,500	\$200
Ducati Motorcycles	800	20 Weeks	\$10,500	\$200
Honda Motorcycles	800	20 Weeks	\$10,500	\$200
Kawasaki Motorcycles	800	20 Weeks	\$10,500	\$200
Suzuki Motorcycles	800	20 Weeks	\$10,500	\$200
Yamaha Motorcycles	800	20 Weeks	\$10,500	\$200
Harley-Davidson	800	20 Weeks	\$10,500	\$200
Harley-Davidson	1,000	25 Weeks	\$13,125	\$200
Stern Drive & Outboard Gas and Diesel Engines	800	20 Weeks	\$10,500	\$200
Comprehensive 25 Week Multi-Line Program	1,000	25 Weeks	\$13,125	\$250
Comprehensive 30 Week Multi-Line Program	1,200	30 Weeks	\$15,750	\$275

A set of tools will be provided (loaned) to the student at no additional charge. A tool deposit must be made upon registration. The deposit will be returned within 30 days of student separation from the school provided all tools are returned in the same condition as received less normal wear. The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit, student must pay the difference prior to separation from school.

The Supplemental Fee covers all consumable supplies to the student during training. This fee is 100% refundable, prior to attendance, 50% refundable 1st day through 10th day of attendance. There is no refund after the 10th day of attendance.

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and

this school catalog. The content and schedule for the programs and academic terms are described in this catalog.

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/Refund Policy

The School employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the School retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by this Enrollment Agreement. Students will receive a full refund of all money paid if they withdraw no later than the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.

Students that have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following a tour of the school facilities. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Refunds

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

Refund Policies

Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, withdrawal or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Federal Return of Title IV Funds Policy

All institutions participating in the 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 the SFA Program withdraws from the School during a payment period or a period of enrollment in which the recipient began attendance, the School 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 completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser 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

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- 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 School 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 Student Finance Department 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 or her parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 75 percent of an enrollment period (academic year), the school will perform a pro rata refund calculation. Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 75 percent of the enrollment period.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

Financial Assistance

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students

lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

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. 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 paid back.

Federal Stafford Loan (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 starts six months after the student drops below half-time status, terminates training or graduates.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Veterans Benefits

The Institute is approved for Veterans training. Applications for Veterans benefits may be picked up at the Institute or by visiting the Veterans Administration website at www.gibill.va.gov. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Student Services

Placement Assistance

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction -an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Student Disability Services/Accommodations

The School has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the School will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

Transportation Assistance

The school maintains information on public transportation and a list of students interested in car pooling.

Field Trips

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

Drug Abuse Prevention

Information on drug abuse prevention is available at the school for all students and employees.

Advising

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

Statement of Ownership

Florida Metropolitan University, Inc.

GOVERNANCE

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