



GENERAL CAMPUS INFORMATION – NORTH ANDOVER

Educational Facilities

The campus is located in the town of North Andover, MA. The school building has approximately 7,500 sq. ft. of furnished classroom and office space dedicated to the CDL training program. There is approximately another 5000 sq. ft. of furnished classroom, shop and office space dedicated to the HVACR training program. Also, there is approximately 6 acres of paved area behind the school used by students for the vehicle backing and maneuvering phases of the CDL training program.

In addition to its campus facilities, NETTTS makes use of the roads and highways of Massachusetts and New Hampshire.

Tuition and Fees

<u>Program</u>	<u>Total Hrs.</u>	<u>Rate per Hr.</u>	<u>Tuition</u>	<u>Reg. Fee</u>	<u>Total</u>
CDLA – 540 Commercial Drivers’ License Program	600	\$19.10	\$11,445.00	\$50.00	\$11,495.00
CDLA – 160 Commercial Drivers’ License – Preparation Program	160	\$35.28	\$ 5,645.00	\$50.00	\$5,695.00
CDLB – 80 Heavy Straight Truck Training Program	80	\$45.56	\$ 3,645.00	\$50.00	\$3,695.00

<u>Program</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Total</u>
HVACR10 – HVACR Technology Program**			
Academic Year 1 – 9 months	\$16,045.00	\$50.00	\$16,095.00
Academic Year 2 – 3 months	\$6,500.00	\$0.00	\$6,500.00
<b>TOTALS</b>	<b>\$22,545.00</b>	<b>\$50.00</b>	<b>\$22,595.00</b>

\*\* Books, Materials and Student Tool Set included in the tuition.

RELATED COSTS

Registry of Motor Vehicles permit, license fees and conversion fees are additional and must be paid by the student.

Massachusetts Breakdown of Related Costs:

- 1: Permit:
  - A: Application Fee                      \$35.00
  - B: General Knowledge                 \$10.00
  - C: Combination                         \$10.00

- D: Airbrakes \$10.00
- E: Endorsements (optional) \$10.00 each

2: Conversion Fee: Up to \$75

New Hampshire Breakdown of Related Costs:

1: Permit

- A: Application Fee \$20.00
- B: General Knowledge \$10.00
- C: Combination \$10.00
- D: Airbrakes \$10.00
- E: Endorsements (optional) \$10.00 each

2: Conversion Fee: Up to \$75

Massachusetts– Optional special testing fee \$125.00 per test (Cash, Check, Money Order payable to NETTTS, or Credit Card). This fee covers cost of detail. That is a MA State Trooper to test students. There is an additional \$20.00 per test fee by the Massachusetts Registry when upgrading to a CDL License.

New Hampshire– Optional special testing fee \$125.00 per test (Cash, Check, Money Order payable to NETTTS, or Credit Card). This fee covers cost of detail. That is a NH State Trooper to test students. There is an additional \$25.00 per test fee by the New Hampshire Registry when upgrading to a CDL License.

\*Students must pass a DOT physical exam and drug test prior to any field training.

The fees listed are subject to change without notice by each of the granting States. Contact the Registry of Motor Vehicles for fee updates.

CDL Training Programs Only - There is no additional tuition charge for repeated periods and only the new grade will count for the cumulative grade average.

ADMISSIONS PROCEDURES

Applicants seeking admission to the school must have a personal interview with the Director of Admissions or an Admissions Representative. The personal interview may be conducted at the school or in the applicant’s home. If the applicant is a minor, at least one parent or guardian must be in attendance during the interview.

GENERAL ADMISSIONS REQUIREMENTS – (HVACR Technology Program)

To be accepted for admission into the HVACR Technology Program, an applicant must possess a valid high school diploma or a General Equivalency Diploma (GED). All high school diplomas must be issued from a school that is recognized by a state educational authority. All foreign diplomas must be certified and translated to confirm the equivalency of a US high school diploma.

In addition, an applicant must take and pass an entrance exam. The school utilizes the Wonderlic Scholastic Level Exam (SLE). An applicant must achieve a minimum score of 12.

Applicants must be in good physical condition and complete a personal interview with a NETTTS Authorized Representative. The personal interview will ascertain that each applicant will have the ability to gain the knowledge and skill for the training offered and for successful on-the-job performance after completion of the training. Each applicant must be recommended for admission by one of NETTTS Authorized Representatives. The applicant must be beyond the compulsory attendance age of secondary education in the applicant's state, and the applicant cannot be attending a school at the secondary level.

#### GENERAL ADMISSIONS REQUIREMENTS – (CDLA and CDLB Programs)

To be accepted for admission into one of our CDL programs, an applicant must possess a valid high school diploma or a General Equivalency Diploma (GED). All high school diplomas must be issued from a school that is recognized by a state educational authority. All foreign diplomas must be certified and translated to confirm the equivalency of a US high school diploma. In the alternative, applicants not possessing a valid high school diploma or GED may take the Wonderlic Scholastic Level Exam (SLE) which is an approved exam used at NETTTS. An applicant must obtain a minimum passing score of 11 to gain acceptance to one of our programs. (Please note that only applicants possessing a valid high school diploma or GED are eligible to receive Federal financial aid.)

Applicants must also possess a valid driver's license or permit from Massachusetts, New Hampshire or Maine, be at least eighteen years of age, and be in good physical condition. Additionally all applicants must complete a personal interview with a NETTTS Authorized Representative. The personal interview will ascertain that each applicant will have the ability to gain the knowledge and skill for the training offered and for successful on-the-job performance after completion of the training. Each applicant must be recommended for admission by one of NETTTS Authorized Representatives. The applicant must be beyond the compulsory attendance age of secondary education in the applicant's state, and the applicant cannot be attending a school at the secondary level.

#### REFUND AND CANCELLATION POLICY

##### CANCELLATION POLICY

(1) If the Applicant cancels this Agreement within 5 days of signing, all monies will be refunded in full. (2) If the application is not accepted by the school, all monies paid by the Applicant will be refunded in full. (3) Applicants who have not visited the school facility prior to enrollment may cancel without penalty within 5 days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

##### REFUND POLICY, (As Per M.G.L. Chapter 255, Section 13K):

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, 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, 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, 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 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.

All refunds to the student in the case of withdrawal or termination will be made within (45) forty-five days from the date of determination and all calculations will be determined from the student's last day of attendance.

For HVACR Technology Program only – The above refund policy will be applied to the academic year that a student is withdrawing from.

Administrative costs equal: \$50.00

Statement: For information regarding any applicable 3<sup>rd</sup> Party funding agency, refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained in the Registrar's office.

#### CAMPUS SECURITY

Campus safety at NETTTS is of paramount importance to NETTTS personnel and students. There have been no on-campus criminal offences in any of the last three years. The complete Campus Crime and Security reports are available for review in the Director's office.

#### ACCESS TO STUDENT RECORDS

A student record is available to students who request such in writing and after submitting the appropriate fee. Information regarding attendance, progress and final grades will be forwarded to prospective employers at no charge upon a request signed by a student graduate. Please contact the school's registrar for transcripts or copies of student records.

#### SCHOOL RULES AND REGULATIONS

The following school rules and regulations must be observed at all times. Violation of any of the rules and regulations may lead to immediate termination of the student.

Students:

1. Are expected and required to conduct themselves in an adult and professional manner at all times. Respect and courtesy toward fellow students and school employees is required. Serious infractions may result in dismissal.
2. May not report to school under the influence or possession of drugs, including alcohol during school hours. Failure to adhere is cause for immediate dismissal. Suspected use of drugs, including alcohol will result in suspension of the suspected student's training for that day.
3. May not use excessive profanity.
4. May not steal any property – belonging to the school or any person.
5. May not have excessive absence or tardiness as outlines in the school's attendance policy.
6. Must keep tuition account current.
7. Must maintain satisfactory progress.