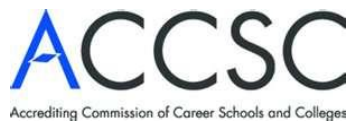




NEW ENGLAND TRACTOR TRAILER TRAINING SCHOOL

SCHOOL CATALOG 2026 Edition

1600 Osgood Street
North Andover, MA 01845
978-965-2969
800-663-3363
www.nettts.com



"I certify this catalog is true and correct in content and in policy"

Jason MacGloria, Campus Director

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NEW ENGLAND TRACTOR TRAILER TRAINING SCHOOL

SECTION I - INTRODUCTION

MISSION STATEMENT

The School's mission is to provide students with quality educational programs that lead to satisfying & fulfilling hands-on careers. This is accomplished by providing comprehensive training that will enable students to develop competencies and skills necessary to succeed in their chosen career. Emphasis throughout the training is placed on a well-balanced combination of classroom instruction and lab/field training. Additionally, there is a focus on assuring that students develop an awareness of established safety rules and regulations.

HISTORY

New England Tractor Trailer Training of Mass., Inc. a/k/a New England Tractor Trailer Training School or NETTTS began in 1966 in Quincy, Massachusetts with students attending from the greater Boston Area. Since that beginning we have graduated students from across the New England States. In 1982 the school was granted accreditation. New England Tractor Trailer Training School offers three core programs of training; CDL A Commercial Driver's License, CDL A Commercial Driver's License Preparation, and CDL B Heavy Straight Truck Training. As a result of companies and students residing north of Boston who were interested in participating in a commercial trucking program, a branch campus of Pawtucket, RI was established in North Andover, MA. This campus was granted a license in 2011 to operate a CDL school in Massachusetts.

To address the employment needs of the Heating and Air Conditioning industry, in 2013 NETTTS used its extensive knowledge and experience in providing career training programs and introduced a comprehensive 1200 Hour, 44 Semester Credit program in HVACR Technology. Graduates of this program are able to pursue at a minimum entry level service positions in the fields of Heating, Ventilation, Air Conditioning and Refrigeration Technology.

We are proud of the growth and the quality of our schools. We are dedicated to the improvement of services to our students and the employers of our graduates.

ACCREDITATION

New England Tractor Trailer Training School is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201.

NETTTS (North Andover campus) has fulfilled ACCSC's requirements for institutions seeking a five- year renewal in 2023.

LICENSING/APPROVALS

- New England Tractor Trailer Training School is licensed by the Commonwealth of Massachusetts, Division of Occupational Licensure, Office of Private Occupational Schools.
- New England Tractor Trailer Training School is also licensed by the Commonwealth of Massachusetts, Registry of Motor Vehicles.
- The Massachusetts State Approving Agency has approved a number of our training programs for educational assistance benefits from the U.S. Department of Veteran Affairs. Please inquire at the campus to learn if your selected program is approved.

MEMBERSHIPS/AFFILIATIONS

- NETTTS is a member of the Commercial Vehicle Training Association. (CVTA)
- NETTTS is a member of the Career Education Colleges and Universities (CECU)
- NETTTS is a member of the Trucking Association of Massachusetts (TAM)

Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing above can be obtained at the Campus Directors Office.

SECTION II – PROGRAMS OF STUDY

CDLA-540 COMMERCIAL DRIVERS LICENSE PROGRAM

TOTAL SEMESTER CREDIT HOURS = 22.0

<i>In-school instruction = 540 hours</i>	<i>Out of school assignments = 60 hours</i>	<i>Total instructional hours = 600 hours</i>
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EDUCATIONAL OBJECTIVES

To offer an individual with no, or very limited experience and/or training an in-depth background of the trucking industry, a thorough introduction to long haul driving with sufficient driving time to develop the skills necessary to achieve a passing grade on the State Commercial Driver’s License Examination. Successful completion of the program and passage of the registry examination initially qualifies the graduate for a range of jobs up to and including an Entry Level non-supervised solo driving position.

LENGTH OF PROGRAM

Classes begin every 2 weeks and normal completion time is 22 weeks. Available training schedules are listed in the table shown.

Schedule I	Schedule II	Schedule III	Schedule IV
Monday – Friday 7:00 am – 12:00 pm	Monday – Friday 12:30 pm – 5:30 pm	Monday – Friday 5:30 pm – 10:30 pm	Saturday & Sunday 7:00 am – 5:30 pm AND Friday 5:30 pm – 10:30 pm

COURSE CONTENT

Module I

2.35 Credit Hours

Training activities in this section of the program are designed to develop the student’s ability to drive commercial vehicles safely. The students will receive an in-depth explanation of the trucking industry. Students will learn general knowledge, air brakes systems and combination vehicles in preparation for their CDL Class A permit. Included in this preparation are safety practices such as; observation of following distances, vehicle speed, weather conditions and driving strategies, as well as preventative maintenance requirements for commercial vehicles. Students will be introduced to basic log book entries and 49 CFR. Students will learn entry level driver training requirements from an FMCSA approved training provider.

<i>Module I</i>	<i>In-school instruction = 50 hours</i>	<i>Out of school assignments = 10 hours</i>	<i>Total instructional hours = 60 hours</i>
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Module II

2.33 Credit Hours

In this section of the program the student builds upon the knowledge of commercial vehicles discussed in section one. In section one the students learned the associated systems of a commercial vehicle and their safety functions. In this Module of the program, vehicles and their associated components are reviewed. Vehicle maintenance procedures, vehicle component systems such as air brakes, transmissions and electrical systems are now covered in-depth. This information is intended to increase the student’s knowledge and enable him or her to confidently operate his or her vehicle efficiently. Students use classroom activity coupled with observation of working models of brakes to refine their understanding of these systems and how the systems affect safe and efficient operation of a commercial vehicle.

<i>Module II</i>	<i>In-school instruction = 50 hours</i>	<i>Out of school assignments = 10 hours</i>	<i>Total instructional hours = 60 hours</i>
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Module III

2.33 Credit Hours

Reference material such as the Federal Motor Carrier Safety Regulations Handbook, Hazardous Material Regulations Guide, In-depth Log Book Instructions and Worksheets, Motor Carrier Atlas, and Operator and Company Forms are thoroughly reviewed in this section of the program. Students will review and be tested on their knowledge of this material. Students will expand their knowledge of and familiarity with the federal and applicable state regulations that apply to the operation of commercial vehicles.

<i>Module III</i>	<i>In-school instruction = 50 hours</i>	<i>Out of school assignments = 10 hours</i>	<i>Total instructional hours = 60 hours</i>
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Module IV

2.33 Credit Hours

In this module students will learn loading and unloading cargo, coupling/uncoupling tractor trailer units, weights and scales, sliding axles and fifth wheels, special rigs, documents, refrigeration, tankers, double & triple trailers, and hazardous materials. Students will receive classroom instruction and observation of the items listed above.

Module IV	In-school instruction = 50 hours	Out of school assignments = 10 hours	Total instructional hours = 60 hours
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Module V

2.33 Credit Hours

This section provides training in the National Safety Council Defensive Driving Certification Courses, visual search, communication, speed & space management, night driving, extreme driving hazards, and skid control. Students will receive a Certificate of Completion for the National Safety Council.

Module V	In-school instruction = 50 hours	Out of school assignments = 10 hours	Total instructional hours = 60 hours
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Module VI

2.33 Credit Hours

In this module students will learn the purpose of comprehensive safety analysis to promote and develop a more effective and efficient method for FMCSA together with industry state partners, to achieve its mission of reducing commercial motor vehicle (CMV) crashes, fatalities, and injuries. Students will receive certifications in hazardous materials training, and in-class forklift training. Endorsements will be covered in depth including tanker, doubles and triples and hazardous materials. Other subject matter to be covered includes personal health and safety, drug and alcohol awareness, international driving, road side inspections, basic business practices, principles of adult learning, public and employer relations, and job search techniques.

Module VI	In-school instruction = 50 hours	Out of school assignments = 10 hours	Total instructional hours = 60 hours
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Module VII – Field and Road Training - A

1.6 Credit Hours

Vehicle Operations includes both hands on and observation activities of field and road training. Section “A” focuses on pre-trip inspections (emergency equipment, in-cab inspection, out-of-cab inspection), coupling/uncoupling tractors and trailers, brake bleed down (air brakes) procedures and safety.

Module VII-A	Total instructional hours = 48 hours
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Module VII – Field and Road Training - B

1.6 Credit Hours

Vehicle Operations includes both hands on and observation activities of field and road training. Section “B” focuses on the Straight Back Maneuver and Road Observations.

Module VII-B	Total instructional hours = 48 hours
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Module VII – Field and Road Training - C

1.6 Credit Hours

Vehicle Operations includes both hands on and observation activities of field and road training. Section “C” focuses on the Sight Side and Blind Side Parallel Parking Maneuvers and Road Observations.

Module VII-C	Total instructional hours = 48 hours
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Module VII – Field and Road Training - D

1.6 Credit Hours

Vehicle Operations includes both hands on and observation activities of field and road training. Section “D” focuses on the Alley Dock Parking Maneuvers and Road Observations.

Module VII-D	Total instructional hours = 48 hours
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Module VII – Field and Road Training - E

1.6 Credit Hours

Vehicle Operations includes both hands on and observation activities of field and road training. Including entry level behind the wheel driver training requirements from an FMCSA approved training provider. Section “E” focuses on Road Time and Registry Mock Test Practice.

Module VII-E	Total instructional hours = 48 hours
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Field and Road Hours include hands-on or observation

Additional consumer information regarding this program can be found at www.nettts.com.

**CDLA 160 - COMMERCIAL DRIVERS LICENSE
PREPARATION PROGRAM**

TOTAL INSTRUCTIONAL HOURS = 160

EDUCATIONAL OBJECTIVES

1. To offer an individual with no, or very limited experience and/or training an opportunity to qualify for a Commercial Drivers License.
2. Successful completion of this program qualifies the student to work as a co-driver or driver trainee. Additional training in job requirements and proficiency development would be required to qualify for a solo driving position.

LENGTH OF PROGRAM

Classes begin every 2 weeks and normal completion time is eight weeks. Available training schedules are listed in the table shown.

<input type="checkbox"/> Morning Schedule	<input type="checkbox"/> Afternoon Schedule	<input type="checkbox"/> Weekend Schedule
Monday – Thursday 7:00 am – 12:00 pm	Monday - Thursday 12:30 pm – 5:30 pm	Saturday & Sunday 7:00 am – 5:30 pm

COURSE CONTENT

Module I

40 Clock Hours

Training activities in this section of the program are designed to develop the student’s ability to drive commercial vehicles safely. The students will receive an in-depth explanation of the trucking industry. Students will learn general knowledge, air brakes systems and combination vehicles in preparation for their CDL Class A permit. Included in this preparation are safety practices such as; observation of following distances, vehicle speed, weather conditions and driving strategies, as well as preventative maintenance requirements for commercial vehicles. Students will be introduced to basic log book entries and 49 CFR. Students will learn entry level driver training requirements from an FMCSA approved training provider.

Module II

120 Clock Hours

Included in this section are various observation and performing maneuvers the student will need to master in order to pass the state registry examination, i.e., straight backing, alley docking, parallel sight side and blind side backing maneuvers. The student will continue by observation and practicing maneuvering a commercial vehicle on city streets, highways, and rural roads. Additionally, the students will perform and perfect their ability in pre-trip inspection techniques and maneuvering a commercial vehicle through the required backing maneuvers. The student will drive the vehicle on city streets, rural roads, and highways, including entry level behind the wheel driver training requirements from an FMCSA approved training provider.

Field and road hours include hands-on or observation

CDLB 80 – HEAVY STRAIGHT TRUCK TRAINING PROGRAM

TOTAL INSTRUCTIONAL HOURS = 80

EDUCATIONAL OBJECTIVES

1. To offer an individual with no or very limited experience and/or training an opportunity to qualify for a Commercial Heavy Straight Truck Driver License and optionally a Passenger Bus Endorsements.
2. To offer an individual an opportunity to qualify as an entry level heavy straight truck operator or optionally a Passenger Bus Driver.
3. To supply the transportation industry and general business, at an entry level position, with qualified job applicants.

LENGTH OF PROGRAM

Classes begin every month and normal completion time is four weeks. The training schedule is listed in the table shown.

<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Weekends
Monday – Thursday 7:00 am – 12:00 pm	Monday – Thursday 12:30 pm – 5:30 pm	Saturday and Sunday 7:00 am – 5:30 pm

COURSE CONTENT

Module I

20 Clock Hours

Training activities in this section of the program are designed to develop the student’s ability to drive commercial vehicles safely. The students will receive an in-depth explanation of the trucking industry. Students will learn general knowledge and air brakes systems in preparation for their CDL Class B permit. Included in this preparation are safety practices such as; observation of following distances, vehicle speed, weather conditions and driving strategies, as well as preventative maintenance requirements for commercial vehicles. Students will be introduced to basic log book entries and 49 CFR. Students will learn entry level driver training requirements from an FMCSA approved training provider.

Module II

60 Clock Hours

The student is made familiar with Pre-Trip inspection of vehicles, basic maneuvering of commercial vehicles, trip reports and the requirements for the commercial driver license road test to obtain a CDL Class B license. The student next observes and then properly maneuvers the commercial vehicle and backs the vehicle according to the standard requirements for the State registry license examination. Finally, the student learns the proper method of driving the commercial vehicle on city streets, rural roads, and highways. The student continues to practice pre-trip inspections and backing maneuvers and prepare for his/her state licensing examination. The student will also learn the entry level driver behind the wheel training requirements from an FMCSA approved training provider

Field and road hours include hands-on or observation

NETTTS TECHNICAL TRADES DIVISION

HVACR10 – HVACR TECHNOLOGY

TOTAL SEMESTER CREDIT HOURS = 44.0

<i>In-school instruction = 1200 hours</i>	<i>Out of school assignments = 150 hours</i>	<i>Total instructional hours = 1350 hours</i>
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EDUCATIONAL OBJECTIVES

The objective of the HVACR Technology program is to provide students with the electrical and mechanical knowledge and performance skills required of entry-level technicians to install, adjust, troubleshoot, maintain, and repair residential and commercial refrigeration and heating and air conditioning equipment for proper operation and efficiency.

The program teaches fundamentals of refrigeration and principles of electricity, residential and commercial refrigeration, heating, air conditioning, humidifying and air cleaning, residential heat pumps, head-load calculations and duct sizing. The training consists of a good balance of classroom training combined with actual hands-on practical training.

Upon successful completion of the program, graduates will be awarded a Diploma.

LENGTH OF PROGRAM

The length of the program is 44 semester credit hours (1200 clock hours) over a period of 52 weeks for the day program or 60 weeks for the evening and weekend program. Classes begin four times per year and are held as indicated.

<input type="checkbox"/> Morning	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends
<u>Monday – Thursday</u> <u>8:00 am – 2:15 pm</u>	<u>Monday – Thursday</u> <u>5:30 pm – 10:30 pm</u>	<u>Friday 5:30 pm- 10:30 pm</u> <u>AND</u> <u>Saturday and Sunday</u> <u>8:00 am – 4:00 pm</u>

HVAC-A – Fundamentals of Refrigeration & Principles of Electricity

11.0 Credit Hours

Prerequisite: None

Course Description

This course is the study and practical application of hand tools, soft solder and brazing techniques, and air-acetylene-turbo torch operation. This includes basic refrigeration terminology, the characteristics of gases and their reaction to temperature, pressure and volume changes, troubleshooting and safety procedures. This course will include some out-of-class work such as reading, practice and practical application assignments.

This course also introduces students to practical electrical principles and their mathematical relationships. Ohm's Law, series-parallel circuits, and DC/AC are discussed as they apply to RHVAC systems. This includes a detailed knowledge of the use of hand tools, multi meters, symbol diagrams, motor circuits, circuit testing, troubleshooting, and safety procedures.

This course will include some out-of-class work such as reading, practice and practical assignments.

<i>In-school instruction = 300 hours</i>	<i>Out of school assignments = 37.5 hours</i>	<i>Total instructional hours = 337.50 hours</i>
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HVAC-B – Residential Air Conditioning/Refrigeration & Commercial Gas Heating

11.0 Credit Hours

Prerequisites: HVAC-A

Course Description

This course is the study and application of refrigerants (according to EPA guidelines) recovery-recycle-reclamation the latest technology in the use of refrigerant recovery system to ensure environmental protection charging methods, Department of Transportation (DOT) standards, maintenance, troubleshooting, repair, and installation of domestic refrigeration and freezer equipment. This course will include some out-of-class work such as reading, practice and practical assignments.

This course also is designed to introduce the use of refrigerant-flow diagrams, symbol diagrams, electrical schematics, hermetic and semi-hermetic systems, and commercial system applications. This includes the study of commercial freezers and walk-in boxes, commercial refrigeration equipment, water coolers and ice makers, commercial heat load calculations, use of refrigerants, wiring (installation) charging methods, troubleshooting, and maintenance and repair procedures. This course will include some out-of-class work such as reading, practice and practical assignments.

<i>In-school instruction = 300 hours</i>	<i>Out of school assignments = 37.5 hours</i>	<i>Total instructional hours = 337.50 hours</i>
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HVAC-C –Residential Oil & Gas Heating

11.0 Credit Hours

Prerequisites: HVAC-A

Course Description

This course introduces the students to the world of heating and cooling air. This also involves practical experience in the use of heating-cooling systems, test equipment, pressure-temperature relationships, troubleshooting technique, and available data. This course also includes an introduction to basic residential and commercial gas furnaces (conventional and high efficiency furnaces), oil furnaces, electric heating, and steam hydronics. Residential and commercial air conditioning, plant chiller systems, centrifugal pumps, roof top units, and safety procedures are discussed. This course will include some out-of-class work such as reading, practice and practical assignments.

This course also includes a detailed knowledge of heating/cooling, humidifying/dehumidifying, filtering and cleaning air. The course includes a study and practice in the use of psychometrics (property of air), and electrostatic and electronic air cleaning. This course also includes an introduction to basic residential and commercial heat pumps. Safety procedures are discussed. This course will include some out-of-class work such as reading, practice and practical assignments.

<i>In-school instruction = 300 hours</i>	<i>Out of school assignments = 37.5 hours</i>	<i>Total instructional hours = 337.50 hours</i>
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HVAC-D – Pipe Fitting, Sizing, Procedures & Commercial AC/Refrigeration

11.0 Credit Hours

Prerequisites: HVAC-A

Course Description

This course is the study and practice of ASHRAE recommendations for load calculations or refrigeration, heating and cooling, and air distribution. This course also provides insight into the balancing of the system's heating and cooling load. This course will include some out-of-class work such as reading, practice and practical assignments.

This course also includes sizing and selection of duct systems and piping systems, including pipe threading, the study of CMR, and National Electric Codes. This course also includes a review of key principles and procedures regarding RHVAC. This course will include some out-of-class work such as reading, practice and practical assignments.

<i>In-school instruction = 300 hours</i>	<i>Out of school assignments = 37.5 hours</i>	<i>Total instructional hours = 337.50 hours</i>
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SECTION III – GENERAL INFORMATION

PERMIT TESTING REQUIREMENT

The Commercial Driver's License permit in Massachusetts, Maine and New Hampshire is a combination of several written exams.

CDL Exam	Class A	Class B
General Knowledge	Mandatory	Mandatory
Combination Vehicle	Mandatory	Not Applicable
Air Brakes	Mandatory	Mandatory
Doubles / Triples	Optional	Not Applicable
Tank Vehicle	Optional	Optional
Passenger Endorsement	Optional	Optional
Hazardous Materials	Optional	Optional

The minimum requirements depend on the vehicle you plan to drive and the type of commercial driver's license you want to obtain. You will need to take all of the CDL written exams that apply to the Commercial Driver's License and endorsements. For example, if you plan to drive an 18-wheeler you will need the General Knowledge test, Air Brakes test, Combination Vehicles test - these are the minimum requirements for a Class A CDL. For example, if you plan to drive a Straight Truck you will need the general knowledge and air brake tests – these are minimum requirements for a Class B CDL.

CDL STATE LICENSURE REQUIREMENTS

In order to be eligible to take the CDL State Licensure Exam, an applicant must hold a CLD Learners Permit. In order to obtain a Learners Permit, an applicant must pass the following written examinations:

1. General Knowledge
2. Air Brakes
3. Combination Vehicles (Class A Only)

Note – A student will not be allowed to begin hands-on training until a valid CDL Learners Permit is obtained. Each state must administer a licensure examination to CDL applicants in order for the applicant to receive a CDL license.

The Skills Exam is administered by a State Trooper or a qualified CDL Third Party Examiner. To be successful and receive a CDL license, the applicant must pass a combination of, or all of the following exams:

1. Straight Back	5. Pre-Trip Inspection
2. Parallel Parking Sight Side	6. Parallel Parking Blind Side
3. Offset Blind Side Back	7. Alley Dock Back
4. Road Test	8. Offset Sight Side Back

EDUCATIONAL FACILITIES

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. The school has a high tech virtual driving simulator used for one-on-one training on proper shifting techniques. There is also a computer learning resource room.

In addition, there is a satellite location 6.5 miles from the main campus at 1437 Hilldale Avenue, Haverhill, MA. At this location there is approximately 6 acres of paved area used for the hands-on vehicle backing and maneuvering phases of the CDL training. There are two modular buildings that are fully heated and cooled to provide shelter for students and staff when they are not operating commercial vehicles on the training field. The shelter buildings also have restrooms and vending machines.

EQUIPMENT

The main equipment used by our students consists of a variety of tractor trailer combinations, and heavy straight trucks. Instruction includes practice driving vehicles with 5 to 10 speed transmissions of various manufactures. Conventional day cab and condominium tractors are used in combination with 45 to 48 van type trailers.

HVACR technology students receive a comprehensive set of tools and test equipment dedicated to this profession which becomes their personal property. Additionally, our shops contain many modern residential and commercial heating and air conditioning units, systems and trainers for student use during the hands on portions of the HVACR Technology program.

OTHER CAMPUS LOCATION

The North Andover, MA campus is a branch location of the New England Tractor Trailer Training School (Main Campus) which is located at 600 Moshassuck Valley Industrial Highway, Pawtucket, RI 02860. Telephone (401) 725-1220 (800) 964-7771 Web Address: www.nettts.com

STUDENT COMPLAINT PROCEDURE

Resolution of problems should be sought as soon after the incident as possible. In general, students should try to resolve problems informally, first by discussing the problem with a school staff member in which the staff member should respond to the student within 3 business days of the informal complaint. If the student is unsatisfied with the staff member’s response or the staff member does not respond within the three-day period, the matter may be taken to the next level.

Formal complaints must be filed within 90 days from the time in which the student was made aware of the situation. The steps in the formal complaint procedure are as follows:

1. A written complaint must be submitted to the Campus Director.
2. The complaint will be acknowledged within 5 days.
3. The Campus Director will investigate the complaint within 7 days.
4. The Campus Director will issue a resolution report within 5 days of the completion of the investigation and meet with the student to discuss the findings. (Total of 17 days)
5. If the matter is not resolved to the students’ satisfaction an appeal may be made to the Corporate Office. This can be done in writing addressed to: NETTTS, 304 Victory Road, Quincy, MA 02171 ATTN: Vice President of Operations.
6. Absent of extraordinary circumstances, the Corporate Office will make a ruling within 10 business days.

The student may contact the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education regarding the complaint at any time. The address/phone number is as follows:

1 Federal Street Suite 600
Boston, MA 02110-2012
Telephone (617) 701-8719
Email occupational.schools@mass.gov

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response.

This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@ACCSC.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

SECTION IV – ADMISSIONS POLICIES

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 under eighteen years old, 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 submit documentation of possessing a valid high school diploma or its equivalent (GED, HISET, TASC) prior to starting training. All high school diplomas must be issued from a school that is recognized by a state educational authority. Applicants who received a homeschool education must provide a secondary completion credential from the state in which they received the homeschool education. In the event their state does not issue any such credential, they will be required to certify that they completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under the laws of the state in which they received their homeschooling. All foreign diplomas must be certified and translated to confirm the equivalency of a US high school diploma. In addition, all applicants must take and pass an entrance aptitude exam with a minimum score of 80%.

Applicants must be in good physical condition, complete a personal interview with a NETTTS Authorized Representative and pass the HVAC Entrance Exam with a minimum score of 80. 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 submit documentation of possessing a valid high school diploma or its equivalent (GED, HISET, TASC) prior to starting training. All high school diplomas must be issued from a school that is recognized by a state educational authority. Applicants who received

a homeschool education must provide a secondary completion credential from the state in which they received their homeschool education. In the event their state does not issue any such credential, they will be required to certify that they completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under the laws of the state in which they received their homeschooling. 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 must take the Wonderlic Scholastic Level Exam (SLE) which is an approved exam used at NETTTS for CDL training programs prior to starting training. 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, be at least eighteen years of age at the start of training and be in good physical condition.

Further, 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.

REQUESTING REASONABLE ACCOMODATIONS

NETTTS is committed to providing opportunities for all students who, with or without reasonable accommodation meet the essential institutional, academic, and technical standards requisite to admission, participation and completion of our programs. Applicants requiring reasonable accommodations should submit their request in writing to the Campus Director prior to the start of training.

NON-DISCRIMINATION POLICY

NETTTS does not discriminate on the basis of race, ancestry, marital status, veteran status, religion, creed, color, gender, sexual orientation, genetic information, age, disability or national origin. We will make reasonable accommodation for applicants and students with disabilities to the extent required by applicable law.

NETTTS policies and practices are in accordance with all applicable laws and regulations including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin)
- Title IX of the Educational Amendments of 1972 and the implementing regulations 34 CFR 105 (barring discrimination on the basis of sex)
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap)
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90
- The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992)

TITLE IX NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURES

Statement of Nondiscrimination

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient ("School") that receives federal financial assistance. As an educational institution subject to Title IX, New England Tractor Trailer Training School ("NETTTS") has adopted a Title IX Non-Discrimination Policy & Grievance Procedure (the "Policy"). As set forth in detail in the Policy, NETTTS:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex discrimination, sex-based harassment, and retaliation;

- Prohibits discrimination on the basis of sex in its educational programs and activities, including in admissions and employment, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all Parties involved.

The Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged sex discrimination.

Inquiries about the Policy or the application of Title IX may be referred to NETTTS's Title IX Coordinator. Inquiries about the application of Title IX to NETTTS may be referred to the U.S. Department of Education Office for Civil Rights.

Contact Information

Title IX Coordinator: Susan Provencher
 Office of the Registrar
 Address: 1600 Osgood Street, North Andover, MA 01845
 Tel.: (978) 965-2969
 Email: sprovencher@netts.com
 Web: NETTTS.com

Corporate Title IX Coordinator: Kelly Maikowski
 Corporate Compliance Director
 Address: 304 Victory Road, Quincy, MA 02171
 Tel.: (617) 986-9016
 Email: kmaikowski@Netts.com

Office for Civil Rights (OCR)
 U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100
 Customer Service Hotline #: (800) 421-3481
 Facsimile: (202) 453-6012
 TDD#: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

Title IX Non-Discrimination Policy & Grievance Procedure

The Title IX Policy is available at <https://netts.com/about/consumer-information/title-ix/>. The Policy includes a description of NETTTS' grievance procedure for resolving complaints of sex discrimination and sex-based harassment, which includes both an informal and formal grievance process.

The Policy also includes information for students who are pregnant or experiencing conditions related to pregnancy.

Reports of Sex Discrimination

Any person may report alleged sex discrimination, sex-based harassment, or retaliation to the Title IX Coordinator, even if the reporting person is not the alleged victim of such conduct. The Title IX Coordinator will take appropriate action to address a report, including contacting the alleged victim to determine if they would like to file a complaint and to provide information about available supportive measures.

Sex discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's sex. Sex discrimination may be committed by any person upon any other person on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender and/or gender identity of those involved. Sex discrimination can also include discrimination by the School on the basis of parental, family, or marital status in its admissions process, in the provision of financial assistance, or in employment actions.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the School, a student, or an employee or other person authorized by the School to provide aid, benefit, or service under the School's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX.

Please see the Title IX Non-Discrimination Policy & Grievance Procedure for more information about sex discrimination, sex-based harassment, and retaliation, as well as the School's grievance procedure for resolving complaints.

MEDICAL REQUIREMENTS FOR ALL CDL STUDENTS

All students must undergo a drug test in order to obtain a CDL license. All students are required to pass a Federal Department of Transportation Physical prior to any field training. A student must obtain the D.O.T. medical card in order to be able to sit for the CDL permit exam, practice or drive a commercial vehicle over public roads. In any event, any student who is not able to pass the physical will have his/her total tuition and fees refunded upon determination by a physician that he/she does not meet the standard to be issued a D.O.T. medical card.

PROCEDURES FOR STUDENTS WITH DISABILITIES

Students with disabilities are accepted for enrollment at the school. All students are required to pass a Federal Department of Transportation Physical prior to any field training. A student must obtain the D.O.T. medical card in order to be able to practice or drive a commercial vehicle over public roads. For students who believe they may have a disability that would prevent them from receiving a commercial driver's license, it is suggested that they obtain a D.O.T. physical before applying to the school. In any event, any student who is not able to pass the physical will have his or her total tuition and fees refunded to him or her upon determination by a physician that he or she does not meet the standard to be issued a D.O.T. medical card.

SECTION V – FINANCIAL INFORMATION

STUDENT FINANCIAL AID ELIGIBILITY

Students must complete the Free Application for Federal Student Aid (FAFSA), available at <https://studentaid.gov/h/apply-for-aid> to begin the first step of the federal financial aid process.

FINANCIAL AID

Financial Aid is available for those who qualify. Financial Aid is only available for the Commercial Driver's License Program (22 credit hour program) and the HVACR Technology Program.

FINANCIAL ASSISTANCE

New England Tractor Trailer Training of Mass., Inc. will assist students to identify financial resources. All students enrolled into a program, who have an outstanding balance to the school, that is not fully covered by other financial aid resources, will be eligible for a payment plan. The details of the payment plan are as follows:

- The terms of the payment plan are to be finalized between a NETTTS Official and the student;
- All outstanding balances must be paid in full by the end of the student's enrollment period;
- A student may not enroll in future training programs until the outstanding debt has been settled;

Contact the school's Financial Aid Officer for available programs and payment plans.

VETERANS EDUCATIONAL BENEFITS

A covered individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 G.I. Bill® education benefits.

New England Tractor Trailer Training School adheres to the requirements of and complies with US Title 38 code S2248 PL 115-1407 Section 103 with respect to a veteran's use of a "Certificate of Eligibility for Entitlement to Educational Assistance".

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Please note that G.I. Bill® is a registered trademark of the U.S. Department of Veteran’s Affairs (VA). More information about education benefits offered by VA is available at <https://www.benefits.va.gov/gibill>.

VETERANS REFUND POLICY

Refunds of unused tuition, fees, and other charges will be made for all amounts paid in excess of the prorated portion the school earns in the event the Veteran or eligible person fails to start the program, withdraws, or is discontinued at any time prior to completion. The prorated portion is determined by using a ratio of the number of instructional hours completed to the total number of hours in the program. NETTTS is required to notify the VA within 30 days of any changes to a student enrollment status, this includes official and unofficial withdrawals.

VA Refunds will be made upon receipt of VA Debt Letters. Additional VA Debt Management information can be found at <https://www.va.gov/resources/va-debt-management/>

CURRENT TUITION RATES

<u>Program</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Total</u>
CDLA – 540 Commercial Drivers License Program*	\$ 12,745.00	\$50.00	\$ 12,795.00
CDLA – 160 Commercial Drivers License Preparation Program*	\$6,545.00	\$50.00	\$ 6,595.00
CDLB – 80 Commercial Heavy Straight Truck Training Program*	\$ 3,645.00	\$50.00	\$ 3,695.00

* Books and Materials included in the tuition.

<u>Program</u>	<u>Tuition</u>	<u>Textbooks & Tools</u>	<u>Registration Fee</u>	<u>Total</u>
HVACR10 – HVACR Technology Program**				
Academic Year 1 – 9 months	\$18,759.00	\$750.00	\$50.00	\$19,559.00
Academic Year 2 – 3 months	\$6,236.00	\$0.00	\$0.00	\$6,236.00
TOTALS	\$24,995.00	\$750.00	\$50.00	\$25,795.00

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 – There is a testing fee of \$175.00 per test (Cash, Check, Money Order payable to NETTTS, or Credit Card). This fee covers the cost of a skills test. That is a MA State Trooper to test students. There is an additional \$75.00 administrative fee and \$35.00 per test fee charged by the Massachusetts Registry when upgrading to a CDL License.

New Hampshire – There is a testing fee of \$175.00 per test (Cash, Check, Money Order payable to NETTTS, or Credit Card). This fee covers cost of a skills test. 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 or Department of Motor Vehicles for fee updates.

There is no additional tuition charge for repeated course(s).

REFUND AND CANCELLATION

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

If student wishes to cancel it should be made in writing to the director of the school. However, in any event the last date of actual attendance will be used to determine charges and the date of receipt of the notification or 14 calendar days of successive absences will be used to determine the official date of withdrawal whichever occurs first.

REFUND LAW (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 5 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 a part of this agreement.
- 8. If you 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 with (45) forty-five days from the official date of withdrawal (date of determination), and all charges will be determined based on the student's last day of attendance. The refund policy above will be applied to each academic year of the program.

Our administrative costs equal \$50.00.

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

Additional Massachusetts Law (As Per M.G.L. 230 CMR 15.04(5), (6), (7) and (8))

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L.c.255, section 13K.

(6) In addition to the requirements of M.G.L.c.255, section 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L.c.255, section 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L.c.255, section 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the school shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending but does not withdraw in accordance with the School's withdrawal policy, the school shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest.
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

RETURN OF TITLE IV FEDERAL STUDENT AID

Federal regulations specify how NETTTS determines the amount of Title IV program assistance that you earn if you withdraw from school. Title IV programs that are covered by this law applicable at NETTTS are Federal Pell, Direct Loans, and Direct PLUS Loans.

At NETTTS you can be withdrawn from school officially or unofficially. If you withdraw officially you must notify the school in writing or by verbal communications with the Registrar's office, that it is your intention to withdraw from school. When you officially withdraw from school, NETTTS will use the date that you communicated with the Registrar's office as your date of determination. The school may unofficially withdraw you for non-attendance.

For students that are unofficially withdrawn, the school will use 14 days from the last date of attendance for the date of determination.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or NETTTS or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance that you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, NETTTS must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt.

NETTTS may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. NETTTS needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow NETTTS to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or NETTTS or parent receive on your behalf) excess Title IV program funds that must be returned, NETTTS must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

NETTTS must return this amount even if it didn't keep this amount of your Title IV program funds.

If NETTTS is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct Plus loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with NETTTS of the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that NETTTS may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. NETTTS may also charge you for any Title IV program funds that NETTTS was required to return. If you don't already know or recall our institutional refund policy, it can be found within this catalog. Also, this catalog contains the requirements and procedures for officially withdrawing from NETTTS.

NETTTS will perform a R2T4 calculation within 30 days of the date of determination. If a refund of federal financial aid is due, NETTTS will return the amount of federal financial aid due as soon as possible but no later than 45 days after the school determines the student has withdrawn.

If you have questions about your Title IV program funds, you can inquire at the school's financial aid office.

RETURN OF FUNDS POLICY

The policy of NETTTS is to distribute the proceeds of refunds to the origination source in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Direct Parent Loan (PLUS), Federal PELL Grant, and Agency. If a credit balance remains after the above process has been completed, the school will honor the student's authorization to reduce a Federal loan obligation within 14 days of the R2T4 calculation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student within 14 days of the R2T4 calculation. This school is licensed by the Massachusetts Division of Occupational Licensure, Office of Private Occupational Schools.

For any additional information needed or if you have specific questions, please contact the Administrative Offices.

SECTION VI – GENERAL STUDENT INFORMATION

PLACEMENT ASSISTANCE

The school does not infer or guarantee job placement upon completion of the program offered. However, the school does make a sincere effort to refer graduates to job opportunities within the industry.

NOTE: Failure on the student's part to obtain the appropriate state license may affect placement eligibility.

STUDENT SERVICES

Other services are provided to students such as student advising, human service referrals, housing and transportation referrals.

MAXIMUM CLASS SIZE

A typical classroom at NETTTS can house up to 50 students. However, the maximum number of students assigned to one instructor in a classroom is 50 for CDL training and 25 for HVACR training. The training field houses dozens of trucks and students. However, no more than 7 students will be assigned to each instructor. When a truck leaves the facility for the open road, no more than 4 students will be assigned to one instructor. Each HVACR training area can accommodate up to 25 students. The Campus contains a Resource room for research and study. Computer stations are available for practice testing as well as driver simulation.

SCHOOL RULES & REGULATIONS

The following School requirements and policies must be observed at all times. Disciplinary action may result for, but is not limited to the following:

1. If it is suspected that a student has been drinking any alcohol beverage or using narcotics.
2. Possessing firearms, fireworks, ammunition or weapons of any kind while on school premises
3. Verbal or physical abuse of anyone.
4. Excessive use of profanity.
5. Stealing.
6. Cheating on coursework, testing, or exams. (*Note – Cheating on Registry written or practical exams can result in the loss of your Class D Driver License*)
7. Exhibiting disruptive behavior.
8. Intentional abuse of equipment.
9. Unauthorized use of equipment.
10. Unsafe acts with personal vehicles (speeding, spinning in circles, etc.)
11. Failure to keep tuition current.
12. Students must complete the required hours of training and successfully complete all phases of the program with a minimum grade of 70% as a condition of graduation.

Depending on the severity and/or frequency of an offense a student will receive a verbal or written warning. A record of the warning will be maintained in the student's academic file. However, some offenses warrant immediate suspension or termination. In all cases the Campus Director reserves the right to determine the proper action depending on the circumstances.

Appeals

Students who are suspended/terminated for an offense may appeal this decision. The student must submit a written appeal to the Campus Director along with any supporting documentation, stating the reasons why the decision to terminate should be reversed. This written appeal must be received by the Campus Director within five (5) business days of termination. Should the student fail to appeal the decision will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a minor), the Director of Safety & Training, the Registrar and the Campus Director. In some extreme cases the President of NETTTS will participate. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. Should a student prevail upon his/her appeal he/she will be allowed to return with a strict performance plan for success.

SCHOOL HOLIDAYS CALENDAR

The school is closed on the following legal holidays – New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) protects the privacy of student educational records.

Under FERPA parents of students have certain rights to their children's education records. Upon reaching the age of 18, these rights transfer to the student.

Students and eligible parents have the right to review their education records. A student seeking to review his/her education record shall submit a request in writing to the school's Registrar's office. Depending on the age of the record, it can take up to 7 days for a record to be retrieved. The student will be notified promptly once the record is available for inspection at the school.

Copies of transcripts, attendance records, and payment ledger cards will be provided free of charge. A copy of the complete educational file will be provided within 24 hours for a \$10 fee.

Upon inspection, if the student/parent notices anything incorrect, they should contact the Registrar's office so they can have the incorrect record updated once supporting documentation is submitted to the Registrar's office. If the institution decides to not amend the record, the student or eligible parent has the right to a formal hearing. Students and eligible parents also have the right to place a statement with the record for any contested information. These requests/rights should be made with the Registrar's office.

Institutions must have written consent from students and/or eligible parents in order to release any information from a student's education record. Schools may however disclose education records without consent to the following parties:

- a. Institution officials with legitimate educational interest
- b. Schools the student is transferring to
- c. Officials for evaluation or audit purposes
- d. Parties in connection with financial aid to the student
- e. Accrediting organizations
- f. In compliance with a judicial order or under a lawfully issued subpoena
- g. Officials in cases of health and safety emergencies
- h. State and local authorities within a juvenile system pursuant to specific State law

Institutions may disclose the following directory information as long as the school informs students and eligible parents and allows for a request by the student/eligible parent to decline any directory information be disclosed:

- a. Student name
- b. Address
- c. Phone number

- d. Date and place of birth
- e. Dates of attendance

Should a parent/eligible parent wish to decline directory information be disclosed they can do this request by contacting the Registrar’s office.

Students can submit complaints regarding privacy violations with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC.

CAMPUS SECURITY AND FIRE SAFETY

Campus security and fire safety at NETTTS is of paramount importance to NETTTS personnel and students. Important information regarding these subjects can be found at www.nettts.com. The complete Campus Crime and Security reports are available for review in the Director’s office.

EMERGENCY NOTIFICATION SYSTEM

In the event it becomes necessary to quickly inform students, faculty and staff of any emergency situation, such notification will be issued by text, voice and email via the Campus Cast Emergency Notification System. Students are asked to always inform the school of all their email or cell phone number changes whenever they occur in order to assure, they receive timely notifications from the Campus Cast System.

INCLEMENT WEATHER/WEATHER EMERGENCIES

It is very rare that NETTTS will be closed due to inclement weather. In the event that classes are changed or cancelled for any reason, you will receive notification from the school using the Emergency Notification System.

SECTION VII – ACADEMIC INFORMATION

GRADING SYSTEM

Students are graded in each major phase of the program. Grades are based upon comprehension of subject matter, out-of-class assignments, and classroom/field participation. The following grading system is used:

Grade Percentage	Grade	Grade Points
90 – 100%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0
Below 60%	F	0
Withdrawal	W	-
Transfer Credit	TR	-
Retake Course	RT	-

INCOMPLETE GRADE

If a student fails to complete the required academic work for an evaluation period, the student must do so within 14 days following the conclusion of that period. Otherwise, the incomplete grade will automatically be recorded as a failure.

NO PERMIT GRADE (CDL TRAINING ONLY)

CDL students completing Mod 1 and prior to obtaining their CDL learners permit will receive a placeholder grade of “NP.” A final Mod 1 grade will be entered upon student’s receipt of the CDL Learners permit.

SATISFACTORY ACADEMIC PROGRESS (SAP)

NETTTS has established standards of academic progress that include grading and pace of progression measurements that were designed to assure students succeed in their training programs. All students: those that are receiving Title IV funds and those who are not receiving Title Iv funds must achieve SAP standards. Those students who are receiving Title IV funds must achieve SAP standards to maintain their eligibility to receive Federal funding.

Students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advising and tutoring are available upon request.

Academic Advisories

In order to help assure that students are successful in their training programs, student progress will be reviewed at the end of each two-week period of training. Those students on a path to less than satisfactory academic performance will be required to meet with a member of the staff to develop a plan so that the student can improve. The plan of action may include academic advising, tutoring, extra help or other appropriate course of action. A written record of the advisory session will be maintained in student records.

Academic advising and tutoring are available to all students upon request.

Qualitative Measure of Progress (Grade Point Average)

NETTTS defines an academic year as 24 Financial Aid Semester Hours and 30 weeks.

For the CDL Program; the 1st Payment Period is defined as 10 Semester Hours/12 Weeks, and the 2nd Payment Period is defined as 8 Semester Hours/10 weeks.

For the HVAC Program; There are 2 Academic Award Years in this program

The 52 Week Program- The 1st Academic Award year 1st payment period is defined as 20 Semester Hours/26 weeks, the 2nd Payment period is defined as 10 Semester Hours/ 13 weeks. The 2nd Academic Award Year is defined as 10 Semester Hours/ 13 weeks.

The 60 Week Program- The 1st Academic Award year 1st payment period is defined as 20 Semester Hours/30 weeks, the 2nd Payment period is defined as 10 Semester Hours/ 15 weeks. The 2nd Academic Award Year is defined as 10 Semester Hours/ 15 weeks.

Program Intervals (Based on Total Program Hours)	Minimum Required Grade Point Average
Below 25%	1.50
25% to < 50%	1.75
50% and Above	2.00

Grade Point Average (GPA) Measurements

Commercial Drivers License Program		Commercial Drivers License Preparation Program		Heavy Straight Truck Training Program	
<i>Evaluation Point (Based on Total Published Program Semester Credit Hours)</i>	Minimum Required GPA	<i>Evaluation Point (Based on Total Published Clock Hours)</i>	Minimum Required GPA	<i>Evaluation Point (Based on Total Published Clock Hours)</i>	Minimum Required GPA
At the completion of 14 semester credit hours	1.75	At the completion of 40 clock hours	1.75	At the completion of 20 clock hours	1.75
At the completion of 22 semester credit hours	2.0	At the completion of 160 clock hours	2.0	At the completion of 80 clock hours	2.0

HVACR Technology Program – Academic Year I		HVACR Technology Program – Academic Year II	
<i>Evaluation Point (Based on Total Published Semester Credit Hours)</i>	Minimum Required GPA	<i>Evaluation Point (Based on Total Published Semester Credit Hours)</i>	Minimum Required GPA
At the completion of 11 semester credit hours	1.75	At the completion of 33 semester credit hours	2.0
At the completion of 22 semester credit hours	2.0	At the completion of 44.0 semester credit hours	2.0

Quantitative Measures of Progress (Pace of Progression)

Program Intervals (Based on Total Program Hours)	Minimum Pace Of Progression (Based on Total Program Hours)
Below 25%	50.0%
25% to < 50%	66.7%
50% and Above	66.7%

The formula used in calculating the Minimum Pace of Progression is provided below.

Program Standard	Formula
Credit Hours	$\frac{\text{Cumulative Earned Credits}}{\text{Cumulative Registered Credits}}$
Clock Hours	$\frac{\text{Cumulative Earned Hours}}{\text{Cumulative Scheduled Hours}}$

Maximum Time Frame (MTF)

All students are expected to complete their training program within an acceptable period of time. The maximum time frame for students to complete their training is 150% of the published total hours or credits of a program.

Evaluation Period

In order to assess financial aid recipient’s eligibility for continued funding as well as assess the academic progress of all students, each student’s performance will be evaluated against these standards.

Academic/Financial Aid Warning

If at the end of the evaluation period a student has not met either the Qualitative and/or Quantitative measures, as they relate to GPA or pace of progression standard, the student will be placed on Academic/Financial Aid warning for one evaluation period. The Registrar’s Office will notify the student that the student has been placed on Academic/Financial Aid Warning. Those students utilizing federal financial aid will be able to continue receiving financial aid during the warning period.

Program	Length of Warning Period
CDLA – 540 Commercial Drivers License Program	The next 8 semester credit hours of scheduled training
CDLA – 160 Commercial Drivers License Preparation Program	The next 40 hours of scheduled training
CDLB – 80 Heavy Straight Truck Training Program	The next 20 hours of scheduled training
HVACR10 – HVACR Technology Program	The next 11 semester credit hours of scheduled training

If at the end of the warning period the Registrar’s Office will notify a student who has been on Academic/ Financial Aid warning has met both the Qualitative and Quantitative measures, as they relate to cumulative GPA and pace of progression standards, the warning status is ended, and the student is returned to good standing. Otherwise, the student may be suspended from the program. Students in suspended status will not be eligible to receive Federal Financial Aid.

Suspension of students NOT on Academic/Financial Aid warning status

1. If at an evaluation point a student has failed to meet the school’s standard for measurement of maximum time frame (MTF), the student may be subject to dismissal. Students in this status will no longer be eligible to receive Federal Financial Aid.
2. If at an evaluation point the school determines it is not possible for a student to raise his or her cumulative GPA or pace of progression to meet the school’s standard before the student completes his or her program of study, the student may be subject to dismissal. Students in this status will no longer be eligible to receive Federal Financial Aid.

Appeals and Probation

Students who are dismissed after failing to achieve minimum requirements may appeal this decision. The student must submit a written appeal to the Campus Director, along with any supporting documentation stating the reasons

why the decision to terminate should be reversed, and a request for re-evaluation of progress. The supporting documentation must include why the student failed to meet the SAP requirements, as well as what has changed in the student's situation that will allow them to meet the SAP requirements at the next evaluation.

This written appeal must be received by the Campus Director within five (5) business days of termination. Should the student fail to appeal the decision will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a minor), the student's instructor, the Director of Safety & Training, the Campus Director and Registrar. A decision on the student's appeal will be made within three (3) business days by the Director of Safety & Training and will be communicated to the student in writing. Should a student prevail upon his/her appeal and be determined to be making satisfactory academic progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated.

Appeals that are approved must contain an academic plan that if followed ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

Academic/ Financial Aid Probationary Status

A student who has successfully appealed shall be placed on Academic/Financial Aid probation for one additional evaluation period. The student shall be put on an academic plan.

If at the end of the evaluation period the student on probationary status has met the school's cumulative GPA and pace of progression standards, the student shall be returned to good standing. Otherwise, the student may be dismissed from the school. Students dismissed will not be eligible to receive Federal Financial Aid.

These policies apply to all Veterans. Veteran students using GI Bill® educational benefits must adhere to the school's Standards of Academic Progress (SAP) to remain eligible to receive VA payments.

If a VA student is not meeting the requirements of the SAP at an evaluation period, the VA student will be placed on academic probation for the subsequent evaluation period. If the VA student does not meet the requirements of the SAP at the next evaluation period, the student will be suspended from using their VA educational benefits until satisfactory standards of progress have been achieved.

ATTENDANCE POLICY

Regular attendance is required. Serious illness, doctor's excuse, or death in the immediate family is the only acceptable reason for an absence. Consecutive absences in excess of 14 calendar days may result in termination. At the end of each two-week period, anyone with unexcused absences exceeding 20% of the overall scheduled hours completed by the class will be academically advised and required to do make up work/time to the instructor's satisfaction. Failure to maintain satisfactory attendance may lead to termination from the program.

MAKE UP WORK

There is no additional cost for additional hours of training or make up work necessary to complete an individual training program or to prepare for a state registry test, provided the student has maintained satisfactory attendance throughout his or her training program.

All make up work must be completed no later than two weeks after the scheduled graduation date.

TARDINESS

Arriving to class on time is an important component for being successful in a training program. As such, all tardiness will be recorded on a student's permanent educational record. Students not physically present at the start of a class period will be marked tardy in accordance with the following schedule:

Arrival beyond 10 minutes of the start of class hour 1 until thirty minutes = ½ hour of recorded tardiness.

Arrival beyond 30 minutes of the start of class hour 1 = 1 hour of recorded tardiness

Arrival beyond 5 minutes of the start of any other class hour = 1 hour of recorded tardiness

Students that are habitually tardy will be required to meet with a member of the administration and be academically advised. Failure to correct tardiness may result in termination from the program.

WITHDRAWALS

Students who withdraw from a course will receive a “W” and the credits for the course(s) will count as credits attempted but not credits earned in the satisfactory academic progress calculation.

A student making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory academic progress at the point of re-entry. If a student seeks to re-enroll after being dismissed for not meeting satisfactory academic progress standards, or a student withdraws while on Academic/Financial Aid probation status, the student must submit an appeal in accordance with the Appeals and Probation policy described above. If the appeal is approved, the student will be placed on Academic/Financial Aid probation of one additional evaluation period and be placed on an academic plan. As noted above, if at the end of the evaluation period the student on probationary status has met the school’s cumulative GPA, the student shall be returned to good standing. Otherwise, the student will lose eligibility for financial aid and may be dismissed from the school.

Non-credit remedial courses have no effect upon a student’s satisfactory progress in this school.

REPETITION

Students must repeat any failed course in order to comply with satisfactory academic progress standards. Credits for all repeated courses will count as credits attempted in the SAP calculation but will only be counted as credits earned when the student passes the course. The higher of the grades will be used when calculating the student’s CGPA. In all cases the training must be completed within the maximum time frame.

CREDIT FOR PREVIOUS TRAINING & TRANSFER OF CREDIT POLICY

Programs offered at New England Tractor Trailer Training Schools (NETTTS) are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation. NETTTS students seeking to continue their education at other post-secondary institutions should be aware that NETTTS does not claim or guarantee that credit earned at NETTTS will transfer to another institution and acceptance of the credit earned at NETTTS is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution’s credit acceptance policies. It is the student’s responsibility to confirm whether or not NETTTS credits will be accepted by another school.

Students who are enrolling in NETTTS with prior related education from an institution that is accredited by an agency recognized by the U.S. Department of Education may have their previous coursework accepted for credit at NETTTS. Prior to entrance, transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded.

For Veterans Affairs Students: VA regulation (Title 38, Code of Federal Regulations, Section 21.4253 (d)(3) and 21.4254(c)(4)) requires that NETTTS receive and evaluate all post-secondary prior credits for all students receiving educational benefits from the Veterans Affairs education programs (CH30, CH33, CH35, CH1606, CH31 VR&E, and VRRAP) which includes prior military service through the evaluation of your military transcripts.

The SCO will take the following steps to evaluate previous education and training credits for Veterans Affairs Students, regardless of whether the student does not want to use transfer credits:

1. Ask the student to make a list/provide all previous education and training to include:
 - a. Where they attended,
 - b. When they attended,
 - c. In what program(s) they were enrolled.
2. The SCO must make every attempt to obtain all postsecondary institution transcripts as well as military transcripts, prior to the student starting classes. This includes any training a returning student successfully completed at NETTTS. Military transcripts can be obtained using DOD form DD-295, as well as visiting the Joint Services Transcript website at [Home page \(doded.mil\)](http://Home.page(doded.mil)).
3. Complete the NETTTS VA Student Credit for Previous Education & Training Evaluation form to evaluate and determine acceptable transfer credits in accordance with this Transfer of Credit Policy.
4. Grant accepted credits according to this Transfer of Credit Policy, and reduce training time and tuition and fees proportionately to be reflected on the NETTTS VA Student Credit for Previous Education & Training Evaluation form as well as in Enrollment Manager.
5. Notify the student and retain documentation in the student’s education file.

If necessary, a catalog description/objective of the previous coursework completed may need to be submitted to NETTTS staff. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at NETTTS. All credits transferred from applicable courses must have an earned grade of 'C' or better. NETTTS staff will make the final determination regarding previous coursework with respect to when it was taken and its appropriateness for evaluation or acceptance. Finally, the applicant may be required to meet with a member of the NETTTS educational staff to further evaluate the educational preparedness of the individual to enter NETTTS as an advance standing student.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance at NETTTS for all programs taken.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's grade point average (GPA), but will be considered in calculating the pace of progression and the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours. Transfer credits are normally denoted by a "TR" and the credits will count as credits attempted and credits earned. For example, if a student enrolls in a 22 credit hour program and 10 credits are accepted by transfer. The maximum time frame for that student to complete the program remains at 22 credits ($22 \times 1.5 = 33$ credits MTF).

Those students who transfer credits from an accredited postsecondary institution will receive a grade of TR as noted in the grading policy.

For students who change programs within NETTTS, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

STUDENT ADVISING

All Administrative and Instructional staff serve in the capacity of advisors to students regarding academic issues. Any student with personal problems will be referred to the proper Government or Private Agency. NETTTS also has a designated Student Advisor to assist with each student's individual needs.

LEAVE OF ABSENCE

A leave of absence may be granted to a student for reasons such as, but not limited to, personal, professional, medical or financial hardship and must be approved in accordance with guidance in accreditation, state and federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve-month period provided that the cumulative number of days of LOA's do not exceed 180 calendar days.

A student must see the Campus Registrar to obtain a "Leave of Absence Request" form and state the specific reason for the LOA on the form. The Campus Director will then meet with the student to determine the appropriate length of any one LOA based upon the unique circumstances and to determine whether or not to approve the LOA request.

If the request is approved, upon return the student will be required to complete all coursework and credits necessary in the program. There are no additional charges to the student for the leave of absence. If a student fails to return to training at the end of an approved leave of absence:

1. The determination of the withdrawal date is the date of the end of the leave of absence or the date the student notifies NETTTS that they will not be returning, whichever is earlier.
2. The Student's Last Day of attendance as documented by NETTTS attendance records will be used for purposes of calculating the return of funds.
3. If the student had received a Federal student loan, the time elapsed since the start of the LOA will be deducted from the six-month Federal grace period.

In all cases, the Maximum Time Frame (MTF) to complete training is within 150% of the course length. (Leave of absence time is not counted in determining the MTF).

GRADUATION REQUIREMENTS

Eligibility for graduation will require a student to complete a minimum of 80% attendance and a cumulative grade average of at least 70%. Additionally, students must have satisfied all financial obligations to the school. Upon meeting these standards, a Certificate of Completion will be awarded to graduates of all driving programs and a Diploma will be issued to graduates of the HVACR Technology Program.

PROGRESS REPORTS

Students attending the 22 credit hour Commercial Drivers License program will receive a progress report at the completion of 7.01 credit hours of the program, at the completion of 14 credit hours of the program and at the end of the program.

Students in the 160 hour Commercial Drivers License Preparation program and 80 Hour Heavy Straight Truck Training program will receive a progress report at the completion of Module I and at the end of Module II. Students in the HVACR Technology Program will receive a progress report at completion of 11 credit hours of the program, at the completion of the 22 credit hours, at the completion of 33 credit hours of the program, and at the end of the program.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Unauthorized Peer to Peer file sharing may be subjected to civil and criminal liabilities. This is when one person purchases an authorized copy or downloaded version of copyrighted material and shares it. NETTTS strictly prohibits the distribution of unauthorized copyrighted material and a student who uses the school's network to distribute unauthorized copyrighted material could be subject to dismissal.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

U.S. VOTER REGISTRATION

Students may visit their local post office to complete their state's Voter Registration form and necessary requirements.

Students may also obtain a downloadable version of the form by visiting the U.S. Election Assistance Commission at <https://www.eac.gov/voters/register-and-vote-in-your-state>.

CONSTITUTION AND CITIZENSHIP DAY ON SEPTEMBER 17th

NETTTS complies with the "Consolidated Appropriations Act, 2005." The law requires "each educational institution that receives Federal funds for a fiscal year shall hold an education program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

The National Archives has a Web site with a scan of the U.S. Constitution available online at: <http://www.archives.gov/exhibits/charters/constitution.html>.

ACCURACY OF INFORMATION

Every effort has been made to ensure that this catalog contains up to date and accurate information at the time of publication. Please refer to the catalog addendum for any changes or revisions that have occurred since this catalog was published.

