



# NEW ENGLAND TRACTOR TRAILER TRAINING SCHOOL

## SCHOOL CATALOG 2026 Edition

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

*Jason Esposito*, 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. In September of 1985 the Rhode Island school was opened as a branch facility of the Brockton, Massachusetts campus. In 1988 the Rhode Island school became accredited as a free standing institution. New England Tractor Trailer Training School offers three core programs of training; CDL B Heavy Straight Truck Training, CDL A Commercial Driver's License Preparation Program, and CDL A Commercial Driver's License Program. As a result of companies and students residing north of Boston who were interested in participating in a commercial trucking program in 2011, a branch campus of Pawtucket, RI was established in North Andover, MA.

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 (Pawtucket campus) has fulfilled their 2024 ACCSC's requirements for institutions seeking a five-year renewal of its national accreditation

### **LICENSING/APPROVAL**

- New England Tractor Trailer Training School is approved by the Office of the Postsecondary Commissioner, Rhode Island Council on Postsecondary Education.
- New England Tractor Trailer Training School is licensed by Rhode Island Division of Motor Vehicles.
- The RI 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 has been approved.

### **MEMBERSHIPS/AFFILIATIONS**

- NETTTS is a member of the Commercial Vehicle Training Association. (CVTA)
- NETTTS is recognized by the Rhode Island Department of Labor and Training Apprenticeship Council as an approved HVACR related technical instruction provider
- NETTTS is a member of the Oil and Energy Service Professionals of Rhode Island (OESPRI)
- NETTTS is a member of the Career Education Colleges and Universities (CECU)
- NETTTS is a member of the Rhode Island Trucking Association (RITA)

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

### **COMMERCIAL DRIVERS LICENSE PROGRAM**

**TOTAL SEMESTER CREDIT HOURS = 22.0**

<i>In-school instruction = 540 hours</i>	<i>Out of school assignments = est. 60 hours</i>	<i>Total instructional hours = 540 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. Classroom portions may be available via online streaming for this program. Inquire at the school.

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 safely operate commercial vehicles. Students will receive an in-depth overview of the trucking industry, including how to recognize and report potential human trafficking. Instruction will cover general knowledge, air brakes systems and combination vehicles in preparation for obtaining their CDL Class A permit. This preparation includes essential safety practices such as maintain proper following distances, managing vehicle speed, adapting to weather conditions and applying effective driving strategies. Students will also learn preventative maintenance requirements for commercial vehicles, basic logbook entries, and an introduction to 49 CFR regulations. Additionally, students will receive instruction on Entry Level Driver Training (ELDT) requirements from an FMCSA approved training provider.

<i>Module I</i>	<i>In-school instruction = 50 hours</i>	<i>Out of school assignments = est. 10 hours</i>	<i>Total instructional hours = 50 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 = est. 10 hours</i>	<i>Total instructional hours = 50 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. Student’s 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 = est. 10 hours</i>	<i>Total instructional hours = 50 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 = est. 10 hours	Total instructional hours = 50 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 = est. 10 hours	Total instructional hours = 50 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 = est. 10 hours	Total instructional hours = 50 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](http://www.nettts.com).*

**COMMERCIAL DRIVERS LICENSE  
PREPARATION PROGRAM**

**TOTAL INSTRUCTIONAL HOURS = 160**

**EDUCATIONAL OBJECTIVES**

To offer an individual with very limited or no experience a training program that prepares a graduate to take and pass the state Commercial Driver’s License examination. Successful graduates of this program can obtain employment as an entry level commercial driver. Graduates of this program may require additional employer provided training.

**LENGTH OF PROGRAM**

Classes begin every two 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"/> Evening Schedule	<input type="checkbox"/> Weekend Schedule
Monday – Thursday 7:00 am – 12:00 pm	Monday - Thursday 12:30 pm – 5:30 pm	Monday - Thursday 5:30 pm – 10:30 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 safely operate commercial vehicles. Students will receive an in-depth overview of the trucking industry, including how to recognize and report potential human trafficking. Instruction will cover general knowledge, air brakes systems and combination vehicles in preparation for obtaining their CDL Class A permit. This preparation includes essential safety practices such as maintain proper following distances, managing vehicle speed, adapting to weather conditions and applying effective driving strategies. Students will also learn preventative maintenance requirements for commercial vehicles, basic logbook entries, and an introduction to 49 CFR regulations. Additionally, students will receive instruction on Entry Level Driver Training (ELDT) 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 observing and practice maneuvering commercial vehicles 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 students will drive the vehicle on city streets, rural roads, and highways.

*Field and road hours include hands-on or observation*

**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 Endorsement.
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, qualified job applicants.

**LENGTH OF PROGRAM**

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

<input type="checkbox"/> Morning Schedule	<input type="checkbox"/> Afternoon Schedule	<input type="checkbox"/> Evening Schedule	<input type="checkbox"/> Weekend Schedule
Monday – Thursday 7:00 am – 12:00 pm	Monday – Thursday 12:30 pm – 5:30 pm	Monday – Thursday 5:30 pm – 10:30 pm	Saturday & 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 safely operate commercial vehicles. Students will receive an in-depth explanation to the trucking industry and its regulations including how to recognize and report possible human trafficking. Instructions include general vehicle knowledge and air brake systems in preparation for obtaining a CDL Class B permit. The curriculum emphasizes essential safety practices, including maintaining proper following distances, managing vehicle speed, adapting to weather conditions, and applying effective driving strategies. Students will also learn preventative maintenance requirements for commercial vehicles. Additional instruction introduces basic logbook entries and an introduction to 49 CFR regulations. Additionally, students will receive instruction on Entry Level Driver Training (ELDT) 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*

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**NETTTS TECHNICAL TRADES DIVISION**

**HVACR TECHNOLOGY**

**TOTAL SEMESTER CREDIT HOURS = 44.0**

*In-school instruction = 1200 hours | Out of school assignments = est. 150 hours | Total instructional hours = 1200 hours*

**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, troubleshooting, 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, pipe fitting, pipe sizing and duct sizing. The training consists of a good balance of classroom training combined with actual hands-on practical training.

Additionally, proper customer service and relationship skills are taught throughout the program. Topics such as demeanor, dress, appearance, and other soft skills are stressed on a daily basis.

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

### Section 1 – Fundamentals of Refrigeration

This course is the study and practical application of hand tools, soft solder and brazing techniques, tube bending and swaging, flare joints and air-acetylene-turbo torch operation. Also, the installation of line sets as well as the installation of ACR hard drawn piping and fittings. Pressure tests with dry nitrogen for leak detection and the installation of PVC piping and fittings for drains, high efficiency boiler and furnace, as well as fastening and insulating methods for heating and refrigeration piping systems. This includes basic refrigeration terminology, the characteristics of refrigerant gases and their reaction to temperature, pressure relationship and volume changes. Troubleshooting and safety procedures are stressed. This course will include some out-of-class work such as reading, practice and practical assignments.

### Section 2 – Principles of Electricity

This course introduces students to practical electrical principles and their mathematical relationships. Ohm's Law, series-parallel circuits, and A/C-D/C voltages are discussed as they apply to HVAC/R systems. This course also includes details in the use of hand tools, multi-meters, symbol diagrams, motor circuits, circuit testing, and troubleshooting. Electrical safety procedures are stressed and enforced. This course will include some out-of-class work such as reading, practice and practical assignments.

## **HVAC-B – Residential Air Conditioning/Refrigeration & Commercial Gas Heating**

11.0 Credit Hours

Prerequisites: HVAC-A

### Section 1 – Residential Air Conditioning & Refrigeration

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. Also included is the testing for the student's required Federal EPA 608 license required by federal law. The test will be conducted by registered proctors on site. This course will include some out-of-class work such as reading, practice and practical assignments.

### Section 2 – Commercial Gas Heating

This course introduces the students to commercial gas heating systems which will include the understanding of various gas valves, gas fired power burners, and the various control systems for commercial gas systems. Further this course will instruct students about the differences between the various types of ignition systems used for all gas burner types. Also included are all the required safety control systems and how to test for carbon monoxide danger. Students will also learn how to check gas pressures for propane systems. They also will learn trouble shooting and how to read wiring diagrams as well as efficiency testing. This course will include some out-of-class work such as reading, practice and practical assignments.

## **HVAC-C – Residential Oil & Gas Heating**

11.0 Credit Hours

Prerequisites: HVAC-A

### Section 1 – Residential Oil Heating

This course introduces the students to the world of residential oil heating systems which includes systems such as hot air systems and hot water hydronic boilers, using retention head oil burners. Students will learn to troubleshoot systems as well as boiler piping Efficiency testing using modern electronic testers as well as traditional manual methods is also covered. Control wiring and safety controls are an important part of their training. Included is the total tear down and rebuilding of the oil gun. The piping of hydronic systems is included in this course. This course will include some out-of-class work such as reading, practice and practical assignments.

### Section 2 - Residential Gas Heating

This course introduces the students to the world of residential gas heating systems which includes the understanding of the different types of gas valves. And the various control systems for residential applications. Which include Gas

fired boilers and gas fired domestic hot water and hydronic heating Further this course will instruct students about the differences between the various ignition systems and safety controls used. Also piping practices for propane gas and hydronic systems is covered. Other topics students will learn include equipment sizing, calculating heat loads, fan sizing for proper airflow, duct sizing, etc. This course will include some out-of-class work such as reading, practice and practical assignments.

**HVAC-D – Pipefitting, Pipe Sizing, Procedures for Copper and Black Iron, ACR Piping & Commercial Air Conditioning/Refrigeration** 11.0 Credit Hours

Prerequisites: HVAC-A

Section 1 – Pipefitting, Pipe Sizing, Procedures for Copper and Black Iron, ACR Piping

This course introduces the students to the world of residential and commercial pipe fitting which includes cutting and threading of gas pipe from sizes ½ inch up to 2 inch. Students are introduced to the different fittings used in the Hvac/r field. Included is soldering and brazing of ACR piping and the procedure’s required. They learn to leak check using dry nitrogen with refrigerant tracers which locate leaks electronically in the system they learn hydronic piping and the difference between ACR and type L copper.

Students will learn to how to use cutting tools, pipe wrenches and torches, repair leaks in gas, refrigeration and hydronic systems. As stressed throughout this course. This course will include some out-of-class work such as reading, practice and practical assignments.

Section 2 – Commercial Air Conditioning & Refrigeration

This course also is designed to introduce the use of refrigerant-flow diagrams, and review the refrigeration cycle in detail. Ladder diagram and line diagrams will also be reviewed. Electrical schematics, hermetic and semi-hermetic compressors will be discussed, as well as commercial system applications. This includes the study of commercial freezers roof tops walk-in boxes, commercial refrigeration equipment, water coolers and ice machines, 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.

<b>Topic/Hour Breakdown Applicable Towards Rhode Island Apprenticeship</b>					
	<b>Course A</b>	<b>Course B</b>	<b>Course C</b>	<b>Course D</b>	<b>Totals</b>
<b>TOPICS</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>
Refrigeration & Air Conditioning & Related Material	225	220	N/A	75	520
Commercial Oil & Pipe Fitting	75	N/A	N/A	225	300
Propane & Gas Heat	N/A	80	140	N/A	220
Residential Oil	N/A	N/A	160	N/A	160
<b>Totals</b>					<b>1200</b>

## SECTION III – GENERAL INFORMATION

### PERMIT TESTING REQUIREMENT

The Commercial Driver’s License permit in Rhode Island is a combination of several written exams.

<b>CDL Exam</b>	<b>Class A</b>	<b>Class B</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 you need. 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 (Class A Only)
2. Air Brakes
3. Combination Vehicles

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	2. Pre-Trip Inspection
3. Parallel Parking Sight Side	4. Parallel Parking Blind Side
5. Offset Blind Side Back (NH Only)	6. Alley Dock Back
7. Road Test	

### EDUCATIONAL FACILITIES

The CDL school building has approximately 5000 square feet of furnished classroom and office space with an additional 5000 square feet available for expansion. In addition, there is approximately 7 ½ acres of paved area adjacent to the school used by students for the vehicle backing and maneuvering phases of the training program. The school has a high-tech virtual driving simulator used for one-on-one training on proper shifting techniques. The campus also has a Resource room for research, study, computer research and driver simulation.

The HVACR school building has approximately 8000 square feet of furnished classroom, lab and office space. The lab area is an open concept design with several workstations devoted to the various types of HVACR equipment that our students train on. There is also a resource room and student break area.

## **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 students 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 Pawtucket RI Main Campus location. It is located at 1600 Osgood Street, Building 1570 / Suite 2200, North Andover, MA. 01845. 978-965-2969. Web Address: [www.nettts.com](http://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 three 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. Written complaints must be submitted to the Campus Director.
2. Complaint will be acknowledged within 5 days.
3. Campus Director will investigate the complaint within 7 days.
4. Campus Director will issue a resolution report within 5 days of the completion of the investigation and meet with the students to discuss the findings. (Total of 17 days)
5. If the matter is not resolved to students' satisfaction an appeal may be made to the Corporate Office. This can be done in writing addressed to: President, NETTTS, 304 Victory Road, Quincy, MA 02171.
6. Absent of extraordinary circumstances, the Corporate Office will make a ruling within 10 business days.

If the student does not receive a response at any level from the appropriate school authority, he/she may advance to the next level. The student has the right to contact the Rhode Island Office of the Postsecondary Commissioner, Academic and Student Affairs regarding the complaint.

The address/phone number is as follows:

80 Washington Street 2<sup>nd</sup> Floor  
Providence, RI 02903  
Telephone (401) 736-1100  
Web: <https://riopc.edu/policies/student-complaint-procedures/>

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](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto: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 a minor, at least one parent or guardian must be in attendance during the interview.

### **GENERAL ADMISSIONS REQUIREMENTS – (HVACR Technology Program)**

To be accepted for admission into the HVACR Technology Program, an applicant must 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, an applicant must take and pass an HVACR entrance exam. An applicant must achieve a minimum score of 80%.

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

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

To be accepted for admission into one of our programs, an applicant must submit documentation of possessing a valid high school diploma or is 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 may take the Wonderlic Scholastic Level Exam (SLE) which is an approved exam used at NETTTS 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 residing in Rhode Island must also possess a valid driver's license for no less than two years. Applicants residing in Massachusetts must possess a valid driver's license from Massachusetts. All applicants must be at least eighteen years of age, be in good physical condition.

Further, all applicants must complete a personal interview with a NETTTS Authorized Representative. The

personal interview will ensure 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 attend a school at the secondary level.

### **REQUESTING REASONABLE ACCOMODATIONS**

NETTTS is committed to providing opportunities for all students those with or without reasonable accommodation meet the essential institutional, academic, and technical standards requisite to admission, participation and completion of our programs. Students 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 POLICY 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: Lois O'Brien Office of the Registrar  
Address: 600 Moshassuck Valley Industrial Highway, Pawtucket, RI 02860  
Tel.: (401) 725-1220  
Email: [lobrien@netts.com](mailto:lobrien@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](mailto: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](mailto: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 apply for 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 practice or drive a commercial vehicle over public roads. In any event, any student who cannot pass the physical will have his total tuition and fees refunded to him upon determination by a physician that he 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 cannot 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.

### **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 the student based on an inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the VA;
- Require the student to secure alternative or additional funding;
- Deny the student's 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 a 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/>

**FINANCIAL ASSISTANCE**

New England Tractor Trailer Training School of Mass., Inc. In addition, all students 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 requirements of the payment plan are as follows:

- A NETTTS Official and student must execute a payment plan agreement prior to the enrollment period, which will specify the terms of the payment plan;
- The payment plan is structured such that the outstanding balance must be paid in full by the end of the calendar quarter or the student’s enrollment period (whichever is later) and;
- A student may not enroll in future training programs until the outstanding balance on the payment plan is paid in full.

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

**CURRENT TUITION RATES**

<u>Program</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Total</u>
Commercial Drivers License Program *	\$ 12,695.00	\$ 100.00	\$12,795.00
Commercial Drivers License Preparation Program *	\$ 6,395.00	\$ 100.00	\$ 6,495.00
Heavy Straight Truck Training Program *	\$ 3,595.00	\$ 100.00	\$ 3,695.00

*\*Books and materials included in the tuition.*

<u>Program</u>	<u>Tuition</u>	<u>Textbooks &amp; Tools</u>	<u>Registration Fee</u>	<u>Total</u>
HVACR10 – HVACR Technology Program**				
Academic Year 1 – 9 months	\$18,709.00	\$750.00	\$100.00	\$19,559.00
Academic Year 2 – 3 months	\$6,236.00	\$0.00	\$0.00	\$6,236.00
TOTALS	\$24,945.00	\$750.00	\$100.00	\$25,795.00

**RELATED COSTS**

Registry of Motor Vehicles permit, license fees, physical exams and drug screening fees are additional and may be paid by the student.

<u>Item</u>	<u>Rhode Island</u>	<u>Massachusetts</u>
1. Consortium/Third Party Administrator ( C/TPA)	\$ 45.00	\$45.00
2. Physical	\$80.00	\$80.00
3. Drug	\$ 60.00	\$ 60.00
4. Permit – Complete Test	\$ 115.00	\$65.00
Individual Components		
a. Application Fee	\$ 42.50	\$ 35.00
b. General Knowledge	\$ 10.00	\$ 10.00
c. Combination	\$ 10.00	\$ 10.00
d. Airbrakes	\$ 10.00	\$ 10.00
e. Hazardous Material (optional)	\$ 10.00	\$ 10.00
5. Replacement CDL Text Book	\$ 50.00	\$ 50.00
6. Replacement Road Atlas	\$ 30.00	\$ 30.00
7. Replacement Log Book	\$ 15.00	\$ 15.00

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

Rhode Island License Fee is \$105.00 and 42.50 license upgrade fee. (Must be cash or a major credit card.) Each additional test is \$105.00. In Massachusetts there is an additional \$75.00 administrative fee and \$35.00 per test fee due to the registry when changing to a CDL license. In addition, there is a detail fee for all students of \$175.00 per test. (Must be cash or a major credit card). This fee covers the cost of the Massachusetts State Trooper and/or the Rhode Island Inspector detail for eight hours to test students.

The fees listed are subject to change without notice by each of the granting States. Contact the Department of Motor Vehicles in Rhode Island or the Registry of Motor Vehicles in Massachusetts for fee updates.

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

**REFUND AND CANCELLATION POLICY**

**APPLICANT CANCELLATION POLICY**

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. A student may cancel his/her enrollment at any time.

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 POLICY:**

**Student Terminations and Withdrawals – 540 Hour Commercial Drivers License Program**

<u>Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance</u>	<u>Percentage of Tuition School Retains</u>	<u>Percentage of Tuition Refunded</u>
1 Hour to 135 Hours	25%	75%
136 Hours to 270 Hours	50%	50%
271 Hours to 405 Hours	75%	25%
Over 405 Hours	100%	No Refund Due

**Student Terminations and Withdrawals – 160 Hour Commercial Drivers License Preparation Program**

<u>Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance</u>	<u>Percentage of Tuition School Retains</u>	<u>Percentage of Tuition Refunded</u>
1 Hour to 40 Hours	25%	75%
41 Hours to 80 Hours	50%	50%
81 Hours to 120 Hours	75%	25%
Over 120 Hours	100%	No Refund Due

**Student Terminations and Withdrawals – 80 Hour Heavy Straight Truck Training Program**

<u>Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance</u>	<u>Percentage of Tuition School Retains</u>	<u>Percentage of Tuition Refunded</u>
1 Hour to 20 Hours	25%	75%
21 Hours to 40 Hours	50%	50%
41 Hours to 60 Hours	75%	25%
Over 60 Hours	100%	No Refund Due

**Student Terminations and Withdrawals – 1200 Hour HVACR Technology Program**

<u>Portion of Total Academic Year I Completed Scheduled Hours up to the Last Day of Attendance</u>	<u>Percentage of Tuition School Retains</u>	<u>Percentage of Tuition Refunded</u>		<u>Portion of Total Academic Year II Completed Scheduled Hours up to the Last Day of Attendance</u>	<u>Percentage of Tuition School Retains</u>	<u>Percentage of Tuition Refunded</u>
1 Hour to 225 Hours	25%	75%		1 Hour to 75 Hours	25%	75%
226 Hours to 450 Hours	50%	50%		76 Hours to 150 Hours	50%	50%
451 Hours to 675 Hours	75%	25%		151 Hours to 225 Hours	75%	25%
Over 675 Hours	100%	No Refund Due		Over 225 Hours	100%	No Refund Due

**Special Cases:** In cases of prolonged student illness, accident or death that make it impractical to complete the course, the School shall make a settlement which is reasonable and fair to both the school and the student.

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

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

Note – For the HVACR program, the refund policy will be applied to the academic year that the student withdraws from.

The Registration Fee of \$100.00 is NOT refundable except as indicated in cancellation items 1 – 5 above.

**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 payment period, you earn the funds as you complete the payment 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 payment 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 30<sup>th</sup> 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 or the Department of Education to return the unearned grant funds.

The requirements for Title IV Return Policy 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 return of federal financial aid is due, NETTTS will refund 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 return 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 performing the R2T4 calculations. 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.

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

This school is licensed by the Office of the Postsecondary Commissioner, Rhode Island Council on Postsecondary Education.

## **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 30 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. Immediate termination may result for, but 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.
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.

*(Note – Cheating on Registry written or practical exams can result in loss of Class D drivers license)*

## **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 Jr. 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](http://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. The following grading system is used:

<b>Grade Percentage</b>	<b>Grade</b>	<b>Grade Points</b>
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 all students succeed in their training programs. All students; those that are receiving Title IV 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 1<sup>st</sup> Payment Period is defined as 10 Semester Hours/12 Weeks, and the 2<sup>nd</sup> 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 1<sup>st</sup> Academic Award year 1<sup>st</sup> payment period is defined as 20 Semester Hours/26 weeks, the 2<sup>nd</sup> Payment period is defined as 10 Semester Hours/ 13 weeks. The 2<sup>nd</sup> Academic Award Year is defined as 10 Semester Hours/ 13 weeks.

**The 60 Week Program-** The 1<sup>st</sup> Academic Award year 1<sup>st</sup> payment period is defined as 20 Semester Hours/30 weeks, the 2<sup>nd</sup> Payment period is defined as 10 Semester Hours/ 15 weeks. The 2<sup>nd</sup> 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%	1.25
25% to < 50%	1.50
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 40 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.

### **Minimum Pace of Progression**

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.

<b>Program</b>	<b>Length of Warning Period</b>
Commercial Drivers License Program	The next 8 semester credit hours of scheduled training
Commercial Drivers License Preparation Program	The next 40 hours of scheduled training
Heavy Straight Truck Training Program	The next 20 hours of scheduled training
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 Director of Safety & Training, 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 Director of Safety & Training 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, and the Director of Safety & Training. 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 will result in termination. At the end of each grading 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 in each class 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 class completion 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**

Any student who wishes to withdrawal must notify the Registrar's Office of their intent to withdraw from the program they are enrolled in.

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 students 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 students' 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.

Students can obtain comparable program information related to tuition and program length by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, Telephone 703-247-4212. [WWW.ACCSC.ORG](http://WWW.ACCSC.ORG)

### **STUDENT ADVISING**

All Administrative and Instructional staff serves 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 a student does not return from an LOA, and the student received a Federal Student Loan, the time elapsed since the start of the LOA will be deducted from the six-month Federal Grace Period. The effect of this is the student may end up not having a grace period of six months and may immediately go into repayment. 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 22 credit hours of the program, 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](http://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 <https://www.eac.gov/voters/register-and-vote-in-your-state> .

#### **CONSTITUTION AND CITIZENSHIP DAY ON SEPTEMBER 17<sup>th</sup>**

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 assure 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.