



Daytona Beach 010810

## 2009-2010 Catalog

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**2009 – 2010 Catalog**

**Wyotech – Daytona Beach**

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**IMPORTANT - The School reserves the right to make and designate the effective date of changes in School policies and procedures at any time such changes are considered to be desirable or necessary. Students will be notified of said changes.**

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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, 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 that 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**

WyoTech – Daytona Beach was established in January 1972 under the name American Motorcycle Institute, or AMI. Imagined as a school that would be “private” in its structure and “public” in its impact, classes began in a one-building classroom shop and grew to a 10.5-acre campus. In 2004, the school was purchased by Florida Metropolitan University, Inc., a wholly owned subsidiary of Corinthian Colleges, Inc. In February of 2006, the name of the school was changed from AMI to WyoTech. In November of 2006, the school moved to its current location at 470 Destination Daytona Lane, Ormond Beach, FL.

It is here that WyoTech 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, WyoTech gained recognition in the service-related industries. Students acquired the knowledge in the classrooms, labs, and shop that 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.

### **LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) provides a quiet and comfortable environment in which students can work independently on a wide variety of projects.

The LRC staff provides research assistance, offers classes in LRC usage, and assists in special ordering requests as needed. LRC hours allow ample access for both day and night students.

### **FACILITIES**

The Motorcycle and Marine Technology Departments have classrooms for audio-visual demonstrations and lectures and over 80,000 square feet of shop and classroom space. The shop area contains lifts, workbenches, tool cribs, exhaust ventilation systems, air and electrical drops, toolboxes equipped with both metric and American standard tools, and tool cribs with special manufacturer tools for diagnostics as well as repair. The Marine Division also incorporates outside test tanks, allowing students to observe actual running engines for the purposes of testing, diagnostics, tune-up, and repair.

The motorcycle division has a detached dynamometer building for the purpose of retrieving data from motorcycles before and after modifications and the ability to safely run a motorcycle beyond its capabilities within the confines of the campus.

### **EDUCATIONAL PHILOSOPHY**

The philosophy of Corinthian Colleges, Inc. 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.

## **INTERNATIONAL STUDENTS**

This School is authorized under Federal law to enroll non-immigrant alien students. Information on Foreign Student Application Procedure is available at the Admissions Office and will be sent to the foreign applicants in addition to this catalog. The School certifies the student's enrollment status on Visa applications; no other Visa services are provided.

Since all the instruction is in English, the academic success at WyoTech is strongly dependent upon the student's ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School. The School does not offer classes in ESL, "English as a Second Language."

Upon enrollment, a payment equal to 25% of the program tuition is required. Payment of the remaining program costs must be made 30 days in advance of the student's graduation date.

## **STATEMENT OF NON-DISCRIMINATION**

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Campus 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 Campus President. The Campus 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.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

## **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 Means of Accreditation by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 888-224-6684.
- 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.
- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools.
- Authorized by the Georgia Nonpublic Postsecondary Education Commission.
- 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.
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, (800) 227-5695 or (317) 232-4219; advertising code AC-0249.
- Licensed by the State of Minnesota, Higher Education Services Office pursuant to Minnesota Statutes Chapter 141.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211.
- Registered with the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118.
- Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- WyoTech, Daytona Beach is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

- Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education, Austin, TX 78778.
- This School is authorized under Federal law to enroll non-immigrant alien students.
- Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

## **ADMISSIONS**

### **REQUIREMENTS AND PROCEDURES**

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. An applicant must be a high school graduate or its equivalent, or demonstrate an ability to benefit from training.

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

1. Be interviewed and recommended for admission by a school representative,
2. Submit a Student Information Form,
3. Sign a Code of Student Conduct Agreement,
4. Sign an Enrollment Agreement and pay an application fee,
5. Receive an acceptance notification from the school,
6. In order to begin classroom attendance at WyoTech, an applicant must provide proof of standard-curriculum high school graduation or its equivalent. A transcript may be required in order to determine eligibility, or
7. In order to begin classroom attendance at WyoTech, 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 monies 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.

### **ABILITY TO BENEFIT POLICY**

Students interested in diploma programs at the Daytona campus that do not have a high school diploma or its recognized equivalent may not be admitted into certain programs at the school prior to admittance. 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 and is beyond the age of compulsory school attendance, federal law requires the school has 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.

### **GED PREPARATORY PROGRAM**

WyoTech 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. WyoTech takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing – COMPASS**

The computer-based COMPASS test by ACT has been approved by the U.S. Department of Education for the assessment of ATB students. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

### **Retesting Requirements – COMPASS**

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

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption, 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 COMPASS**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to three times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPA<sub>t</sub> with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after three (3) retests (4 attempts total) on the COMPASS must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

### **ATB Testing – CPA<sub>t</sub>**

Forms B and C of the Careers Program Assessment Test (CPA<sub>t</sub>) by ACT have been approved by the U.S. Department of Education for use in qualifying non-high school graduates for Title IV Federal financial assistance under the Higher Education Act of 1965. Passing scores on the CPA<sub>t</sub> are Language Usage 42, Reading 43, and Numerical 41.

### **Retesting Requirements – CPA<sub>t</sub>**

An Applicant who has failed the CPA<sub>t</sub> 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, 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 CPA<sub>t</sub>**

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. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., 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 attempts total) before being denied admission.

### **ATB Testing – Wonderlic Basic Skills Test (WBST)**

Forms VS-1 and QS-1, or VS-2 and QS-2 have been approved by the U.S. Department of Education for use in qualifying non-high school graduates for Title IV Federal financial assistance under the Higher Education Act of 1965. Passing scores on the Wonderlic Basic Skills Test are as follows: Verbal Skills: 200 and Quantitative Skills: 210.

### **Retesting Requirements - WBST**

An Applicant who has failed the Wonderlic Basic Skills Test 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, improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. An applicant's score falls within one standard error of measurement of the ATB minimum score.

Retests should be conducted on an alternate test form. To qualify for Title IV Federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing scores for both the verbal and quantitative test sections in the same retest administration.

Retest administrations using an alternate WBST form which the applicant has not already taken may be conducted on the same day or anytime thereafter.

### **Retaking the WBST**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. Retests should be conducted on an alternate test form. To qualify for Title IV Federal financial assistance,

applicants who are retested with the WBST must achieve the minimum ATB passing scores for both the verbal and quantitative test sections in the same retest administration. Retest administration using an alternate WBST form which the applicant has not already taken may be conducted on the same day or anytime thereafter. The student may retake the exam up to three times before being denied admission. Applicants who have been denied admission for failure to pass the entrance exam after three (3) retests (4 attempts total) on the WBST must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

### **ATB Advising**

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

### **Pre-Enrollment**

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encouraged to obtain a GED prior to completion of their program
- Receive career advising to be documented using the ATB Disclosure Form

### **Post-Enrollment**

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 3.0 in diploma programs. These advising sessions shall be documented using the ATB Advising Form.

### **Denial of Admission**

A student has been denied admission after four (4) attempts at taking the ATB test. The individual 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.

## **ACADEMIC POLICIES**

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving Federal financial assistance.

Accreditor and Federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

### **Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each six-week course.

### **CGPA Calculations**

Students at WyoTech receive letter grades (see "Grading Scale"). At the end of each six-week evaluation period, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

### **Rate of Progress Toward Completion (ROP) Requirements**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the

maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: 18 credit hours earned

36 credit hours attempted = 50% ROP

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

### Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. WyoTech schools calculate the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credit hours are noted in the following tables.

### Satisfactory Academic Progress Tables

<b>108 Credit Hour Modular Program</b>				
<b>Total credit hours that may be attempted: 162 (150% of 108).</b>				
<b>Total Credit Hours Attempted</b>	<b>Probation if CGPA is below</b>	<b>Suspension if CGPA is below</b>	<b>Probation if Rate of Progress is below</b>	<b>Suspension if Rate of Progress is below</b>
0-36	2.0	N/A	66.66%	N/A
37-72	2.0	1.0	66.66%	25.0%
73-108	2.0	1.5	66.66%	50.0%
109-144	2.0	1.85	66.66%	65.0%
145-162	N/A	>2.0 = Dismissal	N/A	>66.66% = Dismissal

### Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specific in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

### Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals policy.

### **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/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, 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 CGPA 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 which 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.

### **Reinstatement Following Suspension**

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor;
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal.

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

### **Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

### **Graduation**

Students must complete their program within the maximum time frame and with a 2.0 CGPA as stated in the school catalog in order to graduate.

### **Application of Grades and Credits**

- Grades of 4.0 through 0.0 (A through F) are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits are not included in the calculation of CGPA, but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit, and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.
- For calculating rate of progress, grades below 2.0 and W (withdrawn WZ) grades are counted as hours attempted, but are not counted as successfully completed. Grades of I (Incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the previous Satisfactory Academic Progress Charts) in order to determine the required progress level. The credit hours for the original attempt are considered as not successfully completed.

### **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance, if a student enrolled in a 108 credit hours program (with a maximum time frame of 162 credit hours) receives 18 credit hours of transfer credit and completes 18 credit hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $36/108 = 33.3\%$ ) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 18 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $54/108 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts for courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

### **Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing Federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspensions and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving Federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmission following suspension or in the event the student's appeal results in readmission.

### **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, 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 will 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. Once the school determines that a student is reinstated, the Department of Veterans Affairs will be notified and benefits will be reinstated.

## **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 after 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 twenty-four (24) hours 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 forty-eight (48) hours after the appeal was received by the Director of Education and shall forward the decision to the student and the instructor within twenty-four (24) hours 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.

### **Attendance Requirements for Students Receiving Veterans Administration Benefits**

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.

Each day is divided into eight sessions for attendance and tardy purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. Students arriving late (less than 30 minutes) for a session or leaving before the end of a session will be counted tardy for that session. A student missing more than 10% of a six week course, twenty-five (25) hours, or 3.1 consecutive days of a course **for any reason** will be suspended. A student that misses 12 hours of a course or has 5 tardies will be advised that they are at risk of being suspended from the program. A student with ten (10) tardy occurrences in any one course will be suspended.

If suspended, students must successfully appeal their suspension within five (5) calendar days upon notification in order to continue their training without interruption. If their withdrawal is not successfully appealed, they will remain dropped from the program. Students are not permitted to make up absences.

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

### **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 Department Chair. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days after the student is notified of the final grade. 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.

### **Student Attendance Appeals Policy**

Appeals of attendance violations must be made within five (5) calendar days of notification 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.

## **ADMINISTRATIVE POLICIES**

### **MODULAR PROGRAMS**

A Modular Program is a complete body of prescribed subjects or studies that are divided into periods of instruction (courses) that are six weeks in length. The final grade for each course is comprised of a lecture, professionalism, and a laboratory grade.

### **GRADING**

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

<b>Grade</b>	<b>Meaning</b>	<b>Percentage</b>
A	Excellent	4.0
B	Very Good	3.0
C	Good	2.0
F	Failing	1.0 – 0.0
I	Incomplete	Not Calculated
W	Withdrawal	Not Calculated
WZ	Military Withdrawal	Not Calculated
CR	Credit for Previous Education	Not Calculated

### **DEFINITION OF CLOCK AND CREDIT 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.

A quarter credit hour consists of 10 clock hours of lecture, 20 clock hours of faculty-supervised laboratory, or 30 clock hours of faculty-supervised shop training.

### **STUDENT AWARDS**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that 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**

Requests for credit for previous education must be made to the Director of Education. Official transcripts and course descriptions are needed to determine acceptable credit. Requests for transfer credit must be made prior to beginning classroom attendance at WyoTech. There is no fee charged for assessing transcripts. A minimum grade of "C" from an accredited school (recognized by the U.S. Department of Education) must be achieved for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at WyoTech in order to receive a diploma from WyoTech. The transfer of incoming credit is given at the sole discretion of the Director of Education and is based on sufficient comparability of course content, in the course's entirety (that is, no partial course credit will be awarded), to the program in which the student will enroll. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. If the school does not accept credit for prior training, the student may appeal the decision by making written request to the Director of Education stating reasons and presenting any additional material for consideration. Federal financial aid may be limited based upon previous awards at other institutions. Potential ramifications to the student's financial aid must be evaluated on an individual basis; students should contact the financial aid department for individual evaluation.

## **WITHDRAWAL PROCEDURE**

Students who want to discontinue their training for any reason are required to schedule an exit interview with the Registrar or other designated 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.

## **COURSE INCOMPLETES**

A student who fails to complete all the required work in the course may, with the Department Chairperson's approval, be given an Incomplete (I). The student then has 10 calendar days from the end of the course in which to complete the required course work. Upon satisfactorily completing the required course work, the incomplete grade will be changed to a final grade. Failure of the student to complete the required course work will result in the grade of Incomplete being changed to the earned grade.

## **REPEAT POLICY**

Students who fail a course must retake that course in order to graduate from the program.

Students who receive a passing grade for a course, but wish to repeat the course may do so only after graduating from the program and on a seat-availability basis.

## **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**

Class size varies during the academic year; however the largest class size will not exceed 100 students at the campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. Typical ratios are 50 students to one instructor in lecture and 25 students to one instructor in lab and shop.

## **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.

Each day is divided into eight sessions for attendance and tardy purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. Students arriving late (less than 30 minutes) for a session or leaving before the end of a session will be counted tardy for that session. A student missing more than 10% of a six week course, twenty-five (25) hours of a course for any reason may be suspended. A student that misses 12 hours of a course or has 5 tardies will be advised that they are at risk of being suspended from the program. A student with ten (10) tardy occurrences in any one course may be suspended.

If suspended, students must successfully appeal their suspension within five (5) calendar days upon notification in order to continue their training without interruption. If their withdrawal is not successfully appealed, they will remain dropped from the program. Students are not permitted to make up absences.

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

## **TARDINESS/EARLY DEPARTURE**

Students who arrive for class after the scheduled start time and/or leave prior to scheduled completion time will receive a tardy on their attendance record.

## **MAKE-UP WORK**

Make-up tests are allowed for an absence. Make-up work will not remove an absence, tardy, or leave early from a student's record. Weekly tests may be made up within 2 days of the original test date. Final tests cannot be made up.

## **RE-ENTRY POLICY**

Students wishing to re-enter the School following a withdrawal may apply for readmission by contacting the Director of Education. Readmission is granted on a space-available basis. The School reserves the right to refuse re-admittance based upon the attendance, academic, financial, and social conduct history of the student during previous enrollment periods.



## **LEAVE OF ABSENCE POLICY**

The institution permits students to request leaves of absence (LOA) for up to 180 calendar days or one-half the published program length, whichever is shorter, 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 Campus President or Director of Education with a signed and dated written request, prior to the leave of absence (unless prevented by unanticipated circumstances) 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.

Veterans requesting to take a Leave of Absence during training are advised that, per Department of Veterans Affairs, Veterans benefits must be terminated during a Leave of Absence.

## **EXTENSION OF LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave;
- There is a reasonable expectation the student will return;
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave;
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

## **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 statutes 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" that 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 will 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. Make-up classes due to school closures will likely be offered on Saturday and Sunday.

## **PERSONAL PROPERTY**

All personal property, including vehicles parked on the premises, are the sole responsibility of the student, and the School does not assume liability for any loss or damage.

## **CODE OF STUDENT CONDUCT – GENERAL**

### **Generally**

CCi seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All CCi schools should be free from violence, threats, and intimidation and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, this code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **Conduct Affecting the Safety of the Campus Community**

CCi reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on the school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration, or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication is prohibited in the WyoTech Training Facilities
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on the school premises.
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal laws (See "Violations of Local, State, Provincial, or Federal Law")

**Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.**

### **Violations of Local, State, Provincial, or Federal Law**

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also contribute a violation of this code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed and that the student committed it. In such instances, the Campus President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this code independent of any criminal proceeding.

### **Limitations on Students with Pending Disciplinary Matters**

Any student with pending disciplinary matters shall not be allowed to:

- Enroll or attend classes at another CCi location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the Campus President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school (including Online) prior to resolving the outstanding disciplinary issue.

### **Inquiry by the Campus President**

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

### **Conduct Which Does Not Warrant a Suspension or Dismissal**

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this code, but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

### **Conduct Which Warrants a Suspension or Dismissal**

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within five (5) calendar days of the date of the written notice

### **Sanctions**

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time.

Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

**Note: Student absences resulting from suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.**

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President.

**Note: Students dismissed for violations of this code remain responsible for any outstanding balance owed to the school.**

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal:

- Community Service and/or participation in education program
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab, or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing.

### **Academic Dishonesty**

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course
- Suspension or Dismissal from the school

### **CODE OF STUDENT CONDUCT - WYOTECH**

Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. All WyoTech employees are allowed to enforce the Code of Student Conduct. The following actions are violations of the Code of Student Conduct:

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of

controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.

3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
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 students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, 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 display of violence that results in physical contact.
8. **Inappropriate E-mail Communications:** abusive, threatening, or otherwise inappropriate e-mail communications.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on WyoTech-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cameras, pagers, iPods, etc.) is not allowed in WyoTech training areas.
17. **Student Cellular Policy:** cell phones must be turned off and are not be used for any purpose or function, or be visible within the facility at any time.
18. **Public displays of affection:** are not allowed on campus, WyoTech training areas, or facilities.
19. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
20. **Computer, Internet, and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Code of Student Conduct or local, state and federal law, endangers system integrity, or accesses sites containing inappropriate content.
21. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus President / Director of Education.
22. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.

The Student:

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

### **Appearance Code-**

The WyoTech Student Appearance Code works to provide an atmosphere to enhance the professional development of our students, to prevent disruption of the learning process, and to further prevention of safety hazards. The following are the minimum standards while on the WyoTech campus:

#### **All WyoTech students will abide by the following:**

1. A school uniform shall be properly worn on campus during school operating hours. Solid color work pants shall be worn in an appropriate manner at the natural waistline (above the hips) and with a belt.
2. The shirt is to be worn buttoned with the exception of the top button/snap. Shirrtails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the shop. Coats may not be worn in the classroom unless specifically approved by the instructor. Clothing must be clean with no 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.

3. Hair shall be kept clean to provide a neat, well-groomed appearance. Long hair must be tied back and long beards must be contained in labs around machinery. Hair must be a natural color--No "unnatural" hair color allowed.
4. WyoTech baseball-style caps, with the bill facing forward, may be worn in the labs. No other headwear may be worn while in WyoTech training facilities.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be carried and properly displayed at all times and must be surrendered to a staff or faculty member upon request.

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

1. Warning: a verbal warning that implies that further violations will result in more serious consequences.
2. Withdrawal/Suspension: the immediate withdrawal of the student from the School. Withdrawal/Suspension notification will be in writing notifying the student of the reason(s) for withdrawal.
3. Dismissal: the immediate permanent withdrawal of the student from the School. Dismissal notification will be in writing and will indicate the reason(s) for the dismissal.

### **STUDENT 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 coursework. 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 following the guidelines outlined in the "Appeals Procedures" policy in this catalog.

### **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Student record information is maintained both in paper form and on the School's computer system. The School maintains records on each student that includes grades, attendance, prior education and training.

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 successful completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for transcript preparation is approximately three to five days.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation and receive a diploma, the student must:

1. Complete each course in the program with a minimum grade of 2.0.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at WyoTech.
3. Be current with all financial obligations to the school.
4. Complete the program within the maximum timeframe of 150% of the normal program length.

### **UPDATE TRAINING**

On a space-available basis, a WyoTech graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge, provided the course or program is still offered and a seat is available. A graduate is considered to be in good standing if all school charges have been paid in full, and if the graduate was a recipient of institutional and/or Federal loans, the graduate is current in all loan obligations. A request for an update-training course must be addressed to the Registrar and approved by the Campus

President. Update-training is not valid for grade or certification purposes, and the student will not receive a transcript, grade, or attendance for the portion repeated.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational 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 educational 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. Generally, schools must have written permission from the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

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

WyoTech does not guarantee credit into or out of the school. Transferability is always at the discretion of the receiving school. The diploma programs of the school are terminal in nature and are designed for the graduate's employment upon graduation. Upon request, the school will provide students with transcripts and course outlines for credit evaluation.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Persons seeking to resolve problems or complaints should first contact their instructor. If the instructor is unable to resolve the issue, the student should then contact the Program Chair. If the issue is still not satisfactorily addressed, the student should contact the Director of Education, WyoTech, 470 Destination Daytona Blvd, Ormond Beach, FL 32174, (386) 255-0295. Students who feel that the issue has not been adequately reviewed should contact the Campus President at the same address. Written responses will be given to the student within seven working days. If the problem remains inadequately reviewed or unresolved to the student's satisfaction, the student may contact the Student Help Line at (800) 874-0255.

## **ACCREDITING COMMISSION PROCEDURE**

WyoTech 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 WyoTech 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  
202.955.1113 – phone; 202.955.1118 - fax

## **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.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor, or instructor. It is important that school personnel be aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The School will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities. On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm> .

## **Statistical Information**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data regarding the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

## **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

## **WEAPONS POLICY**

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices that may be used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

# **FINANCIAL INFORMATION**

## **TUITION AND FEES**

Tuition and fee information can be found in Appendix C: Tuition and Fees in this catalog.

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.

## **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- 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 your campus.

- (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 and fees, 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 and fees 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 day 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 and fees 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

### **Date of Withdrawal versus Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

### **Students Called to Active Military Duty**

#### **Newly Admitted Students**

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term shall receive a full refund of all tuition and fees paid.

#### **Continuing Students**

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

### **EFFECT OF LEAVES OF ABSENCE ON REFUNDS**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

### **TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

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

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

Percentage of payment period or term completed = the number of calendar days completed up to the withdrawal date divided by the total calendar days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed to him/her, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

The institution must return the amount of Title IV Funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of Funds is required
9. Academic Competitiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

## **INSTITUTIONAL REFUND CALCULATION**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of 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 period of enrollment into the number of weeks completed in that period (as of the withdrawal date). 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 \$75 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

## **COLLECTION OF STUDENT ACCOUNTS**

The School offers a variety of ways for students to finance their education. Any balance not covered by loans and/or grants must be paid directly to the School. Students with an account balance are expected to make payments timely; delinquent accounts may be turned over to a collection agency.

## **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 Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

### **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 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**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable, and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school, or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning Brochure for further information or please see one of the Student Finance Planners.

### **Private Loan Programs**

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate, and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval.

### **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.

**Genesis** - A student may qualify for the 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 immediately after the student graduates or leaves school.

## **SCHOLARSHIPS**

### **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each **Campus Dream Award** recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of

August and will be presented at the October CCI Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCI CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

### **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.

### **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 the \$100 Registration Fee and 15% of the tuition for their entire program of study.

If the Veteran meets the following criteria he/she will qualify for WyoTech Armed Forces Scholarship.

#### Active Duty or Veteran

- Be a high school graduate or the equivalency
- Provide proof of DD214 or required documents prior to the beginning of classroom attendance
- Discharge must state "Honorable". No other discharge statuses will be accepted.

#### Reserves or National Guard

- Be a high school graduate or the equivalency
- Provide proof of DD214 or required documents prior to the beginning of classroom attendance
- Complete your initial active duty for training (IADT)
- Serve in a drilling Selected Reserve or National Guard unit and remain in good standing.

### **Skills USA**

#### **State Competitions**

Individuals placing 1<sup>st</sup> at any State Skills USA Competition in the Motorcycle Service Technology or Marine Service Technology program will be eligible for an \$8,500 scholarship for the Daytona Beach, FL campus.

#### **National Competition**

Individuals placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at the National Motorcycle Service Technology or Marine Service Technology Skills USA Competition will be eligible for a \$10,000 scholarship for the Daytona Beach, FL campus. This scholarship cannot be combined with the state scholarship offered by WyoTech.

#### **Skills USA Scholarship Requirements**

Scholarship recipients must maintain satisfactory academic progress and meet all attendance and graduation requirements without interruption of attendance with the exception in the case of an approved Leave of Absence.

Students must enter a program at WyoTech which coincides with the competition area that the student won (i.e., a Motorcycle competition winner would need to take a program which includes the Motorcycle core courses).

Recipients may begin training immediately after high school graduation as soon as their chosen program is available. Recipients must commit to use scholarship within 60-days of high school graduation and start classroom attendance at WyoTech within one-year of high school graduation.

## **STUDENT SERVICES**

### **CAREER SERVICES**

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 career services 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 workshops.
- Job referral by the Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the career services program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the School's career services 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.

## **PROGRAMS OFFERED**

Marine Specialist  
Motorcycle Technology

## PROGRAMS



<b>MARINE SPECIALIST</b>				
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Hours</b>	<b>Length</b>	<b>Version</b>
Diploma	1,000 Core 500 Specialty	108.0	9 months	1-0

The marine recreational vessel industry is constantly changing. Marine recreational vessels are more complex due to emerging new technologies. The Marine Specialist Program is designed to enable the graduate to enter the marine repair industry as an entry-level technician, able to maintain and repair modern marine recreational vessels. The program focuses on propulsion systems including inboard engines, both gas and diesel, and inboard and stern drive systems. The program also covers outboard marine engines and other systems including electrical, electronic and mechanical systems found on modern marine recreational vessels.

The Marine Specialist program consists of four core courses, with the addition of two courses in one of the concentrations.

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

### Program Outline

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours (Lec/Lab/Ext/Total)</b>	<b>Credit Hours</b>
<b>Marine Specialist Core Requirements</b>			
MR 201	Vessel Power Transmission	125/125/00/250	18
MR 202	Inboard Engine Propulsion Systems	125/125/00/250	18
MR 203	Diesel Engines, Power Generation and Marine Electronics	125/125/00/250	18
MR 204	Outboard Engine Propulsion Systems	125/125/00/250	18
<b>Core Total</b>		<b>500/500/00/1000</b>	<b>72</b>
<b>Advanced Marine Concentration</b>			
AMR 200	Advanced Diesel and Power Generation	125/125/00/250	18
AMR 250	Advanced EFI and Canbus Systems	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>Off-Road Power Concentration</b>			
ORP 200	ATV Mechanical Systems and PWC	125/125/00/250	18
ORP 250	ATV Electrical Systems and Snowmobiles	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>Program Total (Core plus One Concentration)</b>		<b>750/750/00/1500</b>	<b>108</b>

The aforementioned new program will not be available to students until the respective state education departments grant approval.

➤ Texas Workforce Commission

➤ State of Wisconsin Education Approval Board

### MARINE SPECIALIST CORE:

#### Course MR 201: Vessel Power Transmission Systems

**18.0 Credit Hours**

This course introduces the student to operation and repair of inboard and stern drive propulsion systems, jet pumps, marine plumbing systems, and boat handling and storage procedures. Marine dealer operations will include the use of computer software to write service work orders and to perform repair parts research and ordering. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

#### Course MR 202: Inboard Engine Propulsion Systems

**18.0 Credit Hours**

This course introduces the student to the operation and maintenance of marine gasoline inboard engines. All aspects of engine operations, maintenance and repair will be covered including engine management systems. Computer and software usage as it pertains to engine interface, parts research, and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**Course MR 203: Diesel Engine, Power Generation and Marine Electronics** **18.0 Credit Hours**

This course introduces the student to the operation and maintenance of marine diesel engines, power generation and supply systems, and marine electronics. Diesel engine servicing and maintenance will be covered including electronically controlled diesel propulsion systems. Computer and software usage as it pertains to engine interface, parts research, and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**Course MR 204: Outboard Engine Propulsion Systems** **18.0 Credit Hours**

This course introduces the student to the operation and maintenance of marine outboard and personal watercraft engines. Outboard engine technology will focus on engine operation, engine servicing, fuel systems operation and electronic ignition systems. Rigging outboard engines will include steering, engine control and monitoring equipment and engine mounting. Computer and software usage as it pertains to engine interface, parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**ADVANCED MARINE CONCENTRATION:**

**Course AMR 200: Advanced Diesel and Power Generation** **18.0 Credit Hours**

This course introduces the student to advanced installation and troubleshooting of recreational marine vessel support systems including power generation and supply systems, marine electronics, and Data transfer buses. Computer and software usage as it pertains to engine interface, control area network, parts research, and service manual usage will be discussed and performed throughout the course. Prerequisite: Successful completion of the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204). Lecture Hrs: 125. Lab Hrs: 125.

**Course AMR 250: Advanced EFI and Canbus Systems** **18.0 Credit Hours**

This course introduces the student to advanced installation and troubleshooting of recreational marine vessel support systems including Electronic Fuel Injection, marine electronics, and Data transfer buses. Computer and software usage as it pertains to engine interface, control area network, parts research, and service manual usage will be discussed and performed throughout the course. Prerequisite: Successful completion of the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204). Lecture Hrs: 125. Lab Hrs: 125.

**OFF-ROAD POWER CONCENTRATION:**

**Course ORP 200: ATV Mechanical Systems and PWC** **18.0 Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft. Prerequisite: Successful completion of either the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204) or the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs 125. Lab Hrs: 125.

**Course ORP 250: ATV Electrical Systems and Snowmobiles** **18.0 Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: Successful completion of either the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204) or the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs 125. Lab Hrs: 125.





<b>MOTORCYCLE TECHNOLOGY</b>				
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Hours</b>	<b>Length</b>	<b>Version</b>
Diploma	1,000 Core 500 Specialty	108.0	9 months	1-0

The Motorcycle Technology program provides students the skills required to specialize in the field of motorcycle service and repair. Most areas of the world require motorcycle technicians, therefore suspensions, brake systems, engines, fundamentals of electricity, electrical systems, fuel systems and service are taught in the program.

The Motorcycle Technology program consists of four core courses, with the addition of two courses in one of the concentrations.

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

Graduates of the program can seek employment as entry-level technicians in various aspects of the motorcycle industry.

### Program Outline

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours (Lec/Lab/Ext/Total)</b>	<b>Credit Hours</b>
<b>Motorcycle Technology Core Requirements:</b>			
MTC 201	Suspension and Brake Systems	125/125/00/250	18
MTC 202	Four Stroke and Two Stroke Engines	125/125/00/250	18
MTC 203	Fundamentals of Electricity and Electrical Systems	125/125/00/250	18
MTC 204	Fuel Systems and Service	125/125/00/250	18
<b>Core Total</b>		<b>500/500/00/1000</b>	<b>72</b>
<b>Harley – Davidson Concentration</b>			
MTC 205	Harley-Davidson Engines I and II	125/125/00/250	18
MTC 206	Harley-Davidson Chassis and Engine Controls	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>European Concentration</b>			
MTC 207	European-BMW I and II	125/125/00/250	18
MTC 208	European-Ducati and Triumph	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>Asian Concentration</b>			
MTC 209	Asian-Honda and Kawasaki	125/125/00/250	18
MTC 210	Asian-Suzuki and Yamaha	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>Off-Road Power Concentration</b>			
ORP 200	ATV Mechanical Systems and PWC	125/125/00/250	18
ORP 250	ATV Electrical Systems and Snowmobiles	125/125/00/250	18
<b>Concentration Total</b>		<b>250/250/00/500</b>	<b>36</b>
<b>Program Total (Core plus One Concentration)</b>		<b>750/750/00/1500</b>	<b>108</b>

The aforementioned new Off-Road Power Concentration will not be available to students until the respective state education departments grant approval.

➤ Texas Workforce Commission

➤ State of Wisconsin Education Approval Board

### MOTORCYCLE TECHNOLOGY CORE:

#### Course MTC 201: Suspension and Brake Systems

**18.0 Credit Hours**

This course presents front and rear suspension systems and brake system design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Students are exposed to service and repair procedures for drum, disc, anti lock braking systems, and final drive assemblies. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 202: Four Stroke and Two Stroke Engines****18.0 Credit Hours**

This course provides the fundamentals of four and two stroke engines, including the primary drives of various designs. Operations and diagnosis, as well as cooling systems, are presented in the course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 203: Fundamentals of Electricity and Electrical Systems****18.0 Credit Hours**

Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics. The Electrical Systems portion of the course uses a systematic approach to motorcycle electrical systems. Accessories, lighting, ignition, starting, charging, and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostic procedures are practiced in structured exercises. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 204: Fuel Systems and Service****18.0 Credit Hours**

This course covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of student's experimental learning experiences. This course also prepares students to operate in a service environment. Students will learn customer service, use of dynamometer, and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacturer service and repair procedures. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.

**HARLEY-DAVIDSON CONCENTRATION:****Course MTC 205: Harley-Davidson Engines I and II****18.0 Credit Hours**

The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines, as well as Evolution Big Twins, Twin Cams, and V-Rod Engines. Students will perform the necessary measurements and adjustments for proper engine operation. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 206: Harley-Davidson Chassis and Engine Controls****18.0 Credit Hours**

This course emphasizes the manufacturer specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles, as well as applying learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**EUROPEAN CONCENTRATION:****Course MTC 207: European-BMW I and II****18.0 Credit Hours**

This BMW concentration course emphasizes the use of information resources, sophisticated test equipment, and manufacturer approved diagnostic and repair procedures as they relate to BMW motorcycles. Training applies towards students being awarded BMW Certified Technician training status. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 208: European-Ducati and Triumph****18.0 Credit Hours**

The Ducati concentration course emphasizes the use of information resources, sophisticated test equipment, and manufacturer approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati and Triumph Entry Level Certification training status. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs 125. Lab Hrs: 125.

**ASIAN CONCENTRATION:****Course MTC 209: Asian-Honda and Kawasaki****18.0 Credit Hours**

The Honda and Kawasaki concentration course emphasizes the use of information resources, sophisticated test equipment, and manufacturer approved diagnostic and repair procedures as they relate to Honda and Kawasaki motorcycles. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**Course MTC 210: Asian-Suzuki and Yamaha****18.0 Credit Hours**

This course emphasizes the use of information resources, sophisticated test equipment, and manufacturer approved diagnostic and repair procedures as they relate to Suzuki and Yamaha motorcycles. Prerequisite: Successful completion of the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**OFF-ROAD POWER CONCENTRATION:**

**Course ORP 200: ATV Mechanical Systems and PWC**

**18.0 Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft. Prerequisite: Successful completion of either the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204) or the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

**Course ORP 250: ATV Electrical Systems and Snowmobiles**

**18.0 Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: Successful completion of either the Marine Technology Core Courses (MR 201, MR 202, MR 203, and MR 204) or the Motorcycle Technology Core Courses (MTC 201, MTC 202, MTC 203, and MTC 204). Lecture Hrs: 125. Lab Hrs: 125.

## STATEMENT OF OWNERSHIP

WyoTech – Daytona Beach is owned and operated by Florida Metropolitan University, Inc., a Florida corporation. Florida Metropolitan University, Inc. is a wholly owned subsidiary of Rhodes Colleges, Inc., a Delaware corporate. Rhodes Colleges, Inc. 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, CA 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Executive Chairman
Peter Waller	Peter Waller	Chief Executive Officer and Director
Terry Hartshorn	Matthew Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Tim Sullivan	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
John Dionisio	David Poldoian	Chief Business Development Officer
	Janis Schoonmaker	President and Chief Operating Officer, FMU Division
	Steve Quattrociocchi	President, CCI Online
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President, Academic Affairs
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	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>FLORIDA METROPOLITAN UNIVERSITY, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Janis Schoonmaker	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	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

## SCHOOLS OWNED BY CORINTHIAN COLLEGES, INC.

<b>The following schools in the United States are owned by Corinthian Colleges, Inc.</b>	
<p><b>Everest College</b>                      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)                      Chesapeake, VA (branch of Everest Institute, Newport News, VA)                      Colorado Springs, CO (main campus)                      Dallas, TX (branch of Everest College, Portland, OR)                      Everett, WA (branch of Everest College, Bremerton, WA)                      Fife, WA (branch of Everest College, Seattle, WA)                      Fort Worth, TX (branch of Everest College, Salt Lake City, UT)                      Gardena, CA (main campus)                      Hayward, CA (main campus)                      Henderson, NV (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 Everest University, Pompano Beach, FL)                      Mesa, AZ (branch of Everest College, Phoenix, AZ)                      Newport News, VA (main campus)                      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)                      Seattle, WA (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)                      Vancouver, WA (branch of Everest College, Seattle, WA)                      West Los Angeles, CA (main campus)</p>	<p><b>Everest Institute</b>                      Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)                      Austin, TX (branch of Everest Institute, Southfield, MI)                      Brighton, MA (main campus)                      Chelsea, MA (branch of Everest College, Alhambra, CA)                      Columbus, OH (main campus)                      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)                      Fort Lauderdale, FL (branch of Everest Institute, Miami (Kendall), FL)                      Grand Rapids, MI (main campus)                      Hialeah, FL (branch of Everest Institute, Miami (Kendall), FL)                      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, Ontario, CA)                      Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)                      Marietta, GA (branch of Everest Institute, Reseda, CA)                      Miami (Kendall), FL (main campus)                      Miami, FL (main campus)                      Norcross, GA (branch of Everest College, Gardena, CA)                      Pittsburgh, PA (main campus)                      Portland (Tigard), OR (branch of Everest College, Seattle, WA)                      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)</p> <p><b>Everest University</b>                      Tampa (Brandon), FL (branch of Everest University, Tampa, FL)                      Jacksonville, FL (branch of Everest University, Largo, FL)                      Lakeland, FL (branch of Everest University, Largo, FL)                      Largo, FL (main campus)                      Melbourne, FL (branch of Everest University, North Orlando, FL)                      North Orlando, FL (main campus)                      Orange Park, FL (branch of Everest University Tampa, FL)                      Pompano Beach, FL (main campus)                      South Orlando, FL (branch of Everest University, North Orlando, FL)                      Tampa, FL (main campus)</p> <p><b>WyoTech</b>                      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)                      Sacramento, CA (branch of WyoTech, Laramie, WY)</p>

## **APPENDIX A: STATE-SPECIFIC INFORMATION**

### **ARKANSAS STUDENT INFORMATION**

#### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 25% of the first academic year will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 25% of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, 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 and fees 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 day of recorded attendance.

- (b) A student who withdraws during a subsequent academic year and before completing 25% of the subsequent academic year will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 25% of the subsequent academic year, but before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees, 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

The Arkansas State Board of Private Career Education will be notified prior to any changes in this catalog. Information contained in the catalog is expected to remain effective for the forthcoming licensing year.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arkansas State Board of Private Career Education. The student must contact the State Board for further details: 501 Woodlane, Suite 312 South, Little Rock, AR 72201; (501) 683-8000; <http://sbpce@arkansas.gov>.

## ARIZONA STUDENT INFORMATION

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details: 1400 W. Washington, Room 260, Phoenix, AZ 85007; (602) 542-5709; <http://azppse.state.az.us>

## COLORADO STUDENT INFORMATION CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 your campus.

- (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 and fees, 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 and fees applicable to the first academic year.

**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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 and fees 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 and fees applicable to the subsequent academic year.

**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

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.

NOTE: Potential students are advised to check with all appropriate Colorado regulatory agencies to confirm completion of the program/course offered by WyoTech will satisfy initial or renewal licensing or certification requirements of that agency.

## **DELAWARE STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Education Associate for Professional Accountability of the State of Delaware Board of Education or the Accrediting Commission. All complaints considered by the State Board of Education or Accrediting Commission must be in written form, with permission for a copy of the complaint to forward the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

All inquires should be addressed to:

Education Associate, Professional Accountability  
Delaware Board of Education,  
Townsend Building, 401 Federal Street, Suite 2  
Dover, DE 19901-3639

## **GEORGIA STUDENT INFORMATION**

### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 your campus.

- (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 and fees, 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 and fees applicable to the first academic year.

**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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 and fees 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 and fees applicable to the subsequent academic year.



**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

### **INDIANA STUDENT INFORMATION**

#### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

(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 six 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 six 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 your campus. The school will prepare the Indiana Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (1) A student who withdraws after six days of scheduled class attendance of the first academic year will receive a refund in accordance with the following *Indiana Policy*, less the application fee (if applicable):

<u>Time Attended</u>	<u>Percent of Refund</u>
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

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 day of recorded attendance.

- (2) A student who withdraws during a subsequent academic year will receive a refund applicable to the subsequent academic year in accordance with the following schedule:

<u>Time Attended</u>	<u>Percent of Refund</u>
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

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 day of recorded attendance.

- (a) (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 and fees, 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 and fees 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 day 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 and fees 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

#### **MARYLAND STUDENT INFORMATION**

Maryland students have the right to contact the Maryland Higher Education Commission at 839 Bestgate Road, Suite 400, Annapolis, MD 21401, regarding grievances against the solicitor or the school the solicitor represents.

#### **MASSACHUSETTS STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 calendar days after signing the agreement and making an initial payment;
    - (5) The student applicant cancels this agreement within five calendar days following a tour of the school and inspection of school equipment;
    - (6) The student applicant cancels this agreement within the first five calendar 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 calendar 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 your campus. The school will prepare the Massachusetts Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (a) A student who withdraws after five days of scheduled class attendance, but before or upon completing 75% of the program will receive a refund in accordance with the following *Massachusetts Policy (as per M.G.L.C.255 Sec. 13K)*, less the application fee (if applicable):
- (1) You may terminate this agreement at any time.

- (2) If you terminate this agreement within five days, you will receive a refund of all monies paid, provided that you have not commenced the program.
- (3) If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
- (4) If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (5) If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (6) If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (7) If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
- (8) If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
- (9) The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

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

- (b) 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*:
  - (1) 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 and fees, 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 and fees 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 day 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 and fees 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 and fees 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 day of recorded attendance.

## **ADMINISTRATIVE COSTS**

Administrative costs are equal to \$50.

## **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" for further detail that may affect the return of federal funds.

## **ENTRANCE REQUIREMENTS**

Applicants must provide proof of high school graduation, its equivalent, or take an approved Ability to Benefit exam prior to the beginning of classroom attendance.

## **LATE REGISTRATION**

Late registrations will be accepted within three days from a scheduled start date.

## **MINNESOTA STUDENT INFORMATION BUYER'S RIGHT TO CANCEL POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Notice of cancellation shall be acknowledged in writing within ten days of receipt of such notice. Notification of a student's cancellation will be made within 30 days to any agency known to the school to be providing financial aid. A student may cancel his/her enrollment at any time before the commencement of his/her course/program. "Student" means the student if the student is the party to the contract, or the student's parent or guardian or another person if the parent or guardian or other person is the party to the contract on behalf of the student.

- (1) The school rejects the applicant. Student applicant will be notified in writing of acceptance or rejection;
- (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 closes or 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 the postmark date of the letter of acceptance, regardless of whether the course/program has started. The cancellation date is considered to be the postmark date of the notice of cancellation or, if hand delivered, on the date the notice is delivered to 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.

## **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (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 and fees, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (b) A student who withdraws during a subsequent academic year but before completing 75% of the subsequent academic year will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

## **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal. The refund policy is not conditional upon compliance with the school's code of student conduct.

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

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds.

It is not the practice of the school to transfer or sell promissory instruments; however, promissory instruments will not be negotiated prior to completion of 50% of the course of instruction. Student inquiries may be directed to the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

## **MISSISSIPPI STUDENT INFORMATION**

### **Recruitment of Mississippi Students**

Admissions Representatives may contact Mississippi students after the student requests further information or requests an Admissions Representative to conduct an in-home presentation based on information the student received from a high school presentation by the representative or based on an advertisement seen on television.

In-home presentations are normally conducted with the student and parent or guardian. The representative will inform the student of programs offered at WyoTech and discuss the WyoTech School Catalog, Mississippi Enrollment Agreement, Institution Disclosure of Information Form, and Code of Student Conduct. When the student receives and acknowledges all responsibilities and requirements for attendance at WyoTech and the representative answers questions that occurred during the presentation, the student may then make an informed decision to attend WyoTech. Upon this

decision, the Admissions Representative completes the Mississippi Enrollment Agreement and obtains the registration fee.

### **MISSOURI STUDENT INFORMATION**

If a copy of the grade and attendance transcript is desired, the Registrar must receive a written request, signed and dated by the student. There is no fee for sending transcripts. An official transcript will be sent to employers, schools, military, etc. A student requesting a transcript for him/herself will be given an unofficial "issued to student" copy.

#### **Instructor Qualifications:**

At a minimum each faculty member shall possess at least one of the following qualifications:

- 1) Graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or
- 2) Hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
- 3) Hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
- 4) Hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

### **OHIO STUDENT INFORMATION**

If a complaint is not settled at the institutional level, the student may contact the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215. Telephone: 614-466-2752.

### **OKLAHOMA STUDENT INFORMATION**

#### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 your campus.

- (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 and fees, 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 and fees applicable to the first academic year.

**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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 and fees 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 and fees applicable to the subsequent academic year.

**\*Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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" for further detail that may affect the return of federal funds.

### **BOOKS AND TOOLS**

Books and a set of tools will be provided (loaned) to the student at no additional charge. A book and tool deposit must be made upon registration for the first enrollment period. The deposit will be returned within 30 days of student separation from school provided all books and tools are returned in the same condition as received less normal wear. The cost of lost or damaged books and 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.

### **CATALOG ADDENDUM**

This catalog is not complete without the accompanying addendum.

### **SOUTH CAROLINA STUDENT INFORMATION**

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, (803) 737-2260.

### **Instructor Qualifications**

WyoTech will abide by the degree program minimum requirements as stated in the Standards of Accreditation: "All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience."

### **TENNESSEE STUDENT INFORMATION**

Inquiries or grievances not resolved on the institutional level may be forwarded to the: Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.

### **Instructor Qualifications**

WyoTech will abide by the degree program minimum requirements as stated in the Standards of Accreditation: "All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience."

### **Transferring Credits**

The disclosure on the transferability of credits shall be as follows: Credits earned at Corinthian College may not transfer to another educational institution. Credit earned at another educational institution may not be accepted by Corinthian College. You should obtain confirmation that Corinthian College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact educational institutions that you may want to transfer credits earned at Corinthian College to determine if such institution will accept credits earned at Corinthian College prior to executing an enrollment contract or agreement. The

ability to transfer from Corinthian College to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Corinthian College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know that the transfer of credit policy of Corinthian College and of any other educational institution you may in the future want to transfer the credits earned at Corinthian before you execute an enrollment contract or agreement in.

### **Job Placement and Graduation Information**

Job placement and graduation information for Corinthian College can be found at the Tennessee Higher Education Commission website located at <http://www.state.tn.us/thec/>

## **TEXAS STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (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 your campus.

- (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 and fees, 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 and fees applicable to the first academic year.
  - \***Georgia Students:** Amount of tuition and fees 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 and fees 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 day 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 and fees 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 and fees applicable to the subsequent academic year.
  - \***Georgia Students:** Amount of tuition and fees 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 and fees 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.

## **TEXAS STUDENT REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for the program in which the student is enrolled: (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

## **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" for further detail that may affect the return of federal funds.

Students attend class Monday – Friday. Day classes are from 7:00 AM to 4:15 PM. Night classes are from 4:30 PM to 1:40 AM. Students have regularly scheduled breaks throughout each class period.

Occupational Opportunities: A graduate from the Motorcycle Technology program might be interested in employment as a Motorcycle Technician or Mechanic. A graduate from the Marine Technology program might be interested in employment as a Motorboat Mechanic or a Marine Equipment Mechanic. Graduates from both programs could be employed as Outdoor Power Equipment Mechanic, Small Engine Mechanic, Mechanic for Equipment Rental Companies, Mechanic for Landscaping Services, or a Mechanic for a Racing Team for Motorcycles or Motorboats. During the fall and winter a graduate from the above listed programs might be interested in employment as a Snowmobile Mechanic or Schedule Time-Consuming Engine Overhauls.

Main Job Skills: To successfully complete training students must demonstrate competency in the following areas (this is a small sample and is not meant to be all-inclusive):

Marine Technology: Repair and adjust the electrical and mechanical equipment of inboard and outboard boat engines. Most small boats have portable outboard engines that are removed and brought into the repair shop. Larger craft, such as cabin cruisers and commercial fishing boats, are powered by diesel or gasoline inboard or inboard-outboard engines, which are removed only for major overhauls. Most of these repairs are performed at the docks or marinas. Motorboat mechanics also may work on propellers, steering mechanisms, marine plumbing, and other boat equipment.

Motorcycle Technician: Repair and overhaul motorcycles, motor scooters, mopeds, dirt bikes, and all-terrain vehicles. Besides repairing engines, they may work on transmissions, brakes, and ignition systems and make minor body repairs. Mechanics often service just a few makes and models of motorcycles, because most work for dealers that service only the products they sell.

Harley-Davidson Concentration: Disassembly, inspection, and assembly of the Iron Head and Evolution engines. Perform the necessary measurements and adjustments for proper engine operation. Disassembly, inspection, and assembly of the Big Twins and V-Rod engines. Perform the necessary measurements and adjustments for proper engine operation. Knowledge and skills in the areas of suspensions, brakes, final drives, electrical systems, ignition systems, fuel systems, service procedures, and diagnostics used on Harley-Davidson motorcycles.

European Concentration: Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to BMW motorcycles. Receive an award in BMW Certified Technician training status. Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati and Triumph Entry Level Certification training status.

Asian Concentration: Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Honda and Kawasaki motorcycles. Information resources, sophisticated test



equipment and manufacturer approved diagnostic and repair procedures as they relate to Suzuki and Yamaha motorcycles.

### **Student Academic Grievance Procedure**

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Chairperson and the Department Chairperson shall attempt to resolve the problem.
3. If the Department Chairperson is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Chairperson who was unable to resolve the problem/complaint or to otherwise satisfy the student will sign and date the written complaint indicating that he or she was aware of the situation and remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Director of Education.
5. The Director of Education will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting. The student will have the right to invite an appropriate representative of his or her choice to attend the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Chairperson in a timely fashion.
8. If the decision is disputed, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.
9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Veterans Education, Austin, TX. (512) 936-3100.

Following are credit hour earnings by course of all the courses offered at WyoTech, as defined by the TWC:	
Vessel Power Transmission	(Theory: 125, Lab: 125, Credit: 18.0)
Inboard Engine Propulsion Systems	(Theory: 125, Lab: 125, Credit: 18.0)
Diesel Engines, Power Generation and Marine Electronics	(Theory: 125, Lab: 125, Credit: 18.0)
Outboard Engine Propulsion Systems	(Theory: 125, Lab: 125, Credit: 18.0)
Suspension and Brake Systems	(Theory: 125, Lab: 125, Credit: 18.0)
Four Stroke/Two Stroke Engines	(Theory: 125, Lab: 125, Credit: 18.0)
Fundamentals of Electricity/Electrical Systems	(Theory: 125, Lab: 125, Credit: 18.0)
Harley-Davidson Engines I & II	(Theory: 125, Lab: 125, Credit: 18.0)
Harley-Davidson Chassis and Engine Controls	(Theory: 125, Lab: 125, Credit: 18.0)
European-BMW I & II	(Theory: 125, Lab: 125, Credit: 18.0)
European-Ducati and Triumph	(Theory: 125, Lab: 125, Credit: 18.0)
Asian-Honda and Kawasaki	(Theory: 125, Lab: 125, Credit: 18.0)
Asian-Suzuki and Yamaha	(Theory: 125, Lab: 125, Credit: 18.0)

### **WISCONSIN STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. 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 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 your campus.

- (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 and fees, 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 and fees 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 day 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 and fees 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 and fees 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 day 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" for further detail 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.

**Special Refund Circumstances:** In case of 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.

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: ADMINISTRATION AND FACULTY

### Administration

Roland Palot	President
Kenny Carter	Director of Education
Carol Chiaverini	Director of Student Finance
Lisa Kopp	Director of Admissions
Lonny Butcher	Director of Career Services
Christopher Barton	Director of Student Services
Barbara Hallett	Director of Student Accounts
Judy Brown	Registrar

### Instructors

WyoTech 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 area of expertise.

Name	Field	Qualification	Years in Industry	Years Teaching
Charles Baldwin	Motorcycle Technology	Work Experience	30	1 year
John Balko	Motorcycle Technology	Work Experience	20	1 year
Craig Bottoms	Marine Specialist	Work Experience	26	17 years
Jaime Broere	Motorcycle Technology	Work Experience	30	4.5 years
Keith Brown	Marine Specialist	Work Experience	8	3 months
Anthony Eaton	Motorcycle Technology	Diploma – American Motorcycle Institute	11	3 years
Mark Farrington	Motorcycle Technology	Diploma – American Motorcycle Institute	19	3 years
Michael Fagnoli	Motorcycle Technology	Work Experience	30	1 year
Joseph Fontanelli	Motorcycle Technology	Bachelors – Virginia Military Institute	3	4 years
James Good	Motorcycle Technology	Diploma – Motorcycle Mechanics Institute	14	5.5 years
Arthur Hamilton	Motorcycle Technology	Certificate – Motorcycle Mechanics Institute	25	2 years
Kurt Heinrichs	Motorcycle Technology	Work Experience	40	35 years
Terrence Hooser	Motorcycle Technology	Diploma – Alexandria Area Technical School	40	4 years
Douglas Hough	Motorcycle Technology/ Department Chair	Bachelors – Northwood University	14	4 months
Arthur Johnson	Marine Specialist	Bachelors – University of Central Florida	19	9 years
Darrin Knight	Motorcycle Technology	Work Experience	16	6 months
Brian LeBlanc	Motorcycle Technology	Certificate – Motorcycle Mechanics Institute	20	7 years
Andrew Krumm	Motorcycle Technology	Work Experience	15	1 year
Richard Mackowiak	Marine Specialist	Bachelors – International Correspondence School	35	12 years
Thomas Marks	Motorcycle Technology	Work Experience	25	2 years
Joseph Mendes	Motorcycle Technology	Diploma – American Motorcycle Institute	19	4 months
George Ossenfort	Marine Specialist	Work Experience	34	6 years
Michael Phillips	Marine Specialist	Diploma – American Marine Institute	22	17 years
Randi Nickie Phillips	Marine Specialist	Work Experience	19	1 month
Stephen Plympton	Motorcycle Technology/Asst. Chair	Diploma – American Motorcycle Institute	10	8 years
Loyal Ream	Motorcycle Technology	Diploma – American Motorcycle Institute	25	8 years
Daniel Scudder	Marine Specialist/Department Chair	Associates – Pennco Tech	33	16 years
Jeffory Secrist	Motorcycle Technology	Diploma – Motorcycle Mechanics Institutes	19	4 years
Michael Tarpey	Motorcycle Technology	Diploma – American Motorcycle Institute	32	2 years
Frank Thalheimer	Marine Specialist	Work Experience	25	2 years
Ray Wilt	Motorcycle Technology	Work Experience	36	1 year
Gerald Young	Motorcycle Technology	Diploma – American Motorcycle Institute	25	22 years

## **APPENDIX C: TUITION AND FEES**

<b>Program</b>	<b>Length</b>	<b>Tuition</b>	<b>Credit Hours</b>
Motorcycle Technology	36 weeks	\$22,575	108.0
Marine Specialist	36 weeks	\$22,575	108.0
Materials Fee - \$750: Students will be charged a Materials Fee. A refund for the Materials Fee will be calculated in accordance with federal and state refund policies upon the student's early departure from class with any unearned portion returned.			

A set of tools will be provided (loaned) to the student at no additional charge during the time of their attendance. Applicants must pay a \$100 application fee at the time of signing the enrollment agreement.

## APPENDIX D: ACADEMIC CALENDARS

### Fall Schedule 2009

Open Registration .....	September 30 - October 5, 2009
Course Session.....	October 5 - November 13, 2009
Finals & Graduation.....	November 13, 2009
Open Registration .....	November 11 - November 16, 2009
Thanksgiving Holiday .....	November 26 – 27, 2009
Course Session.....	November 16 - January 7, 2010
Finals & Graduation.....	January 7, 2010
Winter Break .....	December 24, 2009 – January 3, 2010

### 2010 Academic Calendar

#### Winter Schedule 2010

Open Registration .....	January 4 - January 8, 2010
Course Session.....	January 8 - February 19, 2010
President's Day Holiday.....	February 15, 2010
Finals & Graduation.....	February 19, 2010
Open Registration .....	February 17 - February 22, 2010
Course Session.....	February 22 - April 9, 2010
Spring Break.....	February 27 – March 7, 2010
Finals & Graduation.....	April 9, 2010

#### Spring Schedule 2010

Open Registration .....	April 7 - April 12, 2010
Course Session.....	April 12 - May 21, 2010
Finals & Graduation.....	May 21, 2010
Summer Break.....	May 22 - 31, 2010
Open Registration .....	May 27 - June 1, 2010
Course Session.....	June 1 – July 13, 2010
Independence Day (Observed) .....	July 5, 2010
Finals & Graduation.....	July 13, 2010

#### Summer Schedule 2010

Open Registration .....	July 8 - July 14, 2010
Course Session.....	July 14 - August 24, 2010
Finals & Graduation.....	August 24, 2010
Open Registration .....	August 19 - August 25, 2010
Course Session.....	August 25 - October 12, 2010
Finals & Graduation.....	October 12, 2010
Fall Break.....	September 4 -12, 2010

#### Fall Schedule 2010

Open Registration .....	October 7 - October 13, 2010
Course Session.....	October 13 - November 23, 2010
Finals & Graduation.....	November 23, 2010
Thanksgiving Holiday .....	November 24 – 28, 2010
Open Registration .....	November 22 - November 29, 2010
Course Session.....	November 29, 2010 -January 17, 2011
Finals & Graduation.....	January 17, 2011
Winter Break .....	December 24 – January 2, 2011

### 2011 Academic Calendar

#### Winter Schedule 2011

Open Registration .....	January 17 - January 20, 2011
Course Session.....	January 20 – March 2, 2011
Finals & Graduation.....	March 2, 2011
Open Registration .....	March 14 – March 16, 2011
Course Session.....	March 16 – April 26, 2011
Spring Break.....	March 3 – March 15, 2011

Finals & Graduation..... April 26, 2011

**Spring Schedule 2011**

Open Registration ..... April 27- April 29, & May 2, 2011  
Course Session..... May 2- June 13, 2011  
Finals & Graduation..... June 13, 2011  
Memorial Day (Observed) ..... May 30, 2011  
Open Registration ..... June 13 – June 15, 2011  
Course Session..... June 15 – July 27, 2011  
Independence Day (Observed) ..... July 4, 2011  
Finals & Graduation..... July 27, 2011  
Summer Break..... July 28 – July 29, 2011

**Summer Schedule 2011**

Open Registration ..... July 27 – July 29 & August 1, 2011  
Course Session..... August 1 – September 12, 2011  
Labor Day (Observed)..... September 5, 2011  
Finals & Graduation..... September 12, 2011  
Open Registration ..... September 12 – September 15, 2011  
Course Session..... September 15 – October 26, 2011  
Finals & Graduation..... October 26, 2011  
Fall Break..... September 13 –September 14, 2011  
Make-up days will be scheduled as necessary to maintain 250 clock hours of training in each course session

## **APPENDIX E: HOURS OF OPERATION**

Day Class Sessions	7:00 a.m. to 4:15 p.m.
Evening Class Sessions	4:30 p.m. to 1:40 am