GENERAL CAMPUS INFORMATION - PAWTUCKET

Educational Facilities

The campus is located in historic Pawtucket, RI. The school building has approximately 5000 square feet of furnished classroom and office space. Also 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. This area is lined and marked to simulate realistic driving conditions. There is a separate 7800 square foot brand new facility dedicated exclusively to HVACR training.

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

Tuition and Fees

Program	Total Hrs.	Rate per Hr.	Tuition	Reg. Fee	Total
Commercial Drivers' License Program	600	$21.16	$ 12,695.00	$100.00	$12,795.00
Commercial Drivers' License – Preparation Program	160	$39.97	$ 6,395.00	$100.00	$6,495.00
Heavy Straight Truck Training Program	80	$49.94	$ 3,995.00	$100.00	$4,095.00

Program	Tuition	Registration Fee	Total
HVACR10 – HVACR Technology Program**			
Academic Year 1 – 9 months	$16,995.00	$100.00	$17,095.00
Academic Year 2 – 3 months	$6,500.00	$0.00	$6,500.00
TOTALS	$23,495.00	$100.00	$23,595.00

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

RELATED COSTS

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

Item	Rhode Island	Massachusetts
1. Physical	$60.00	$ 60.00
2. Drug	$80.00	$ 80.00
3. Permit-Complete Test	$115.00	$65.00
a. Application Fee	$42.50	$ 10.00
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

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

Rhode Island License Fee is $105.00 and a $42.50 license upgrade fee. (Must be cash or a major credit card). Each additional test is $105.00. Massachusetts License Fee is $175.00 per test. (This must be a cash or a major credit card.) This fee covers the cost of the State Trooper detail for eight hours to test students. There is an additional $75.00 administrative fee per test fee by the Massachusetts registry when changing to a CDL license.

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

There is no additional tuition charge for repeated periods and only the new grade will count for the cumulative grade average.

ADMISSIONS PROCEDURES

Applicants seeking admission to the school must have a personal interview with the Director of Admissions or an Admissions Representative. The personal interview may be conducted at the school or in the applicant's home.

GENERAL ADMISSIONS REQUIREMENTS – (HVACR Technology Program)

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

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

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

GENERAL ADMISSIONS REQUIREMENTS – CDL Training Programs

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

Applicants residing in Rhode Island must also possess a valid driver's license for no less than two years. Applicants residing in Massachusetts must also possess a valid driver's license or permit from Massachusetts, be at least eighteen years of age, and be in good physical condition.

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

REFUND AND CANCELLATION POLICY

CANCELLATION POLICY

- **AN APPLICANT MAY CANCEL HIS OR HER ENROLLMENT AGREEMENT AT ANY TIME PRIOR TO THE FIRST SCHEDULED CLASS DATE.**
- **IF THE APPLICANT WISHES TO CANCEL, CANCELLATION SHOULD BE MADE IN WRITING TO THE DIRECTOR OF THE SCHOOL. HOWEVER, IN ANY EVENT THE LAST DATE OF ACTUAL ATTENDANCE SHALL BE CONSIDERED THE OFFICIAL DATE OF WITHDRAWAL.**

REFUND POLICY:

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

Student Terminations and Withdrawals – 540 Hour Commercial Drivers License Program

Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance	Percentage of Tuition School Retains	Percentage of Tuition Refunded
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

Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance	Percentage of Tuition School Retains	Percentage of Tuition Refunded
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

Portion of Total Program Completed Scheduled Hours up to the Last Day of Attendance	Percentage of Tuition School Retains	Percentage of Tuition Refunded
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

Portion of Total Academic Year I Completed Scheduled Hours up to the Last Day of Attendance	Percentage of Tuition School Retains	Percentage of Tuition Refunded		Portion of Total Academic Year II Completed Scheduled Hours up to the Last Day of Attendance	Percentage of Tuition School Retains	Percentage of Tuition Refunded
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 3rd 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 of determination and all calculations will be determined from the student's last day of attendance.

The Registration Fee of $100.00 is NOT refundable.

CAMPUS SECURITY

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

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.

SCHOOL RULES AND REGULATIONS

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

Students:

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