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# **STUDENT INFORMATION GUIDE (CATALOG II)**

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A Branch Campus of Universal Technical Institute of Arizona, Inc.



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## INTRODUCTION

Universal Technical Institute is licensed in most states throughout the country allowing its campuses to offer quality education and training to career-minded individuals interested in entry-level positions in automotive, collision refinishing or diesel service and repair. Some states have specific regulatory requirements the school must meet when serving the educational needs of their students.

This Student Information Guide (Catalog II) is a component of the Catalog. As such, it lists specific state requirements that apply to students from those states. This Guide along with the Course Catalog, Tuition Addendum and any applicable Catalog Addendum comprise the entire Catalog for the campus. For the most updated Catalog and Student Information Guide (Catalog II), go to [www.uti.edu/disclosure](http://www.uti.edu/disclosure). The policies stated in the Guide are binding components of the the Catalog and Enrollment Agreement.

The Institute will endeavor to provide advance notice of any changes to the contents of the Student Information Guide to all states in which it is licensed prior to those changes becoming effective.

Questions regarding any portion of this Student Information Guide should be directed to the Campus President listed in the Administration Rosters section.

## OWNERSHIP AND CORPORATE OFFICERS

Universal Technical Institute is owned by UTI Holdings, Inc., which is owned by Universal Technical Institute, Inc., 16220 North Scottsdale Road, Suite 100, Scottsdale, AZ 85254

### Corporate Officers:

John C. White – Chairman  
Eugene S. Putnam, Jr. – President, CFO  
Kimberly J. McWaters – CEO  
Chad Freed – General Counsel & SVP Business Development

*Contents and policies included in this addendum are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation.*

*Contents and policies are certified to be true and correct to the best of my knowledge upon date of publication.*



Kelleen O. Brennan – VP & Asst. General Counsel – Corporate Compliance

## ADMINISTRATION ROSTERS

### Avondale, Arizona Campus:

Mike Romano	Campus President
Maria Walters	Director of Education
Eric Murry	Campus Admissions Director
Heather Gonzales	Director of Student Services
Terri Cordero-Meixsell	Director of Financial Aid
Cheryl Radke	Director of Employment Svcs.

### Exton, Pennsylvania Campus:

Robert Kessler	Campus President
Steve McElfresh	Director of Education
James Clair	Campus Admissions Director
Bethanie Emery	Director of Student Services
Anthony Castrovillo	Manager of Financial Aid
Ted Groff	Director Campus Employment Services

### Glendale Heights, Illinois Campus:

Julie Mueller	Campus President
Brian Gallagher	Interim Director of Education
Ronald Jurek	Campus Admissions Director
Kettisha Stamp	Director of Student Services
Sandy Stanek	Director of Financial Aid
Brian Gallagher	Director of Employment Services

### Houston, Texas Campus:

Ken Golaszewski	Campus President
Harvey Davis	Program Director CRRT
Harvey Davis	Program Director A/D/I
Alexander Jimenez	Campus Admissions Director
Michael Code	Director of Student Services
Charlotte Baker	Director of Financial Aid
Edward Fletcher	Director Campus Employment Services

### Norwood, Massachusetts Campus:

Chuck Barresi	Campus President
Peggy Wheeler	Director of Education
Jordan Walsh	Manager Campus Admissions
Kelly Oberg	Interim Director of Student Services
Jonathan Titmas	Manager of Financial Aid
Paul Tavares	Director Campus Employment Services

**Orlando, Florida Campus:**

Dianne Ely	Campus President
Wayne Lehnert	Director of Operations/Education
Loryn Pace	Interim Campus Admissions Director – Auto
Melanie Scheet	Interim Director of Student Services
Edna Johnson	Interim Director of Financial Aid

**Rancho Cucamonga, California Campus:**

Sean Carlson	Campus President
Matt Kelly	Director of Education
Migdalia Vasquez	Campus Admissions Director
Raquishela Stewart	Director of Student Services
Silvana Unciano	Director of Financial Aid
Dana Bancroft	Director Campus Employment Services

**Sacramento, California Campus:**

Jack Rockwood	Campus President
Don Black	Director of Education
Jeremy Conte	Interim Campus Admissions Director
Tess Dubois-Carey	Director of Student Services
Jennifer Whalen	Director of Financial Aid
Beau Schmidt	Director of Employment Svcs.

**NASCAR Technical Institute, Mooresville, North Carolina Campus:**

Jennifer Bergeron	Campus President
Keith Pittman	Director of Operations/Education
Jennifer Alterman	Campus Admissions Director
Mike Lemmons	Student Services Director
Lauren Marocco	Interim Director of Financial Aid
Arlyn Davis	Director Campus Employment Services

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## ACADEMIC POLICIES

### UTI ATTENDANCE-RELATED POLICIES

#### GENERAL INFORMATION

It is essential in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies and early leaves will be recorded, regardless of the reason. Time missed is recorded in 15-minute increments. There are no excused absences from scheduled class days (with the exception of campus closures for weather or emergency-oriented issues), tardies or early leaves. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the Student Services Department for advice on appropriate options for absence from school to avoid withdrawal.

- A student who has not been granted an official Leave of Absence and who is absent for 10 or more consecutive regularly scheduled school days without providing timely written intent to return on the first day of his or her next scheduled course will be suspended upon the 10<sup>th</sup> day of absence.
- By state regulation, students attending a Texas campus (or Texas residents attending the North Carolina campus) must be suspended at the point of exceeding 10 consecutive school days absent, regardless of intent to return for the next course. The only exception to suspension for these students is an official Leave of Absence (LOA).
- Suspension will result in a withdrawal from the school and discontinuation of financial aid eligibility. Further, UTI will notify local, state and/or federal education benefit agencies about the withdrawal as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancelation of benefits and/or require the recipient of the funds to repay the agency involved.

#### PROGRAM ATTENDANCE RATE REQUIREMENTS

Students are required to maintain attendance rates throughout their program that will allow them to achieve no less than a 90% attendance rate upon graduation. Student attendance rates will be reviewed after each financial aid payment period (regardless of whether or not a student is utilizing Title IV funding). These evaluations are not connected with the Satisfactory Academic Progress Policy. All successfully completed courses within the same department group as a student's current program are included in the attendance-rate calculation. If a student has two successful attempts of the same course, the course with the highest overall grade will be used. (If both attempts have the same overall grade, the attempt with the highest attendance rate will be used.) Audit and refresher courses are excluded from the calculation. Minimum attendance rates that must be achieved at the checkpoints are as follows:

#### **If the current enrollment is less than 15 courses**

At all checkpoints, students must have a minimum attendance rate of 90%.

**If the current enrollment is 15 to 19 courses**

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	90%

**If the current enrollment is 20 or more courses**

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	88%
Fourth	90%

**CALCULATING THE PROGRAM ATTENDANCE RATE**

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course’s assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	90	4.50	85.50
Course 2	90	2.25	87.75
Course 3	90	0.0	90.00
Total	270	6.75	263.25

**Attendance Rate = 263.25/270 = 97.5%**

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number. (e.g., An 89.7% rate will be rounded UP to 90%. An 89.3% rate will be rounded DOWN to 89%.) This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended and withdrawn from school.
- Students experiencing difficulty maintaining acceptable attendance should contact the school’s Student Services Department for advisement.

**ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES**

- Students will receive deductions in both the attendance and professionalism components of the overall course grade for tardiness or early departure.

- Students will be required to repeat any course in which absences exceed 12 hours. Under these conditions, the course grade will be entered as “Failed.” (An explanation is in the Academic Standards and Grading section.) In keeping with the concept that all learning opportunities should be maximized, such students are encouraged to attend the remainder of the course, complete lab work, and take tests (excluding end-of-course tests). A numeric grade will not be awarded.
- Students who are scheduled for a course but do not attend class the first and second day must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. If more than the first two days of the course are missed, students will not be permitted to enter the class and must resume attending when their next scheduled course begins. Such students must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend or they will be withdrawn from school. There are no exceptions to this requirement.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the 3 to 4 weeks following the failed course, depending on the student’s course schedule.

## CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with an attendance grade of 100%. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of .625% from the attendance grade as illustrated in the chart below. Missing more than 12 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
.25	99.38	4.25	89.38	8.25	79.38
.50	98.75	4.50	88.75	8.50	78.75
.75	98.13	4.75	88.13	8.75	78.13
1.00	97.5	5.00	87.50	9.00	77.50
1.25	96.88	5.25	86.88	9.25	76.88
1.50	96.25	5.50	86.25	9.50	76.25
1.75	95.63	5.75	85.63	9.75	75.63
2.00	95.00	6.00	85.00	10.00	75.00
2.25	94.38	6.25	84.38	10.25	74.38
2.50	93.75	6.50	83.75	10.50	73.75
2.75	93.13	6.75	83.13	10.75	73.13
3.00	92.50	7.00	82.50	11.00	72.50
3.25	91.88	7.25	81.88	11.25	71.88
3.50	91.25	7.50	81.25	11.50	71.25
3.75	90.63	7.75	80.63	11.75	70.63
4.00	90.00	8.00	80.00	12.00	70.00

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, class work and professionalism.

**Student progress reports are issued at the end of each course period.** Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis.

**Overall Course Grade:** Final course grades are a weighted average of the classwork grade (50%) and the lab work grade (50%). However, in order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for the repeated course will replace the previous unsatisfactory grade in the cumulative grade point average and on the transcript. Toyota TPAT students are required to achieve at least an 80% in classwork and 80% in lab work in each OEM curriculum section of the TPAT elective courses in order to be eligible for graduation from the programs.

### CALCULATING THE PROFESSIONALISM GRADE

The following factors are evaluated under professionalism:

**Attitude** – exhibiting a positive attitude when things go right AND when things go wrong

**Appearance** – compliance with dress code

**Work Habits & Accountability** – demonstrating punctuality (not arriving late or leaving early), courtesy, safety, cleanliness and ability to follow rules

**Communication** – listening and interacting effectively with other students and staff

**Teamwork** – cooperating with others

**Problem Solving** – effectively solving problems and knowing when to ask for help

**Ethics** – doing the right thing

Students begin each course with a professionalism grade of 100%. Each "violation" will result in a deduction of 4.3% from the professionalism grade. Receiving more than seven violations during any course will result in a course failure. Students can receive violations in their professionalism grade for any violations of the Code of Conduct or any unprofessional behavior. Students will receive violations in their professionalism grade for late arrivals or early departures.

# of Violations	Professionalism Grade
0	100%
1	96%
2	91%
3	87%
4	83%
5	79%
6	74%
7	70%
8 or more	Failure

## GRADE POINTS

Each course within a program is assigned semester credit hours based on the number of lecture hours and lab hours included in the course. Course credit hours are used in conjunction with grade points earned in a course to determine the cumulative grade point average (CGPA). A numeric grade for each course is determined by the average of the overall classwork, lab work and grades within the same course. The relationship of course's numeric grade, performance level and grade points is as follows:

Numeric Grade	Performance Level	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
69 or lower	F	0

### CALCULATING THE CUMULATIVE GRADE POINT AVERAGE (CGPA)

Cumulative grade point average is computed in two steps: (a) Multiply the grade points earned in the course by the number of credit hours for that course, and (b) take the sum of these products and divide by the sum of the credit hours. Failed courses will be included in the CGPA until they are successfully repeated. In the case of multiple successful attempts of the same course, the course with the highest overall grade will be included in the CGPA calculation. Each course will be used only once in the CGPA calculation (see Course Repeats section). The following example shows a CGPA calculation involving three course attempts:

Course	Semester Credit Hours	Grade Points	Quality Points
Course 1	4	3.0	12
Course 2	5	2.0	10
Course 3	4	4.0	16
<b>Total</b>	<b>13</b>		<b>38</b>

$$\text{CGPA} = 38 / 13 = 2.92$$

**Note:** In the event of a discrepancy or disagreement, grade change requests/appeals must be submitted within 30 days of the course end date to be considered.

### ACADEMIC STANDING POLICY AND SATISFACTORY ACADEMIC PROGRESS POLICY

The Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines regarding how student academic performances are evaluated at different points during programs. Both policies apply to all enrolled students and dictate a student's ability to remain enrolled.

#### ACADEMIC STANDING POLICY

Students who receive an overall grade of "Failed" for a required program course will be contacted by the Student Services department for advisement. These activities ordinarily occur during the 3 to 4 weeks following the failed course, depending on the student's course schedule.

**Two consecutive failures will result in academic probation for the two courses that follow.** Financial aid eligibility will not be affected during the later courses. Students who fail a course while on academic probation will be suspended from school, resulting in withdrawal from school and discontinuation of financial aid eligibility. Exceptions to Academic Standing policy infractions may be made at the discretion the Director of Student Services/Experience or designee.

Students should carefully review the Course Repeats section of this guide for information on related transcript and GPA impact as well as applicable fees. Those who wish to re-enroll after suspension should refer to the Re-Enrollment section of this guide.

## SATISFACTORY ACADEMIC PROGRESS

### GENERAL INFORMATION

The school’s Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students. Included in this policy are the measurement components, relevant definitions and details of the appeals process.

SAP is evaluated immediately following each financial aid payment period, which is student and program specific. Students should contact the Financial Aid department for an individualized explanation of payment period breakdowns.

### SAP MEASUREMENT COMPONENTS

Measurements	Explanations
Cumulative Grade Point Average (CGPA)	Students must maintain a minimum CGPA of 2.0. CGPA calculations include any successfully completed courses and any failed courses until they are repeated. Courses that are dropped, taken as refreshers or audited are NOT included in the calculation. In programs over two academic years in length, a student must achieve a CGPA of 2.0 by the end of the second academic year in order for additional financial aid to be awarded, processed or disbursed.
Pace of Progression (POP) <i>Cumulative number of credit hours successfully completed</i>  <i>Calculation = _____</i> <i>(cumulative number of credit hours attempted)</i>	Students must successfully complete at least 66.67% of the credit hours attempted. However, depending on the length of the program, earlier checkpoints may have lower incremental requirements.  POP calculations include all attempted courses: passed, failed, scheduled with no attendance, repeated or dropped with attendance for reasons other than an approved leave of absence.
Maximum Time Fame (MTF)	Students must complete their program in 150% of the normal duration of the program (measured in credit hours).  Example: If a student is in a 63 credit hour program, he or she must not attempt more than 94.5 credits (150% of 63). At each payment period, the institution will assess whether a student can still meet these terms by graduation.

CGPA, POP and MTF calculations are cumulative. If a student withdraws from school and re-enrolls, the courses from the previous and current enrollment sequences are included in these measurements. The calculations do not start over. This includes courses taken at another UTI/NTI campus. Internal transfer credits will be included in the calculations for all three components.

Courses with the status of “tested out” are not included in the CGPA, POP or MTF calculations. Please see Challenge Course Credit policy in this guide for more information.

### STATUS DEFINITIONS

SAP-related Statuses	Definitions
Good Standing	Students who are meeting CGPA, POP and MTF requirements at a checkpoint are determined to be in good standing.

Financial Aid Warning	Students in good standing who do not meet one or more of the measurements listed above at a payment period checkpoint are automatically placed on financial aid warning status for the next payment period. Students in FA warning status will maintain Title IV eligibility for the duration of the status. To maintain eligibility beyond one payment period and return to good standing, students must meet all three SAP components by the end of the FA warning period. If students fail to meet the SAP components by the end of the warning period, they will lose Title IV fund eligibility but have the option to appeal and re-establish eligibility and remain in school.
Financial Aid Probation	Students who successfully appeal will re-establish Title IV eligibility and are placed on financial aid probation status for the subsequent payment period. At the end of the payment period, students must meet all three SAP components (or the terms of an academic plan) to continue to receive Title IV funds and be placed in good standing.
Terminated	Students will be terminated (withdrawn) from school under one of the following circumstances: failure to meet SAP requirements (or the terms of his or her academic plan) after a FA probation period or does not have a successful appeal following a FA warning period. This will result in a loss of Title IV eligibility. Students have the right to appeal to re-enroll. Students who successfully appeal must find an alternative way to fund their education until they successfully meet all three SAP components.

Students who are not meeting SAP at any given checkpoint will be advised by a Student Affairs Advisor or designee. The advisement will include notification of any SAP-related status changes, the effect on FA eligibility, a review of the appeals process and options available to the student.

Students who are deemed unable to meet 150% MTF requirements by graduation will be terminated, resulting in withdrawal from school. Such students are ineligible to re-enroll into the same program.

#### APPEALS FOR FINANCIAL AID PROBATION AND RE-ENROLLMENT

Responsible Party	Steps Required/Timing
Student	The student must submit a written appeal to the Student Services Director or designee. The appeal must include: An explanation of the circumstances that prevented the student from meeting SAP along with any relevant supporting documentation* An explanation of what has changed that will allow the student to meet SAP going forward The student's plan to ensure he or she will be successful if the appeal is accepted Appeals to establish FA probation status must be submitted within one week of the student being notified he or she has failed to meet the terms of FA warning status.** Appeals to re-enroll can be submitted at any time. However, the student will not be eligible to re-enroll until at least six weeks after termination.
Appeals Board	The board reviews the appeal and the student's record to ensure he or she can meet CGPA and MTF requirements by graduation then makes a determination to accept or deny the appeal. Appeals for FA probation will be reviewed by the end of week 2 of the subsequent course. Appeals to re-enroll will be reviewed within 7 days of receipt of the appeal.
Student Services Director or Designee	The Director or designee Informs the student of the decision by the Appeals Board within 24 hours. For approved appeals of FA probation: If it is not possible for the student to meet SAP by the next checkpoint, the Student Services Director or designee will partner with the student to develop an academic plan. The plan outlines expectations of the student, specific benchmark goals the student must meet at the subsequent checkpoint and the deadline for the student to meet CGPA, POP and MTF expectations. The plan must be developed and implemented within 48 hours of appeal approval.***

\*Appeals for FA probation will only be considered if there are mitigating circumstances that prevented a student from meeting SAP expectations. Mitigating circumstances include, but are not limited to, death in the family, serious illness, transportation issues, family emergencies and work-related scheduling issues.

\*\*To allow adequate time for student submission of an appeal for FA probation and the Appeals Board to adjudicate, a student has two options: (a) take a leave of absence from the course following the FA warning payment period, or (b) begin attending the next course with the understanding that should the appeal be denied, he or she would not receive Title IV funds and is responsible for any tuition and fees incurred for that course.

\*\*\*A student whose appeal for FA probation is approved will be placed on FA probation status and have Title IV eligibility reinstated for one payment period or the length of his or her academic plan. A student on FA probation status must meet SAP standards by the end of the payment period or the terms and benchmark goals set in the academic plan to maintain eligibility.

**ACADEMIC STANDING POLICY VS. SATISFACTORY ACADEMIC PROGRESS POLICY**

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress																						
Evaluation Points and Measurements	Evaluates students at the end of each course. Measures the results of the course (pass/fail) and identifies consecutive course failures.	Evaluates students at the end of each payment period. Measures three things: Cumulative grade point average (CGPA) must be 2.0 at all checkpoints Pace of progression (POP) varies based on checkpoint, but generally must be 66.67% by the next to last payment period. See next section for details. Maximum time frame (MTF) requires a student to complete his/her program without exceeding 150% of the program’s original duration.																						
Evaluation Checkpoint Details – POP	N/A	<p>If the student’s program is less than 15 courses, all checkpoints must have a pace of progression of no less than 66.67%.</p> <p><b>Program is 15 to 19 courses:</b></p> <table border="1" data-bbox="871 1249 1206 1466"> <thead> <tr> <th>Payment Period</th> <th>Minimum POP</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>60.00%</td> </tr> <tr> <td>Second</td> <td>66.67%</td> </tr> <tr> <td>Third +</td> <td>66.67%</td> </tr> </tbody> </table> <p><b>Program is 20 to 24 courses:</b></p> <table border="1" data-bbox="871 1529 1206 1783"> <thead> <tr> <th>Payment Period</th> <th>Minimum POP</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>50.00%</td> </tr> <tr> <td>Second</td> <td>60.00%</td> </tr> <tr> <td>Third</td> <td>66.67%</td> </tr> <tr> <td>Fourth +</td> <td>66.67%</td> </tr> </tbody> </table> <p><b>Program is 25 or more courses:</b></p> <table border="1" data-bbox="871 1846 1206 1891"> <thead> <tr> <th>Payment</th> <th>Minimum</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Payment Period	Minimum POP	First	60.00%	Second	66.67%	Third +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	60.00%	Third	66.67%	Fourth +	66.67%	Payment	Minimum		
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What is included in measurements?	All attempted courses, including voluntary repeats and refreshers.	<p>CGPA: All successfully completed courses and any failed courses until they are repeated and successfully completed. Does NOT include refreshers (audits) or courses marked as “tested out.”</p> <p>POP and MTF: All successfully completed courses, failed courses and repeats. Includes dropped courses unless the course was dropped for an LOA. Excludes courses marked as “tested out.”</p>												
What happens if a student does not meet the measurement criteria?	<p>A student who fails a course is advised by the Student Affairs Advisor or designee and is granted one free repeat.</p> <p>For any failure that follows, the student will be charged a fee.</p> <p>A student who fails two consecutive courses is placed on academic probation for the following two courses. If a student fails either course while on probation, he or she is suspended from school.</p> <p>A student who has been suspended loses Title IV eligibility while out of school and cannot request to re-enroll for two course lengths (this may be shortened to one course length at the discretion of the Student Services Director or designee). If the re-enroll request is approved, the student will return on academic probation for the first two courses and re-establish Title IV eligibility. If the student fails either course, he or she will be terminated from school and ineligible to re-enroll without an appeal.</p>	<p>A student who fails to meet SAP requirements at the evaluation point following a payment period is advised by the Student Affairs Advisor or designee and placed on financial aid warning (FW) for the subsequent payment period. The student will retain eligibility for Title IV funding while on FW status.</p> <p>Students on FW who fail to meet SAP requirements at the end of the payment period are terminated from school and lose eligibility for additional Title IV funding.</p>												
Can a student appeal the suspension/termination status?	<p>There are two types of appeals:</p> <p>Appeal to have the suspension/termination waived – The student must provide a written request as well as documentation of a mitigating circumstance by 5 p.m. on the day of the suspension. The student may be allowed to remain in class pending the appeals at the discretion of the SSD or designee.</p> <p>Appeal to re-enroll – A terminated student may appeal to re-enroll. He or she must submit a written appeal detailing the circumstances and what has changed that will allow him or her to be successful upon re-enrollment. The Appeals Board will review the appeal and if accepted, the student may contact the Student Development Advisor or designee to request</p>	<p>A student who fails to meet the CGPA or POP requirements at the evaluation point can apply for an appeal if he or she has mitigating circumstances. See SAP policy for examples of mitigating circumstances.</p> <p>The student must submit a written appeal and include the following:</p> <p>An explanation of the mitigating circumstance as to why the student did not meet SAP. Documentation may be required at the discretion of the Appeals Board.</p> <p>What has changed in the student’s life that will allow him or her to be successful going forward?</p> <p>Student’s action plan should he or she be allowed to continue enrollment and re-establish Title IV</p>												

	re-enrollment	eligibility. If the appeal is granted, the student will be put on financial aid probation (FP) status and Title IV eligibility will be reinstated for the subsequent payment period. If the Student Affairs Advisor determines a student needs more than one payment period to make SAP, the Advisor may require an academic plan that details expectations and benchmark goals for the student.
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**NOTE:** An academic probation status may run concurrently with a financial aid warning or financial aid probation status. If a student does not meet expectations while on financial aid probation or has an appeal denied after a financial aid warning status, the termination overrides the suspension for the academic probation.

### EXAMPLE OF ACADEMIC STANDING POLICY

Course	Academic Status	Fee Assessed	Academic Standing
ADTC-101-3	Fail	No; free repeat	Good standing
ADTC-101-3	Pass	N/A	Good standing
ADTC-107-3	Pass	N/A	Good standing
ADTC-128-3	Fail	Yes	Good standing
ADTC-117-3	Fail	Yes	Academic Probation (begins with next course)
ADTC-128-3	Pass	N/A	Academic Probation
ADTC-117-3	Fail	Yes	Suspended for not meeting probation

### EXAMPLE OF UTI/NTI SAP POLICY

**CGPA:** Cumulative grade point average is computed in two steps: (a) Multiply the grade points earned in each course by the number of credit hours for that course and (b) take the sum of these products and divide by the sum of the credit hours. For courses that have been repeated, only the best attempt is factored in.

Course	Numeric Grade	Letter Grade	Grade Points	Credit Hours	Grade Points x Credit Hours	
ADTC-101-3	65	F	0.0	N/A	N/A	See repeat
ADTC-101-3	88	B	3.0	4.5	13.5	
ADTC-107-3	90	A	4.0	4.5	18.0	
ADTC-128-3	56	F	0.0	N/A	N/A	See repeat
ADTC-117-3	62	F	0.0	5.0	0	
ADTC-128-3	98	A	4.0	4.5	18.0	
ADTC-117-3	50	F	0.0	N/A	N/A	See 1st attempt
<b>Total</b>				<b>18.5</b>	<b>49.5</b>	

**CGPA** = 49.5/18.5 = 2.68 (student meets CGPA requirements of 2.0 or better)

### EXAMPLE OF PACE OF PROGRESSION (POP)

17 course Automotive Technology program

Course	Course status	Credits completed	Credits attempted
ADTC-101-3	Pass	4.5	4.5

ADTC-107-3	Fail	0	4.5
ADTC-117-3	Fail	0	5
ADTC-117-3	Pass	5	5
ADTC-122-3	Pass	5	5
ADTC-128-3	Pass	4.5	4.5
<b>Total credits</b>		<b>19</b>	<b>28.5</b>

19/28.5 = 66.67% (this student meets POP requirements)

## MAXIMUM TIME FRAME (MTF)

Program with 63 credits

Credits attempted to date: 28

Credits in remaining required courses: 42

Total: 70

70/63 = 111%. This is under the maximum 150%, so the student is still in line to meet MTF at graduation.

## ACADEMIC STANDARDS AND GRADING FOR MANUFACTURER-SPECIFIC ELECTIVES

**Ford FACT:** Students enrolled in the Ford FACT elective are required by Ford Motor Co. to meet separate objectives by completing 100% of the assigned FACT modules available through UTI/NTI and achieving an 80% or better classroom and lab evaluation grade for each of the Ford courses in the FACT section of their program to be considered credentialed by Ford.

The Ford basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in the FACT elective. Students who do not achieve the Ford 80% minimum requirement for these two credentials will have failed that respective UTI/NTI course and be required to repeat that course in order to continue in the FACT elective.

Once the basic electrical and electronics credentials have been achieved, students may pass each UTI/NTI course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NTI. However, they will not be eligible to receive any additional Ford credential that falls below the 80% Ford grading standard.

**Honda PACT:** Students enrolled in the Honda PACT elective are required by American Honda Motor Co. to meet separate objectives by achieving a minimum of 80% in all Honda Online University modules and receive passing scores in lab skills demonstrations to be considered credentialed by Honda.

The Honda Maintenance credential requires students to achieve a minimum 80% on all Honda Online University Maintenance modules and a passing score in the skills demonstration (100%) in order to continue their training in the PACT elective. Students who do not achieve Honda's minimum requirement for this credential will have failed that respective UTI/NTI course and be required to repeat that course in order to continue in the PACT elective.

Once the Honda Maintenance credential has been achieved, students may pass each UTI/NTI course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NTI. However, they will not be eligible to receive any additional Honda credential that falls below the Honda grading standards.

**Toyota TPAT:** Students enrolled in the Toyota TPAT elective are required by Toyota Motor Sales USA, Inc. to meet separate objectives by completing 100% of the TPAT modules available through UTI/NTI and achieving a minimum 80% in both classwork and lab work grades in each OEM curriculum section of the TPAT courses to be considered credentialed by Toyota. Any student who does not achieve these minimum requirements in any TPAT course will have failed that course and be required to repeat the course in order to graduate from the program.

**BMW Fast Track:** Students enrolled in the BMW Fast Track elective are required by BMW to meet separate objectives by completing 100% of the Fast Track modules available through UTI/NTI and achieving an 80% or better course average in the BMW section of their program to be considered credentialed by BMW. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NTI program graduation requirements, will not be affected.

**Mercedes-Benz ELITE START:** Students enrolled in the Mercedes-Benz ELITE START elective are required by Mercedes-Benz to meet separate objectives by completing 100% of the ELITE START modules available through UTI/NTI and achieving an 80% or better course average in the MBUSA section of their program to be considered credentialed by Mercedes-Benz. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NTI program graduation requirements, will not be affected.

**Nissan NATT:** Students enrolled in the Nissan NATT elective are required by Nissan to meet separate objectives by completing 100% of the required Virtual Academy and SIRs made available through UTI and achieving an 80% or above on written tests and a passing score on lab tests in the Nissan section of their program to be considered credentialed by Nissan. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NTI program graduation requirements, will not be affected.

**DTNA Finish First:** Students enrolled in the Finish First elective are required by DTNA to earn a passing score of at least 80% of the available points in each of the four areas (classwork, lab work, attendance and professionalism). Students have three opportunities to pass a given web-based training with a score of 80% during the course. A student cannot be credentialed in the DTNA Finish First elective if a student scores less than 80% in any of the four areas and the WBTs. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NTI program graduation requirements, will not be affected.

**Cummins Engines:** The first Cummins Engines course, CMNS101, has a GATE test in the third week of the course. Passing the GATE is measured by scoring a 90% or above on each of the three lab tests and 84% or above on the BETT written test. Students who do not achieve the minimum requirements will have failed CMNS101 and be required to repeat the course in order to continue in the Cummins Engine elective.

Having received the initial BETT and Insight credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. However, a student may continue the remaining Cummins engine courses (CMNS102, CMNS103 and CMNS104) by meeting UTI grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism.

Upon completion of the Cummins Engine program, a student may be classified as either a program graduate or a program completed student.

**Cummins Power Generation:** The first Cummins Power Generation course, CPGN101, has a GATE test in the third week of the course. Passing the GATE is measured by scoring an 84% or above on both the BETT and Safety written tests and a 90% or above on the BETT lab test. Students who do not achieve the minimum requirements will be considered to have failed CPGN101 and be required to repeat the course in order to continue in the Cummins Power Generation elective.

Having received the initial BETT and Safety credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. However, a student may continue the remaining Cummins Power Generation courses (CPGN102, CPGN103 and CPGN104) by meeting UTI grading standards of 70% or greater. The overall grade in the course is evaluated on the scale of 25% test/ 45% lab/ 30% professionalism.

In order to be considered a Cummins Power Generation graduate by Cummins and receive the related qualifications, students in the elective must meet the objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Power Generation Program a student may be classified as either a program graduate or a program completed student.

**Program Graduate Student** – A student who has earned all the Cummins Power Generation certifications offered, completed all CLCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Complete 100% of the Cummins Certifications through the Cummins Power Generation Program
- Achieve 84% minimum in classroom and 90% minimum in lab evaluation
- Complete all CLCs/web-based training required by Cummins

**Program Completed Student** – A student who has earned a minimum of the BETT certification and CLCs, and completed the Cummins Program according to UTI standards.

Student progress reports are issued at the completion of each course and distributed at the beginning of the next course. Sponsoring agencies are mailed a copy of the progress reports on a scheduled basis.

## MAKEUP HOURS

At the discretion of campus education administrators, additional hours of instruction outside the regularly scheduled class hours may be offered to allow students who have missed more than 12 hours of class or lab time to make up lab and classroom hours (up to a maximum of six hours per course) for any of the following reasons:

- Death in the immediate family (parents, children, spouse, siblings, etc.)
- Serious illness (must provide documentation from physician, hospital, ER, etc.)
- Act of nature
- Serious vehicle accident en route to class (must provide documentation from physician, hospital, ER, police, etc.)
- Hospitalization of family member (parents, children, spouse, siblings, etc.)
- Subpoenaed court appearance (not due to a violation the student received)
- Required, short-term military service (verified by your commanding officer)
- Religious holidays

Participation is not guaranteed. Requests to participate must be approved by the instructor for the course in which the time was missed and the Education Manager.

If approved for participation, students will be provided the course materials for the hours missed and assigned a date to attend. The makeup time must be completed no later than the last Saturday (assuming Saturday availability) of the course in which the hours were missed. It cannot be completed after the course has ended. If the student does not attend at the assigned time, the opportunity to make up the missed time is lost.

**Note:** Under Texas law, a student may only make up 5% of his or her total program hours. Participation in makeup hours will be governed by the total number of hours a student has previously made up. Once a student has reached 5% of the total hours for his or her program, he or she will no longer be eligible for the opportunity to make up hours under the published Makeup Hours Policy. This limitation affects all students at the Houston and Dallas/Fort Worth campuses as well as Texas residents who attend the North Carolina campus.

## MAKEUP WORK

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the end-of-course test a makeup test should be taken within two days following the student's return.
- A maximum of three makeups for tests and/or quizzes will be allowed per course.
- The instructor needs to make reasonable accommodations for the student to make up the tests and quizzes at a mutually agreeable time.
- An approved end-of-course makeup test will be given on the first class day following the end of the course. If a student is absent on the first day of class, he or she will not be eligible to make up the test using this option.

## COURSE REPEATS

All failed courses required for an enrolled program of study must be repeated until successfully completed. A student who repeats a course with the intention of improving his or her attendance rate must get at least the same or higher overall course grade in order to affect the attendance rate.

A student is permitted to repeat only one course for any reason at no additional charge for the duration of his or her program. Upon the second and subsequent repeats, the student will incur a repeat fee. Repeat fee appeals will be considered if students had extenuating circumstances (with documentation) that prevented them from successfully completing the course and/or they academically failed after exhausting all options and resources. Appeals must be submitted within 30 days of the end of the course in question. Students wishing to appeal a repeat fee should consult the Course Repeat Fee Appeal Types section in this guide and contact the Student Services department for more detail on this appeals process.

Upon graduation, students may come back any time and repeat courses from their original programs as often as they desire at no additional tuition cost (provided the course is still offered). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. The course can only be taken for informational purposes to refresh knowledge in the subject area. Class size and availability may affect a requested return date. Grades or attendance for refresh courses will not be included in any official transcript. Students will be responsible for any fees (lab, books, etc.) associated with such course.

## COURSE REPEAT FEE APPEAL TYPES

**Type 1:** In this situation, a student is requesting a repeat fee be waived due to extenuating circumstances for which he or she has "legitimate documentation." Such documentation is any evidence the student can provide that clearly connects the student's failure in the course to the circumstance outlined in the documentation. Type 1 situations can result from either academic or attendance failures. The waivers in these situations can be approved at the discretion of the Student Services Director (or designee).

**Type 2:** In this situation, a student is requesting a repeat fee be waived due to extenuating circumstances for which documentation is either absent or incomplete. Type 2 situations can result from either academic or attendance failures. The Student Services Director should take this type of situation to the Appeals Board. The waiving of Type 2 repeat fees requires the sign-off of two other campus directors (preferably the Education Director and Financial Aid Director). This type of repeat fee waiver is limited to one per student. Additional requests require Campus President approval.

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## **ELECTIVE-SPECIFIC COURSE REPEAT POLICIES AND INFORMATION**

### **FORD FACT CREDENTIAL REPEAT POLICY**

The Ford FACT basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in the FACT elective. Students who do not achieve the Ford 80% minimum requirement for these two credentials will be considered to have failed that course and be required to repeat it in order to continue in the FACT elective.

Once the basic electrical and electronics credentials have been achieved, students enrolled in the Ford FACT elective program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Ford for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make preapproved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the Ford credential prerequisites must be met prior to the completion of the Ford FACT elective program. Students choosing to repeat the specific section of the Ford FACT training during their off session in order to achieve the Ford credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Ford credential if they earn the required 80% or better in both the classroom and lab evaluation grades, and meet all the credential prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of this Ford FACT credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

### **CUMMINS ENGINE PROGRAM CREDENTIAL REPEAT POLICY**

The Cummins Engine BETT Qualification requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab, and Insight lab qualification tests require the student to achieve a minimum 90% on each lab evaluation.

All the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Engine elective. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CMNS101) and be required to repeat that course in order to continue in the Cummins Engine elective.

A student who does not achieve the minimum requirements in course CMNS101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat as well as write an appeal letter. The Cummins appeal process will follow the standard UTI policy.

Having received the initial BETT and Insight credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Engine courses (CMNS-102, CMNS-103 and CMNS-104) by meeting UTI grading standards of 70% or higher.

### **CUMMINS POWER GENERATION CREDENTIAL REPEAT POLICY**

The Cummins Power Generation BETT Qualification and Safety course requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab qualification tests require the student to achieve a minimum of 90% on each lab evaluation.

All of the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Power Generation elective. Students who do not achieve the Cummins 84% classroom and 90% lab

minimum requirements for these two credentials will be considered to have failed that respective UTI course (CPGN-101) and be required to repeat the course in order to continue in the Cummins Power Generation elective.

A student who does not achieve the minimum requirements in course CPGN-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat as well as write an appeal letter. The Cummins Appeal process will follow the standard UTI policy.

Having received the initial BETT and Safety credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103, CPGN-104) by meeting the UTI grading standards of 70% or higher.

### **DAIMLER TRUCKS NORTH AMERICA (DTNA) FINISH FIRST CREDENTIAL REPEAT POLICY**

The DTNA Finish First Heavy Duty Truck Systems course require students to achieve a minimum 80% in both the classroom and lab evaluation to continue their training in the Finish First elective. Students who do not achieve the DTNA 80% minimum requirement for this credential will be considered to have failed that course and be required to repeat it in order to continue in the Finish First elective.

Once the Heavy Duty Truck Systems credential has been achieved, students enrolled in the DTNA Finish First elective program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by DTNA for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make preapproved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the DTNA credential prerequisites must be met prior to the completion of the DTNA Finish First elective program. Students choosing to repeat the specific section of the DTNA Finish First training during their off session in order to achieve the DTNA credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the DTNA credential if they earn the required 80% or better in both the classroom and lab evaluation grades, and meet all the credential prerequisite requirements. Students may take advantage of this DTNA Finish First credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

### **HONDA PACT CREDENTIAL REPEAT POLICY**

The Honda PACT Maintenance course require students to achieve a minimum 80% on all Honda Online University courses and a passing lab skills demonstration in order to continue training in the Honda PACT elective. Students who do not achieve these Honda minimum requirements for this credential will be considered to have failed that course and be required to repeat it in order to continue in the Honda PACT elective. Once the Honda Maintenance credential has been achieved, students enrolled in the Honda PACT elective program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% online and a passing lab skills demonstration required by American Honda Motor Co. for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make preapproved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the Honda credential prerequisites must be met prior to the completion of the Honda PACT elective program. Students choosing to repeat the specific section of the Honda PACT training during their off session in order to achieve the Honda credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Honda credential if they earn the required 80% or better on Honda Online University courses and a passing score on the lab skill demonstration, and meet all the credential prerequisite requirements. Students may take advantage of this Honda PACT credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

### **NISSAN NATT CREDENTIAL REPEAT POLICY**

The Nissan Electrical Systems credential requires students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in the NATT elective. Students who do not achieve the Nissan 80% minimum requirement for this credential will be considered to have failed that respective UTI/NTI course and be required to repeat that course in order to continue the NATT elective.

Once the Nissan Electrical Systems credential has been achieved, students who are enrolled in the Nissan NATT elective program and pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Nissan for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make preapproved arrangements with campus education management to participate in the course hours during their off session, keeping in mind that Nissan credentialing prerequisites must be met prior to the completion of the Nissan NATT elective program. Students choosing to repeat the specific section of Nissan NATT training during their off session in order to achieve the credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Nissan credential if they earn the required 80% or higher in the classroom, pass the lab evaluation and meet all the credentialing prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of the Nissan credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during the off session. A student may also elect to repeat the entire three-week UTI course following the UTI repeat policy.

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## BREAKS IN ATTENDANCE

### LEAVE OF ABSENCE (LOA)

**Definition:** A Leave Of Absence (LOA) is a temporary cessation of attendance, subject to written request and institutional approval.

**Permissible Duration:** An LOA may generally be granted once within any 12-month period to a student who submits a written request stating the reason for the leave as well as the period requested. In no instance may the total of all LOAs exceed 180 days in any 12-month period. Federal aid recipients must generally resume training at the same point at which they left. However, as classes are taught in three- or four-week courses, students must resume attending at the beginning of a class. Special circumstances to allow LOA durations of more than two full courses are limited and subject to approval.

**Acceptable LOA Reasons & Parameters:** Students are urged to seek advisement from the Student Services Department regarding any needed break in attendance. Leaves may not exceed the length of two full courses (six or eight weeks, depending on the class schedule the student is attending), with an extension subject to approval by the Campus President for unusual circumstances. New students may not initiate leaves of absence during the first week of their first course.

Initial and additional LOAs may be granted when necessary due to unforeseen circumstances, such as:

- jury duty, military service, bereavement
- related to the Family and Medical Leave Act of 1993
- where an appropriate course is not available during the student's scheduled session time
- when no appropriate course will be available for more than two full course lengths
- when awaiting an appeal decision of Financial Aid Probation for SAP purposes
- allow a student on an existing LOA to resume training at the appropriate point in the training schedule (i.e., the required class was not available for the scheduled return date).
- to allow travel time to a student returning from an expiring LOA. The request must be received prior to the expiration of the existing leave.

Additional leaves will not be granted if doing so would exceed the maximum 180 days allowed within a 12-month period.

**Approval Requirements:** LOAs must be approved by the directors of Accounting, Student Services/Experience and Financial Aid or their designees, and by the Campus President when warranted.

**Financial Ramifications:** An LOA will extend original anticipated aid disbursement dates and can interrupt veteran benefits, including basic allowance for housing (BAH) payments for students using Chapter 33 benefits. In some cases, a loss of federal aid can occur based on timing of the LOA in relation to the federal award year. For these reasons, students considering an LOA must receive advisement from the Financial Aid Department prior to taking the leave. Additional federal aid funding is not permitted for any course repeated. The leave will not involve additional charges to students.

**Enrollment Status:** Students who are granted an LOA are not considered to have withdrawn. Periods during which students are on an approved LOA will not be included in the maximum time frame calculation or included as days attended in any withdrawal-related calculation. Students who do not return to class on their scheduled return dates will be considered as having withdrawn unless additional leave has been requested and approved. Students who are not able to return on their scheduled return date but wish to remain enrolled must request and

receive approval for an additional LOA within the parameters for reason and permissible duration as noted in the guidelines.

## **WITHDRAWAL/DROP POLICY**

Students who voluntarily decide not to continue their education at UTI will be considered withdrawn from school as of:

- the date UTI is notified of the student's withdrawal, or
- the date the school determines the student is no longer attending, or
- the date the student is expected to resume classes but fails to do so following an approved leave of absence (see Leave Of Absence policy) or as stated on a written intent to return to class.

Students initiating their own withdrawal from school must complete a withdrawal form obtained in Student Services from the Student Affairs Advisor or the Assistant/Director of Student Services. Withdrawn students should refer to the refund policy as described in their individual Enrollment Agreements. A \$100 administrative fee will be charged for a withdrawal (where applicable).

UTI will send withdrawal notifications to local, state and/or federal education benefit agencies as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancelation of benefits and/or the recipient of funds being required to repay funds to the agency involved.

## **RE-ENROLLMENT**

Students in good standing at the time of withdrawal from school are eligible to reapply for admission. If a student is approved for re-enrollment, the student may be subject to a probationary period depending on his/her status at the time of withdrawal. The Employment Services department provides advice about the re-enrollment process.

Students may be granted re-enrollment after suspension at the discretion of the Director of Student Services/Experience or a designee. Terminated students must submit a successful appeal for re-enrollment and should consult the Appeals (Other Than FA Probation) section of this guide. Generally, all withdrawn students must wait to resume school at least six weeks (eight weeks for programs with four-week courses) to allow for record processing.

Upon re-enrolling from suspension for failing to meet the terms of an academic probation, students will be placed on a two-course academic probation and financial aid eligibility will be reinstated. Failure of either course will result in termination from school. Please see the Academic Standing vs. Satisfactory Academic Progress chart for more details.

A \$100 re-enrollment fee will be charged to return to school (where applicable).

In order to receive the tuition price at the time of the student's original enrollment, the student must re-enroll into the same program and resume class within three courses of their last date of attendance. After three courses, students are subject to the current tuition price.

Students who have a balance due must meet the following terms to be eligible for re-enrollment:

- If the balance due is \$500 or less, the amount must be paid in full.
- If the balance due is \$501 to \$1,000, at least \$500 must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If the balance due is more than \$1,000, half the balance must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If an outstanding balance has been transferred to a collection attorney, the balance must be paid in full prior to re-enrollment.

The Division Controller has the right to modify these requirements depending on the student's circumstances. Graduates wishing to re-enroll for an additional program are eligible to reapply for admission. Graduates re-enrolling will be charged the price per course for the added courses from the time of the student's original enrollment as long as he or she returns within three courses of his or her graduation date. If the elective was not available at the time of original enrollment, students will be charged the price per course for the added courses from the first offering of those courses. Students returning beyond that time frame will be charged the price per course for the added courses based on current tuition pricing.

## **APPEALS (OTHER THAN FA PROBATION)**

Appeal for re-enrollment following termination: An appeal must be submitted in writing thoroughly explaining why the student feels he or she should be approved for re-enrollment. If the termination was due to failure to meet Satisfactory Academic Progress, the appeal letter must include details on why the student failed to maintain SAP (mitigating circumstances), what has changed in the student's situation that will allow him or her to demonstrate SAP by the next checkpoint, and how and why the student feels he or she would be successful if permitted to re-enroll. The student must also provide any supporting documentation regarding the mitigating circumstances (e.g., doctor's note for medical condition) leading up to the failure to meet SAP. See the SAP policy for additional details. An Appeals Committee will consist of at least three of the following administrators or their designees: Campus President, Director of Student Services or Director of Student Experience, Director of Financial Aid, Education Director, or Campus Admissions Director/Supervisor.

Appeals received with complete supporting documentation will be reviewed by the Appeals Committee within seven business days. Students will be notified in writing, in person or via telephone of the panel's decision.

Extenuating Circumstances for non-SAP-related appeals: A student has the right to appeal the decision to suspend or terminate his or her training and the loss of financial aid eligibility where extenuating circumstances have affected the student's progress in school. Extenuating circumstances include, but are not limited to, death in the family, serious illness of the student or immediate family member, and serious accidents. A student is encouraged to submit an appeal by 5:00 pm on the following school day. An appeal must be submitted in writing to Student Services and thoroughly explain why the student feels the action should be changed. If appealed immediately, the student may, at the discretion of the Director of Student Services or designee, be allowed to remain in class until the Appeals Committee has reviewed the appeal. If the immediate appeal is successful, the student will be placed on a minimum two-course probationary period and remain eligible for financial aid.

**Note:** For Financial Aid Probation status appeals, see Satisfactory Academic Progress section.

## **UTI DOUBLE COURSING/PROGRAM ACCELERATION**

All students are considered to be full-time students. However, students can accelerate their progress through a program by taking two courses at one time. Students wishing to double their courses must first meet the criteria stated in this guide. Students meeting the double course criteria should contact the Student Services Department for the appropriate paperwork. Financial Aid, Accounting and Student Services must approve the request.

Approvals are subject to space availability and meeting the criteria below is not a guarantee that double coursing will be approved. Double coursing is a privilege. All balances must be paid in full prior to doubling. Paperwork must be completed for each course a student wishes to double. Students must achieve at least an 80% lab work grade and 80% classwork grade in each course during the double course period as well as maintain a 90% cumulative attendance rate to maintain eligibility. All paperwork must be submitted no later than the second Friday of the course prior to the course wishing to double.

### **CRITERIA TO DOUBLE COURSE:**

- Student must have a CGPA of 3.0 or higher.
- Student must have a 90% or higher cumulative attendance rate.
- Student cannot have more than two failures.
- Student must have completed at least 25% of his or her program.

For students enrolled in the Collision Repair & Refinish Technology program, double coursing approval is determined on a case-by-case basis due to the lockstep nature of that program.

### **CRITERIA FOR FORD FACT DOUBLE COURSING:**

Because of the increased academic demand of the FACT program, double course options related to FACT are limited. In addition to meeting the UTI standards for double coursing, the following guidelines must also be followed:

- Courses ADTA-102, ADTA-103 and ADTA-129 may be doubled with courses ADTF-132, ADTF-137 and ADTF-138 in any combination as long as prerequisites are met.
- Courses ADTF-130 and ADTF-131 cannot be doubled with any other course.
- No two FACT courses can be doubled.
- FACT courses cannot be doubled with any MSAT program. Doubling of concurrent electives must be approved by the Campus President and Regional Director of Education.

Any exceptions to the FACT standards above must be approved by the Campus President and Regional Director of Education.

### **CRITERIA FOR NISSAN NATT DOUBLE COURSING:**

Because of the increased academic demand of the NATT program, double course options related to NATT are limited. In addition to meeting the UTI/NTI standards for double coursing, the following guidelines must also be followed:

- Course NATT-001 cannot be doubled with any other course.
- No two NATT courses can be doubled.
- NATT courses cannot be doubled with any MSAT programs.
- NATT courses cannot be doubled with any ELECTIVE programs.

Any exceptions to the NATT standards above must be approved by the Campus President and Regional Director of Education.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, a student must have a CGPA of 2.0 or better, and an attendance rate of at least 90% (after rounding) in addition to completing the program in a time frame not to exceed 150% of the original length of the program. At least 25% of the course work must be completed at the campus granting the diploma or degree. A candidate for graduation must also have a zero balance in his or her student account.

## **ELECTIVE GRADUATION REQUIREMENTS**

### **BMW FASTTRACK**

The UTI academic status of any student who does not meet these separate BMW, Ford, Toyota or other elective requirements, which may exceed UTI's program graduation requirements, will not be affected for those that still meet UTI's graduation requirements. Students enrolled in the BMW FastTrack elective are required by BMW to

meet separate objectives by completing 100% of the FastTrack modules available through UTI and achieving an 80% or better course average in the BMW section of their programs to be considered credentialed by BMW.

### **DTNA FINISH FIRST**

Following UTI standards, students in the DTNA Finish First elective are evaluated in each of four areas: 1) classwork – graded written assignments or activities that do not require manual manipulation (e.g., tests or Interactive Online Learning (IOL) activities), 2) lab work – graded hands-on manipulative activities that require the use of tools, training aids and/or equipment (note that hands-on manipulative activities may be conducted in the lab, shop or classroom), 3) attendance and 4) professionalism.

To earn credentialing in the DTNA Finish First elective, a student must earn a passing score of at least 80% in each of the required IOLs and earn a passing score of at least 80% of the total available points in each of the four areas:

- classwork, including the test and IOLs
- lab work, including all required lab tasks
- attendance per UTI policy and standards
- professionalism per UTI policy and standards

Students have three opportunities to pass a given IOL with a score of at least 80% during the course. A student cannot be credentialed in the DTNA Finish First elective if a student scores less than 80% in any of the four areas or less than 80% on any of the IOLs. A student can pass a UTI/ DTNA Finish First course and not earn credential.

### **CUMMINS ENGINE**

To earn credentialing in the Cummins Engine elective, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. Students must complete all IOL required by Cummins to receive their qualifications. A student can pass a UTI/Cummins course and not earn a credential.

### **MERCEDES-BENZ ELITE START**

A student in the Mercedes-Benz ELITE *START* program must achieve an 80% in class, lab and all web-based tests (each considered separately) to be considered credentialed by MB in those subjects. However, a student can still meet UTI standards and graduate from the program, but will not receive MB credentialing unless they meet the manufacturer's standards.

### **HONDA PACT**

To earn credentialing in the Honda PACT elective, a student must earn an 80% or greater on all on-line courses and receive a passing score on all lab skills demonstrations. A student can pass a UTI/PACT course and not earn a credential.

### **NISSAN NATT**

Students enrolled in the Nissan NATT elective are required to achieve an 80% or greater on all written tests and receive a passing score in lab to be eligible for a credential. A student can pass a UTI/NATT course and not earn a credential.

### **TOYOTA TPAT**

Students enrolled in the Toyota TPAT program are required to achieve at least 80% in class work and 80% in lab work in each OEM curriculum section of the TPAT elective courses to be eligible for graduation from those programs. Upon successfully completing all requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

## FORD CLASSIFICATION STANDARDS

Upon completion of the FACT elective, a student may be classified by Ford as:

**Program Graduate Student** – A FACT student who has earned all of the Ford credentials offered through the FACT elective training program and has met all UTI/NASCAR Tech standards.

**Program Completed Student** – A FACT student who has earned a minimum of the basic electrical and electronics credentials and completed the FACT Program according to UTI/NASCAR Tech standards. Students who earn this designation will only receive credit for the eligible credentials they have earned at the 80% classroom and lab evaluation grading standard.

## CUMMINS ENGINE CLASSIFICATION STANDARDS

Upon completion of the Cummins Engine Program, a student may be classified as either a program graduate or a program completed student.

**Program Graduate Student** – A student who has earned all the Cummins Engine certifications offered, completed all CVCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- > Completed 100% of the Cummins certifications through the Cummins Engine Program.
- > Achieved 84% or better in classroom and 90% minimum in lab evaluation.
- > Completed all CVCs/web-based training required by Cummins.

**Program Completed Student** – A student who has earned a minimum of the BETT/Insite certification and CVCs, and completed the Cummins Program according to UTI standards.

## CUMMINS POWER GENERATION CLASSIFICATION STANDARDS

In order to be considered a Cummins Power Generation graduate by Cummins, students in the elective are required to meet separate objectives. In order to receive Cummins Power Generation qualifications, a student must meet the objective of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Power Generation Program a student may be classified as either a program graduate or a program completed student.

**Program Graduate Student** – A student who has earned all the Cummins Power Generation certifications offered, completed all CLCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins Certifications through the Cummins Power Generation Program.
- Achieved 84% minimum in classroom and 90% minimum in lab evaluation.
- Completed all CLCs/web-based training required by Cummins.

**Program Completed Student** – A student who has earned a minimum of the BETT certification and CLCs, and completed the Cummins Program according to UTI standards.

Student progress reports are issued at the completion of each course and distributed at the beginning of the next course. Sponsoring agencies are mailed a copy of the progress reports on a scheduled basis.

## TRANSCRIPTS

UTI maintains a full record of all course attempts for each student. Only the student's successfully completed courses will appear on the official transcript. However, all attempts will be reflected on the student course listing. In instances where a course was successfully completed more than once, the attempt with the highest

course grade will be included in the calculation of the CGPA and attendance rate. Within two weeks of graduation, each student will receive two copies of his or her official transcript. Additional certified copies may be obtained anytime thereafter for a nominal charge by contacting the school. Unofficial transcripts are available free of charge. The school reserves the right to not issue or award graduation documents and transcripts to a student until all financial obligations to the school have been satisfied.

## **PROGRAM CHANGES**

Upgrades or downgrades to programs must be made through the Student Support Services or Employment Services Department. Revisions to existing enrollment agreements and tuition schedules must be completed before enrollment in a program is official. A program change may affect a student's financial aid eligibility.

A student may upgrade his or her program at any time and be charged the price per course in effect at the time of original enrollment for all remaining courses in the new program. If a student completes the upgrade within the first three courses (nine or 12 weeks), he or she will be charged the price per course in effect at the time of original enrollment for all courses in the new program, including previously completed courses. The upgrade tuition amount cannot be less than the price of the same program at the student's original time of enrollment or exceed the current tuition cost for the same program. Therefore, the tuition for the upgraded program will be adjusted to reflect the appropriate program cost. In some cases, new elective programs are set up with special pricing structures. In those cases, students adding or upgrading their programs will be charged only flat rates, which will be added to the original program cost.

Before the completion of the first nine weeks of class (12 weeks for a four-week course schedule), a student may reduce or downgrade his or her program and be charged the tuition price at the time of enrollment.

After the completion of the first nine weeks of class (12 weeks for a four-week course schedule), a student who wants to shorten or downgrade the program will be subject to the price per course in effect at the time of the program change, which includes previously completed courses. The downgraded program tuition cannot exceed a student's time of enrollment tuition in the longest program in which the student has been enrolled. If the new tuition exceeds a student's time of enrollment tuition in the long program, the tuition will be reduced to the student's cost in the long program.

A \$100 administrative fee will be charged for each program downgrade requested after completion of the first three courses (Arizona, California, Florida, Massachusetts and Texas campuses only). The administrative fee cannot be covered by financial aid and must be paid prior to processing the change.

Program changes are at the discretion of the school and can be denied due to but not limited to excessive absences, space availability, ability to meet Maximum Timeframe expectations in the new program, and any balance owed the school. The Institute cannot allow a change into a program no longer offered by the school or the school is no longer licensed and accredited for.

## **CLASS SIZE**

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment is 30 students. On occasion, when the maximum is exceeded, UTI will provide an additional instructor to maintain the appropriate student-to-instructor ratio.

## **CLASS TIME/SESSION CHANGES**

Permanent class time changes must be requested through the Scheduling Coordinator. For a session change, a student will be required to provide documentation supporting the reason, such as work schedule, child care availability issues, or transportation.

Temporary class time changes should be requested through the Instructor or Education Manager. All requests must be received at least one day prior to the date of the change and will be accepted or denied based upon space availability in the class. The Institute reserves the right to change a student's class time so class sizes may be properly scheduled.

## **SELF-STUDY/OUTSIDE-OF-CLASS WORK**

The type of work expected of a student outside of class may vary depending on the course and the student's progress in the course. Approximately 10% of the quiz and test questions are based upon self-study assignments. As a result, approximately 10% of a student's class grade is based upon self-study. Failure to complete self-study assignments may result in a lower academic grade.

## **CHALLENGE COURSE CREDIT AND CAMPUS TRANSFER CREDIT**

UTI may award course credit for challenge exam credit. A student may take a challenge exam if he or she has taken an equivalent course at another school and/or has relevant work experience. In both scenarios, the student must pass a challenge exam for the UTI course status to be updated to "tested out." Courses with the tested out status will not be included in MTF pace of progression, CGPA or attendance rate calculations.

A student or sponsoring agency may request challenge exam credit for any course except Automotive Engines and Repair (ADTC-101) and all courses in the Collision Repair & Refinish Technology program, for which no challenge course credit will be granted. If the request occurred prior to completion of the first course period of attendance, program tuition will be decreased based on the number of approved challenge tests the student passes. Challenge requests made after the completion of the first course period of attendance will not decrease program tuition.

Directly related previous work experience of a minimum of two years and/or directly corresponding education are required to satisfactorily attest to the potential for course credit. Credit hours granted from challenge exams do not count toward earned credit hours in computing the cumulative grade point average. All requests for challenge exam credit must be made through the Education Director or Education Manager. Students may take only one challenge test per course. They cannot take challenge tests for courses previously taken for credit. Only a maximum of four courses may be challenged for credit for all challenge-eligible programs. There are no charges or fees for requesting challenge exam credit.

Per the standards of our accrediting body, Accrediting Commission of Career Schools and Colleges (ACCSC), a student may "transfer in" no more than 75% of the program's credits from another campus (25% of the program must be completed at the campus where the student will earn his diploma/degree). The 25% rule was established to maintain the integrity of accredited institutions and ensure students receive appropriate training for their tuition dollars.

For UTI students, the 25% rule affects how and when a campus transfer can occur. For example, if a student is enrolled in a program that is 100 credits, he or she must complete at least 25 of the credits at the campus from which he or she will graduate. In most situations this prevents the transfer from one campus to another solely to complete an elective program, because the UTI elective programs may not be 25% of the total combined program. Here is a more detailed example:

A student enrolls in the Automotive Technology program at campus 1. The program is 73 credits. When the student finishes the program, he or she plans to go to campus 2. to complete the Ford FACT training elective. The combined credits for the Automotive Tech + FACT program total 93.5. In this case the FACT portion of the program is only 22% of the total program, an insufficient percentage for the student to receive a diploma from campus 2.

The student has two options. The first: If the student plans to participate in an elective program not offered at the original campus, he or she may transfer to the campus offering the elective before completing the entire Automotive Technology core program. This way the number of credits taken at the second campus comprises more than 25% of the total. The second option: If the student plans to graduate and return later, he or she may repeat enough classes at the second campus to bring the total to 25%. For graduates, the repeat courses can be completed at no charge. Depending on the length of the elective program, the student could be required to complete as few as one class or as many as three. For more information, students are encouraged to visit the Student Development Advisor or designee.

**Note:** Any student using veterans education benefits must undergo an evaluation for all potential challenge and transfer course credit to comply with Veterans Affairs (VA) requirements. Challenge credit will be granted based on successfully completing an examination. All appropriate credit will be allowed and recorded on the student's enrollment record, with the length of the course/program reduced accordingly. UTI must notify the VA that all education and prior training for each VA student has been evaluated and credit granted where appropriate.

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# RULES AND REGULATIONS

## STUDENT CODE OF CONDUCT

UTI's success depends on many factors, including the quality of its instruction, the employment of its graduates and the image its students project. From the day a student starts at UTI, he or she becomes part of a proud tradition and, as part of that tradition, we expect that student to want to share in the benefits of that reputation for years to come.

There is more to being a successful technician than learning the skills in class. Qualities such as dependability, appearance, positive attitude and good attendance are as important to any employer as the technical knowledge the employee possess. The rules listed below will help develop the qualities necessary to become a successful student and employee.

UTI reserves the right to impose a variety of disciplinary actions, including suspension or permanent termination from school, on any student whose behavior —on or off campus —violates the Code of Conduct outlined in this guide. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated. Disciplinary action may be taken under this Code of Conduct regardless of whether that conduct also involves an alleged or proven violation of law. Specific instances of misconduct include, but are not limited to the following:

### DRUGS/ALCOHOL

Drug use, substance abuse or possession of drugs, drug paraphernalia or alcohol while on or off UTI property or during Institute activities is not tolerated. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI's Substance Abuse Prevention Policy included in this guide. UTI also works cooperatively with police and drug/alcohol agencies to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs.

### GUNS / WEAPONS

Possession of guns or weapons on campus (in parking lots, vehicles, etc.) is not permitted except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Any knife with a blade longer than 2 inches is considered a weapon and not permitted on campus.

### ILLEGAL ACTIONS

Any action in violation of federal, state or local laws on or off campus is not tolerated.

### DISRUPTIVE BEHAVIOR

Any type of disruptive behavior is not tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission.

### FIGHTING

Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed towards UTI staff is not tolerated on or off campus.

### VANDALISM

Vandalism of Institute or personal property of students or staff on or off campus (including apartment complexes) is not tolerated.

**THEFT**

Stealing or possessing stolen property on or off campus is not tolerated.

**POSSESSION OF STOLEN PROPERTY**

Possessing property known to be stolen that may be identified as property of UTI or any other person or business is not tolerated.

**DESTRUCTION OF PROPERTY**

Destruction of Institute or personal property of students or staff on or off campus is not tolerated.

**CIVIL DISTURBANCE**

Any conduct that involves disturbing the peace of the Institute and/or the local community is not tolerated. Disturbing the peace under such circumstances can be defined as, but is not limited to, disorderly conduct and failure to comply with the directives of law enforcement or Institute officials. This includes loud exhaust and stereos.

**SPEEDING / RECKLESS DRIVING / EXCESSIVE NOISE**

Excessive speed and noise of student motorcycles and cars on and around campus is not tolerated at any time. Please help us honor our neighbors and community by riding and driving in a professional manner. Reckless operation on and around the campus may result in disciplinary action ranging from a grade reduction up to and including termination. Speed is not to exceed 5 miles per hour on campus.

**UNPROFESSIONAL BEHAVIOR**

Any type of behavior on or off campus that is contrary to the Institute's mission to provide premier professional technician training is not tolerated. Unprofessional behavior includes, but is not limited to, cursing, using vulgar or offensive language, not following instructions, dishonesty, antagonizing behavior, spreading rumors, and being disrespectful to others.

**CHEATING & PLAGIARISM**

Any form of academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student's or other source's information or test material.

**PHOTOGRAPHY & AUDIO OR VIDEO RECORDING**

Audio or video recorders, cameras or any other electronic reproduction devices are not permitted in the classroom unless used pursuant to an accommodation plan issued by Student Services. Unauthorized photography or the audio/video recording of Instructors, other UTI staff or other students without their consent is not permitted by Company policy. UTI will abide by any state, local or federal laws that require UTI to allow recordings.

**LAPTOP COMPUTERS**

The use of laptop computers is allowed during class time for the purpose of note-taking only. Laptops or any other electronic devices are not allowed during tests or quizzes. Please see an Education Manager for the Laptop Computer Agreement.

## **CELLULAR PHONES AND PAGERS**

Cellular phones and pagers are to be turned off and out of sight while students are in class. Cell phone usage is only allowed during official break times or in the case of an extreme emergency with prior authorization from Instructors.

## **ATTITUDE**

Proper attitude must be shown at all times. Profanity; derogatory comments; and racial, ethnic or sexist remarks are not tolerated between students or from students to staff. Such conduct is grounds for termination.

## **SMOKING/CHEWING TOBACCO**

Smoking/chewing tobacco is only allowed in designated areas.

## **FOOD**

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in labs, computer labs or shop areas. Food is also not allowed in the classrooms unless the campus specifically allows students to eat in the classrooms during lunch or break times to accommodate campus space limitations. Students are allowed to bring drinks into the classroom during class time (some restrictions may apply). Littering on campus is subject to disciplinary action.

## **MINI AND POCKET BIKES**

Mini and pocket bikes are not allowed on campus.

## **SKATEBOARDING**

Skateboarding is prohibited on campus.

## **TEST DRIVE/TEST RIDE**

Test drives and test rides are prohibited. Vehicles are not to be removed from campus property. Training vehicles may only be driven in and out of labs when supervised by the instructor.

## **STUDENT PROPERTY**

The Institute bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school premises or during any school activities. Additionally, the school has no responsibility with respect to any disputes arising between students or for any damages or injuries arising therefrom.

## **VACCINATION POLICY**

The school recommends the student receive the following vaccinations or immunizations within the 12 months immediately preceding the start of the student's program of study at the school:

- tetanus-diphtheria
- polio series
- mumps
- rubella
- chickenpox
- two (2) rubeola
- varicella
- hepatitis-A
- hepatitis-B

## UTI DRESS CODE

UTI maintains a professional dress code for all students for reasons of safety as well as meeting industry standards for professionalism.

To best prepare students for the industry, the following standards apply:

- All students must wear approved apparel sold by the school. Shirts must be kept clean, mended and tucked in. Additional shirts may be purchased from the school. The UTI uniform shirt must be at least buttoned from the third fastener down. Female students must wear the uniform shirt in the appropriate manner and have no skin or cleavage showing.
- All “hoodies” (i.e., hooded jackets / garments) are prohibited unless disclosed otherwise by the campus. Please contact the campus Student Services Department for specific guidelines regarding outerwear (jackets, hoodies, etc.).
- No mouth grills (gold, silver, etc.) are allowed to be worn on campus. They must be removed prior to the start date.
- Unless a student is wearing a UTI uniform sweater or a jacket front zippered or buttoned, a UTI T-shirt or UTI button-down shirt with collar must be the outermost layer of garment.
- Pants are to be clean and without holes of any kind. Dickies pants (black or blue) are preferred. However, blue jeans and work pants are acceptable. Pants are to be worn at the waist line and supported with a black or brown belt. Sagging pants are not allowed on campus.
- No pants frayed in the cuff are allowed on campus.
- Pants cannot drag on the ground. They should fit neatly over the boots.
- Black or brown belts must be worn with the UTI uniform. Designer belts with studs or beads are not allowed.
- Multicolored pants, cut-offs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab.
- Male students must be clean-shaven or keep beards and mustaches neatly trimmed.
- Only baseball type caps featuring a UTI logo are permitted and must be worn with the bill facing forward while on campus. The wearing of these caps is only allowed in areas designated by the school. Do-rags, bandanas, visors, skull caps or pantyhose-type caps are prohibited. However, only during winter months, a knit black or blue skull cap featuring a UTI logo may be worn when lab area temperatures fall consistently below 70 degrees Fahrenheit. Note: This is campus specific. Please contact the campus to ensure UTI hats are allowed on campus.
- Students must wear black or brown leather work shoes or boots of a traditional work boot/shoe style. They must not be styles that resemble casual, dress or tennis shoes.. No fabric, canvas or synthetic uppers are allowed. Oil resistant soles are required. Pants must be worn on the outside of the boots. **NOTE:** For safety reasons, shoes and boots must be fully and properly laced and tied at all times.

Students violating the Dress Code are subject to immediate dismissal from class and charged with the absence. Repeated violation of the Dress Code can result in suspension.

## HAIR REQUIREMENTS

Haircuts must comply with professional and safety standards as determined by the school. No outlandish hairstyles are permitted. The Campus President, Education Director(s) and/or the Student Services Director will review unresolved disputes concerning the hairstyle policy on a case-by-case basis and make a final determination.

## **MALE STUDENTS – HAIR COMPLIANCE**

Hair must be clean, combed, neatly trimmed and well groomed at all times. No shaving of the sides only (as in a Mohawk style), ponytails (unless previously authorized by school administrators via documentation of religious affiliations), jewelry or beads attachments, or designs etched into hair or scalp.

Braided or “cornrow” hair is allowed provided the hair is clean, neat and tight to the head. The true length of hair cannot be longer than the top of the work shirt collar. If the true length does touch the work shirt collar, the student will receive downgrades until it is corrected and ultimately fail the course if it remains uncorrected.

### **General rules to follow:**

- True length of hair cannot touch or hang below the top edge of the work shirt collar.
- Rubber bands, hair ties or any other device cannot be used to hold the hair above the collar.
- Hair cannot fall below the eyebrows in the front or the midpoint of the ear on the sides, or stand up more than 2 inches in height.
- Hair may be dyed provided the color(s) are natural and, if highlighted, are subtly blended with no more than two colors

## **FEMALE STUDENTS – HAIR COMPLIANCE**

Hair must be clean, neat and contained away from the face and eyes or pulled back from the face and eyes so it does not pose a safety threat. Generally, this means the hair must be fastened securely to the back of the head or held away from the face in all lab situations.

### **General rules to follow:**

- No shaving of the sides only (as in a Mohawk style).
- No jewelry or beads or designs etched in the hair or scalp.
- Hair may be dyed provided the color(s) are natural and, if highlighted, are subtly blended with no more than two colors.
- Hair should be placed in a bun or a single ponytail.
- Ponytails should be tucked into the shirt during labs.

## **GENERAL RULES FOR ALL**

- Students are allowed to have only one post or stud type earring per ear. Dangling earrings, hoops and other visible body piercing (including facial and tongue piercing) are not allowed. Ear piercings larger than standard earrings (typically no larger than a dime) must be plugged with solid black or brownplugs ). Even with these color plugs, piercings that are extremely large or outlandish and unprofessional as determined by the Campus President, Education Director(s) and or Student Services Director are not allowed.
- ID badges must be worn at all times when on campus. The badge must be above the waist on the outermost layer of clothing and can easily be viewed by any staff member.
- No vulgarity or profanity may be displayed on any article of clothing, the student, or his or her vehicle if parking at or near the campus.
- Drug- or gang-related materials worn, flashed or otherwise displayed, whether intentional or not, are not acceptable and will be dealt with as violations.
- No gang-related hats, baseball type caps or other headgear may be worn on campus or at school activities.
- No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus.
- No gang-related tattoos can be visible. If a student has one, it must be covered by clothing.

- No gang-related bumper stickers or decals can be on student vehicles while parked on campus.

**Note:** Some campuses may have stricter dress code and hair requirements. Please consult the Student Services Department for local dress code information.

## **DISCIPLINARY ACTIONS**

### **WRITTEN NOTICE**

A written statement to the student that UTI's regulations have been violated with the possibility that stronger disciplinary action could occur in the event of future violations.

### **REMOVAL FROM CLASS**

A student can be subject to removal from class. This can be done by the Instructor, Education Manager, Education Director, Assistant/Director of Student Services, Director of Student Experience, Student Affairs Advisor, or Campus President. Such students are required to go to the Student Services department for advisement related to absence for the remainder of the course to avoid withdrawal from school. The attendance and professionalism grade of the student will be affected. The repeat fee policy will apply if the student is removed for the remainder of the course.

### **RESTITUTION**

Repayment for damage to or theft of property may take the form of repairing or replacing property. Failure to do so may result in further disciplinary action.

### **PROBATION**

A student's on-campus activities may be limited for a specified period of time. The student is advised in writing of probable suspension or termination for further violations.

### **SUSPENSION**

A student may be suspended due to a violation of the Code of Conduct, attendance policy, academic standing or policy guidelines, or for other performance or behavioral problems. The suspension will result in a withdrawal from school and discontinuation of financial aid eligibility. A student who is suspended must re-enroll and complete a new Enrollment Agreement after the suspension period.

### **TERMINATION**

Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a violation of UTI rules including, but not limited to, theft, cheating, illegal drug use, behavior that jeopardizes the safety of others, or more than one suspension for academic standing policy or attendance violations. Students who violate the CGPA or MTF pace of progression requirements under our Satisfactory Academic Progress policy at the end of a Financial Aid Probation period or Financial Aid Warning period without a successful appeal will be terminated and must appeal to re-enroll (see SAP policy for more details). Students who are terminated from UTI must be approved for re-admittance through the appeals process. Students who are terminated from the school and fail an appeal request cannot re-enroll.

## **UTI STUDENT AND VISITOR INTERNET ACCESS (U-WEB) ACCEPTABLE USE POLICY**

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or

other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

### **THE U-WEB ACCEPTABLE USE POLICY PROHIBITS THE FOLLOWING:**

1. Using the Service to transmit any material that intentionally or unintentionally violates any applicable local, state, national or international law, or any rule or regulations promulgated thereunder.
2. Using the Service to harm or attempt to harm other persons, businesses or other entities.
3. Using the Service to transmit any material that threatens or encourages bodily harm or destruction of property or harasses another.
4. Using the Service to make fraudulent offers to sell or buy products, items, or services or to advance any type of financial scam.
5. Adding, removing, or modifying identifying network header information in an effort to deceive or mislead.
6. Attempting to impersonate any person by using forged headers or other identifying information.
7. Using the Service to transmit or facilitate any unsolicited commercial email or unsolicited bulk email.
8. Using the Service to access or attempt to access the accounts of others, or to penetrate or attempt to penetrate security measures of the Service or another entity's computer software or hardware, electronic communications system or telecommunications system, whether or not the intrusion results in the access, corruption or loss of data.
9. Using the Service to transmit any material that infringes any copyright, trademark, patent, trade secret or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material; the digitization and distribution of photographs from magazines, books or other copyrighted sources; and the unauthorized transmittal of copyrighted software.
10. Using the Service to collect or attempt to collect personal information about third parties without their knowledge or consent.
11. Reselling the Service.
12. Using the Service for any activity that adversely affects the ability of other people or systems to use the Service or the Internet. This includes "denial of service" (DoS) attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited. It is Your responsibility to ensure Your network is configured in a secure manner.
13. Using the Service for high volume or commercial use. The Service is intended for Your personal use, including periodic, active use of e-mail, newsgroups, file transfers, Internet chat, messaging and browsing of the Internet. You may stay connected to the Service so long as You are actively using the connection for the above purposes. You may not use the Service on a standby or inactive basis in order to maintain a connection. Accordingly, UTI maintains the right to terminate Your connection following any extended period of inactivity.
14. Using the Service to display, distribute or print any kind of image or document that may be construed as sexual harassment or harassment because of gender, race, age, religion, national origin, disability, marital status, sexual orientation or other protected basis on any computer system.
15. Using the Service for any sexually explicit use, whether visual or textual. You shall not view, transmit, retrieve, save or print any electronic images or files that may be deemed sexually explicit.

The restrictions provided above are not exhaustive but are provided in an attempt to provide framework for the types of activities that fall into the category of unacceptable use of the Service.

## **INDEMNIFICATION**

You agree to indemnify, defend and hold harmless UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners from any and all third-party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or related to Your access or use of the Service, any content You transmit through the Service, Your violation of this Policy, or Your violation of any rights of another. This means, primarily You agree You are responsible to pay for any costs or damages that result from Your use of this service and You agree to reimburse or pay for any damages or costs that UTI might incur as a result of Your use. Your indemnification obligations under this Policy shall survive any termination or expiration of the Policy.

## **FILTERING AND LOGGING**

UTI uses an Internet content filtering and monitoring application that may log Your usage of the Service and prevent access to certain inappropriate websites. These sites may include shopping sites, gambling sites, pornographic sites, hacking sites, etc. Your attempted access to these restricted sites by users may be logged and periodically reviewed by UTI. In appropriate circumstances, UTI at its sole discretion reserves the right to review and/or monitor any transmissions sent or received through the Service,.

## **DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY**

### **LIMITATION OF LIABILITY**

You assume total responsibility for use of the Service and the Internet, and access the same at Your own risk. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners have no responsibility whatsoever for the content accessible or actions taken on the Internet and the Service, and shall not be liable to You for any direct, indirect, incidental, special or consequential damages of any kind including but not limited to any loss of use, business and/or profit arising out of or related to the Service or this Policy. Under no circumstances will UTI and/or its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service be liable to You or any third parties for any amount. This section of the Policy shall survive any termination or expiration of the Policy.

### **DISCLAIMER OF WARRANTIES**

The Service is provided on an "as is" and "as available" basis. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners make no warranty of any kind — written or oral, statutory, express or implied — including any warranty of merchantability, infringement or fitness for a particular purpose. No advice or information given by UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service shall create a warranty. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners do not warrant the Service will be uninterrupted, error-free, or free of viruses or other harmful components. This section of the Policy shall survive any termination or expiration of the Policy.

### **REVISIONS TO THIS ACCEPTABLE USE POLICY**

UTI reserves the right to revise, amend or modify this Policy, or implement additional policies and agreements at any time and in any manner. Notice of any revision, amendment, modification or update will be either provided directly to You or posted on the Service.

## **COPYRIGHT INFRINGEMENT**

Copyright laws protect an author's original works. This includes but is not limited to books, photographs, music, art, schematics, movies, media, software and databases. It is a violation of copyright law to use peer-to-peer file-sharing networks to download or share copyrighted works without permission from the owner. It is a violation of copyright law to make or receive an illegal copy of a downloaded work. Students shall obtain permission prior to utilizing any copyrighted materials. Any copyright infringement occurring in connection with a student's

enrollment or usage of UTI property is a violation of the Code of Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the school, up to and including termination. The student is also subject to a referral by the school to legal authorities and face possible civil penalties of \$750 to \$30,000 per violation and criminal penalties, which may include imprisonment for up to 5 years and fines of up to \$250,000 per violation.

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## **CLASSROOM AND FACILITY SAFETY RULES**

Safety is everyone's responsibility. The Institute strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local regulations.

### **SAFETY IN CLASSROOMS AND LABS**

Students, staff and instructors are required to wear clear lens safety glasses or prescription glasses with side shields at all times during labor shop instruction. Safety glasses must be rated Z-87 or higher (per OSHA).

Approved safety glasses are sold at the campus. Students are expected to:

- Wear clothing that does not confine movement but is not so loose it could get caught in moving equipment.
- Wear safe, non-slip shoes and keep them tied.
- Not engage in horseplay while on campus.
- Utilize good judgment and common sense (essential when one's personal safety is at stake). If a student has any doubt about whether a condition, a motion or a job is unsafe, DON'T DO IT.

### **VEHICLE OPERATION CODE**

All cars, trucks and motorcycles must be operated in a safe, quiet, courteous and professional manner (e.g., NO wheelies, stoppies, burnouts, squealing, chirping or sliding tires, loud exhaust noise, loud stereo noise, high speed and/or rpm) on and around the campus. This includes the parking lot, entrances and exits, and streets and roads around the school. This policy is strictly enforced and for the safety and courtesy of students, staff and visitors of the campus as well as out of respect for our community.

Failure to operate a vehicle within the posted speed limits on campus or operating a vehicle in an unsafe or loud manner as described above will result in a reduced professionalism grade and/or possible suspension or termination from school.

These penalties will be over and above any distributed by the local law enforcement officials patrolling the areas around the campus.

### **PARKING**

All students and staff members are responsible for proper parking of their vehicles. All student cars must be registered and the school parking sticker/tag (if applicable) must be properly displayed. Unregistered vehicles are subject to towing. The maximum speed limit on campus is 5 mph and pedestrians have the right-of-way at all times. A 15 mph speed limit is in effect in all school zones on public streets. Students should follow all posted speed limit and other traffic signs. Some states, such as California, require all students to register their vehicles with the state even if the vehicle already is registered in another state. Please check with the state Department of Motor Vehicles for more information.

The Institute will make every effort to protect all vehicles and property. However, the Institute assumes no responsibility for the protection of any vehicle or its contents while on campus.

The Institute reserves the right to impound or have impounded, without notice, any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of Institute traffic or parking regulations. The vehicle owner will be responsible for the costs involved in removing, impounding and storing such vehicles.

Student parking is permitted in designated areas only and must not obstruct walkways or block onsite storage containers. There is no overnight parking in the parking lot. Taking up two parking spaces and parking a motorcycle in a car space are not allowed. Motorcycles should park in designated motorcycle parking spots only.

In the event of car trouble, please notify the Education Director, Facilities Manager or an Education Manager as soon as possible.

Violators of the parking policy may be subject to a fine and a reduced professionalism grade.

Recreational activities such as football, hacky sack and frisbee playing are not allowed in the parking lots.

## **CAMPUS SAFETY POLICY/ANNUAL SECURITY REPORT**

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to providing a safe environment for students, faculty, staff and visitors at all Universal Technical Institute and NASCAR Technical Institute facilities (collectively "Facilities"). This commitment includes providing information about campus security to prospective and current students. Each year by Oct. 1, UTI publishes an Annual Security Report that includes but is not limited to the following information:

- Reporting procedures for emergency situations and criminal activity on and around campus
- UTI's response plans, including information about timely warnings and emergency notification/evacuation procedures
- General information about security procedures and practices, and training and resources available to staff and students
- UTI's Substance Abuse policy and information about prevention and education/rehabilitation programs
- UTI's Sexual Assault policy, procedures to report an assault and resources available to victims
- Details on how to obtain information about sex offenders in the area around the campus locations
- Each campus's annual disclosure of crime statistics (in which we report crimes for the past three years both on campus and in the public areas immediately surrounding the campus)

The Campus Safety policy and statistics are available at [www.uti.edu/disclosure](http://www.uti.edu/disclosure). Paper copies may be obtained by request through the campus's Director of Student Services/Experience or designee.

Additional information on local area crime statistics or information on sexual offenders can be obtained by contacting the local law enforcement agency in the area where the student is attending classes.

## **SUBSTANCE ABUSE PREVENTION POLICY**

As noted in the Annual Security Report, UTI supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI's Substance Abuse Prevention Policy in this guide. A violation will result in UTI taking appropriate action up to and including termination.

## **PURPOSE**

Universal Technical Institute, Inc. and its subsidiaries (collectively, "the Institute") is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professional technicians and an industry leader in the postsecondary technical education industry.

The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To continue achieving its historically high placement rate;
- To reduce the number of accidental injuries to persons or property;

- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body.

## **DRUG AND ALCOHOL POLICY**

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

***THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.***

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card in California, Arizona or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, UTI will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. In addition, the Institute may discipline its students for off-campus activities that include the illegal use of alcohol or drugs.

The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the campus location below.

### **Arizona**

[www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp)

### **California**

[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

### **Florida**

[www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XXXVI](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Index&Title_Request=XXXVI)

### **Illinois**

[www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

### **Massachusetts**

[www.mass.gov/legis/laws/mgl/index.htm](http://www.mass.gov/legis/laws/mgl/index.htm)

### **North Carolina**

[www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl](http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl)

### **Pennsylvania**

[www.pacode.com/secure/browse.asp](http://www.pacode.com/secure/browse.asp)

### **Texas**

[www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the web site of the U.S. Drug Enforcement Administration at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

The Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Below is a list of some potential health risks:

## **ALCOHOL**

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

## **DRUGS**

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program.

## **SUBSTANCE ABUSE PREVENTION POLICY – GENERAL PROCEDURES**

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to the Student Services Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. Such investigation may include

appropriate drug and/or alcohol testing. As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware the Institute may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by UTI indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy.

Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, UTI MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the Institute
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities
- When the Institute receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.

- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program.

## **DRUG TESTING PROCEDURES (RANDOM/FOR CAUSE)**

As part of the Institute's efforts to ensure a drug- and alcohol-free environment, random drug tests are conducted on a regular basis. Every three to six weeks approximately 1% to 2% of the student body may be randomly tested for illegal substances. The Institute also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the Institute's discretion:

- Immediate dismissal from school for the remainder of the current course. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the Institute and enrolled in a program prior to resuming Institute enrollment.

**NOTE:** The time taken to enroll in a program will determine whether the student merely "attendance fails" a class or is suspended or terminated from the Institute for violation of attendance policies.

- The student must follow the assignment of the evaluator and provide evidence of compliance with those assignments.
- The student must sign a release form at the treatment center giving the Institute access to information regarding his or her progress in the treatment program.
- The student must earn a certificate of completion or similar documentation, which must be submitted to the Institute prior to receiving any official graduation documents.
- The student must provide the Institute with confirmation from the approved program that the student is capable of safely returning to the school class/lab environment.

Failure to complete the drug treatment program in a timely manner, as determined by the Institute, may be cause for withdrawal from the Institute until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the Institute, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Advisor on a regular basis (frequency determined by Advisor) and show proof of continued attendance or completion of the drug education program at each meeting.
- The student is subject to on-demand drug testing, as determined by the Institute.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from course repeats.

Failure to abide by the established guidelines will result in termination of training at the Institute.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the Institute. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to the Institute.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## **AVAILABLE COUNSELING/ASSISTANCE/REFERRALS**

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

Drug and alcohol abuse seminars or awareness workshops may be scheduled intermittently throughout the year and notices are posted on student bulletin boards. Pamphlets and general information regarding illegal drugs and alcohol abuse are available in the Student Services Department. A list of referrals for outside agency assistance, assessment and counseling are available in the Annual Security Report and through the Institute Advisor's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the Student Services Department.

## **NOTICE OF NONDISCRIMINATION**

UTI does not discriminate against or tolerate the harassment of any potential applicant, applicant or student on the basis of race, color, national origin, sex, religion, disability, age or any other legally protected status in the provision of its courses, programs, services or activities. In addition, UTI is committed to making reasonable, appropriate and effective accommodations and/or modifications in policies, practices and procedures and to providing auxiliary aids and services where necessary for all potential applicants, applicants and students with disabilities in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and applicable state and local laws and regulations. Contact the Director of Student Services/Experience at the campus with any inquiries regarding UTI's nondiscrimination policies. Contact the Title IX Coordinator with any inquiries or reports related to discrimination or harassment on the basis of sex. The Title IX Coordinator currently is Vice President of Corporate Compliance, Universal Technical Institute, Inc., 16220 N. Scottsdale Road, Suite 100, Scottsdale, AZ 85254, 623-445-9348.

## **STUDENTS WITH DISABILITIES**

Except where excused as a matter of law, UTI is responsible for:

- Ensuring effective communication with potential applicants, applicants and students with disabilities. This may include, upon request, providing information through sign language interpreters or other accessible means.
- Ensuring courses, programs, services and activities at its campuses are provided to potential applicants, applicants and students with disabilities in the most appropriate integrated settings.
- Evaluating potential applicants, applicants and students on their actual abilities rather than presumptions as to what individuals with disabilities can or cannot do.
- Ensuring that UTI will not use any test or criterion for admission that has a disproportionate, adverse effect on handicapped persons or any class of handicapped persons unless that test or criterion has been validated as a predictor of success in the education program or activity in question and alternate tests or criteria that have a less disproportionate, adverse effect are not available.

- Providing or arranging, through the Director of Student Services/Experience or designee, reasonable accommodations, reasonable modifications of policies, practices and procedures and/or appropriate auxiliary aids and services for potential applicants, applicants and students with disabilities in connection with its courses, programs, services or activities, including examinations. The School will also take sufficient steps to ensure students are aware of these auxiliary aids. These accommodations will be provided at no additional cost to the student.
- Maintaining appropriate confidentiality of records and communication, except where disclosure is permitted or required by law or when the potential applicant, applicant or student with a disability requests and consents in writing to the sharing of information beyond the individual and Institute personnel.
- Ensuring the school will not make a pre-admission inquiry as to whether an applicant is a handicapped person.
- Ensuring social organizations do not discriminate against persons on the basis of a handicap.
- Ensuring the school will accept, investigate and respond appropriately to incidents of misconduct or harassment (e.g., bullying, hazing, teasing) due to any handicap.

Except where excused as a matter of law, each potential applicant, applicant and student with a disability is responsible for:

- Meeting all requisite qualifications and maintaining essential institutional standards for participation in the Institute's courses, programs, services and activities.
- Requesting an accommodation, modification or auxiliary aid or service when needed and seeking information, advice and assistance regarding a reasonable and appropriate accommodation, modification or auxiliary aid or service as necessary in a timely fashion.
- Demonstrating and/or providing in a timely manner necessary documentation from an appropriate health care professional of one's disability and how the disability limits participation in courses, programs, services and activities.
- Following published procedures for obtaining reasonable accommodations and modifications, academic adjustments and/or auxiliary aids and services, which includes providing the approved accommodation plan to the instructor of each course in which accommodations are requested.

Both the Institute and potential applicants, applicants and students with disabilities may have rights or responsibilities that are not listed above.

## **HARASSMENT**

All students and employees have the right to learn and work in an environment free from intimidation and harassment because of their gender, race, age, religion, national origin, disability, marital status, sexual orientation and any other legally protected basis. Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") prohibit harassment by employees and students on the basis of any legally protected characteristics. Such harassment is unlawful, violates the Institute's policies and will not be tolerated.

Harassment is verbal, written, visual or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his or her race, religion, age, gender, national origin, disability, marital status, sexual orientation or any other legally protected characteristic and that creates an intimidating, hostile or offensive environment, or unreasonably interferes with an individual's academic or work performance or ability to participate in or benefit from the services, activities or opportunities offered by the Institute.

Harassment may include verbal acts and name-calling; graphic and written statements, including the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment may include activity not intended to harm, is not directed at a specific target or does not involve repeated incidents. Examples of activities that may constitute harassment are epithets, slurs, negative stereotyping, threatening or intimidating acts, and displaying or circulating denigrating jokes or visual or graphic materials that relate to legally protected characteristics.

Individuals who believe they are victims of or have observed harassment by a student, instructor or staff member should bring the matter to a school official's attention using the process outlined below in the Reporting Harassment and Sexual Harassment section. The Institute will take immediate and appropriate action to investigate or otherwise determine what occurred in a prompt, thorough and impartial manner. If an investigation reveals unlawful harassment occurred, the Institute will take prompt and appropriate steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and address its effects.

## **SEXUAL HARASSMENT**

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. Universal Technical Institute prohibits sexual harassment, including sexual violence, by employees and students.

Sexual harassment is unwelcomed conduct of a sexual nature that unreasonably interferes with an individual's work or educational performance; limits a student's ability to participate in or benefit from the Institute's programs, activities, or opportunities; or creates an intimidating, hostile or offensive work or educational environment. A single or isolated incident of sexual harassment may create a hostile environment if the conduct is sufficiently severe.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, unnecessary touching, graphic verbal or visual commentaries about an individual's body, sexually suggestive objects or pictures, sexually explicit jokes, and other verbal, visual or physical conduct of a sexual nature.

Sexual harassment also includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes acts such as rape, sexual assault (forcible and nonforcible), sexual battery and sexual coercion.

Individuals who believe they are victims of sexual harassment by a student, instructor or staff member or believe they have observed sexual harassment should bring the matter to a school official's attention using the process outlined in the Reporting Harassment and Sexual Harassment Section.

The Institute will promptly, thoroughly and impartially investigate any claim of sexual harassment. The Institute will take interim measures to separate the student or employee from the accused harassers or protect the complainant as necessary. If sexual harassment has occurred, the Institute will take prompt and effective steps to end the sexual harassment, prevent its recurrence, and address its effects. In cases of sexual assault (both forcible and nonforcible), the accuser and the accused are entitled to have the other or others present during a campus disciplinary proceeding, and the accuser and the accused are informed of the outcome, which includes the final determination with respect to the alleged offense and any sanction imposed against the accused.

Sanctions may include suspension or termination from school (students) and a final warning with sexual assault training or termination (staff). UTI will also abide by and support any sanctions imposed by law enforcement. For more information, please refer to the Annual Security Report.

## **REPORTING HARASSMENT AND SEXUAL HARASSMENT**

An individual who believes he or she has been the victim of or observed unlawful harassment or sexual harassment should report the incident or incidents in writing or orally.

Students should report any complaints to their Instructor, Education Manager, Education Director, Assistant/Director of Student Services, Advisor, and/or Campus President. Employees should report any complaints to their department manager, Campus President, Campus People Services Director and/or to Home Office People Services. If, for any reason, a student or employee is uncomfortable bringing the matter to the

attention of such school officials, the student or employee should report the matter to the Vice President of Compliance (Title IX Coordinator) at the UTI Corporate office:

16220 N. Scottsdale Road, Suite 100  
Scottsdale, AZ 85254  
623-445-9348

Students may also submit inquiries concerning the application of Title IX to the Office of Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 877-521-2172  
Email: OCR@ed.gov

Please direct any questions about this policy or potentially prohibited harassment to the Vice President of Compliance. Allegations of harassment are extremely serious and must be made honestly and in good faith. Knowingly providing false information to a school official may result in disciplinary action up to and including termination for employees, and suspension or termination for students.

## **RETALIATION**

Conduct deemed to be in violation of the harassment policy or sexual harassment policy is prohibited and will not be tolerated. Retaliation in any form against any person reporting, any witnesses to or any victim of harassment will also not be tolerated. If any complainants, victims or their parents, if appropriate, experience subsequent problems, including any retaliatory behavior, this should be promptly reported to the Vice President of Corporate Compliance (Title IX Coordinator) at the UTI Corporate office:

16220 N. Scottsdale Road, Suite 100  
Scottsdale, AZ 85254  
623-445-9348

The Institute also has a policy of following up with complainants to determine whether any retaliation or new incidents of harassment have occurred.

## **NON-FRATERNIZATION POLICY**

### **PURPOSE**

Relationships between individuals in inherently unequal positions should be conducted so as to avoid conflicts of interest, exploitation or personal bias. Such relationships may undermine the integrity of the supervision and evaluation process as well as affect the trust inherent in the educational environment. It is the policy of Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") that social or business relationships between individuals in unequal positions not be conducted if such relationships have the potential to threaten the integrity of the supervision and evaluation process.

### **POLICY**

Institute faculty, administration and staff shall not establish inappropriate intimate, sexual, business, contractual or other social relationships with any student, subordinate or colleague upon whose academic or work performance he or she will be required to make professional judgments. The Institute considers it a violation of this policy for any member of Institute faculty, administration or staff to offer or request sexual favors, make

sexual advances, engage in sexual conduct, propose or engage in inappropriate business relationships, enter contractual arrangements, purchase or sell goods or services, hire or employ, or inappropriately socialize with any person who is:

- Enrolled in a class at the Institute
- Receiving academic advising or mentoring at the Institute
- Working in a capacity at the Institute where the faculty, administrator or staff member is in a position to evaluate the work of such person
- Subject to any form of evaluation by the faculty member, administrator or staff member

The list above is not exhaustive and other situations of fraternization may also result in a violation of this policy. In all circumstances, consent may not be considered a defense to engaging in sexual advances, sexual conduct, or sexual harassment, or engaging in contractual relationships or other inappropriate business relationships with a person whose academic or work performance he or she will be required to evaluate. The determination of what constitutes inappropriate fraternization depends on the specific facts and circumstances in which the conduct occurs.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following guidelines represent the policy of the Universal Technical Institute, Inc., and its subsidiaries (collectively, the "Company") concerning the rights of students with respect to their education records under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g *et seq*; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is Institute policy to annually inform individuals attending educational institutions of students' rights under FERPA. Students' rights include the right to inspect and review their education records; to request the amendment of their education records; to provide written consent before the institution discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education.

### **I. Students' Rights to Inspect and Review Education Records**

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the institution receives the request for access.

A student is any person who is or has been in attendance at an Institute educational institution.

Education records are any records that are directly related to the student and maintained by an educational institution or an agent of the institution. Such records include information recorded in any way, such as typewritten, handwritten, computer-generated, video, audio, film, microfilm, microfiche or email.

Students do not have the right to inspect and review the following information:

- Records kept in the sole possession of the maker thereof that are used only as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record.
- Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his or her professional capacity and created, maintained, or used only in connection with the provision of treatment to the Student and not disclosed to anyone other than individuals providing that treatment. However, the student may have those records reviewed by a physician or other appropriate professional of the Student's choice.
- Grades on peer-graded papers before they are collected and recorded by a teacher.
- Records relating to a student who is employed by an educational agency or institution as long as the individual is not employed as a result of his or her status as a student. The records must be made and

maintained in the normal course of business and relate exclusively to the individual in that individual's capacity as an employee.

- Records created for a law enforcement purpose by a law enforcement unit of an Institute educational institution and maintained by the law enforcement unit;
- Records created or received by an Institute educational institution after the individual is no longer attending the institution and that are not directly related to the individual's attendance as a student.
- Financial records, including any information those records contain, of the parents of a student.
- Those portions of a student's records that contain information on other students.
- Confidential letters and statements of recommendation placed in a Student's education records before July 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendation placed in the student's education records after July 1, 1975 and to which the student has waived the right to review and access as long as the waiver is made in writing and signed by the student. The waiver may be used for confidential letters or statement of recommendation that relate to the student's admission to the institution, application for employment, or receipt of an honor or honorary recognition.
- The institution may not require the waiver as a condition for admission to or receipt of any service or benefit from the institution. If the Student chooses to waive his or her right of access, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked by the Student in writing at any time and the revocation will apply to all subsequent recommendations.

## **II. Procedure with Respect to Inspection and Review of Records**

A student's request to inspect and review his or her records shall be made in writing (whether or not the Student personally appears) and shall identify the record(s) the student wishes to inspect. The request should be addressed to the Director of Student Services at the relevant Institute educational institution.

The institution will provide access within a reasonable period of time but not more than forty-five (45) days after it has received the request. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

The institution may require the presence of an institution official during the inspection and review of a Student's records.

Students may make copies of the education records subject to inspection and review at a cost of 25 cents per page. If circumstances prevent the student from exercising the right to inspect the records and it is not possible to make other arrangement for the student to inspect and review the records, the institution must provide the student with a copy of the records.

The institution will respond to reasonable requests from the Student for explanations and interpretations of records inspected and reviewed.

The Institute will not destroy any education records if there is an outstanding request to inspect and review the records.

No fees will be charged to search for or to retrieve the education records of a student in response to requests made in accordance with this policy.

## **III. Students' Rights to Request Amendment of Their Education Records**

A student who believes that information contained in his or her educational records is inaccurate or misleading, or violates his or her privacy may request that the institution amend the records. The institution will decide whether to do so within a reasonable period of time. If the institution declines to amend the student's records, it will inform the student of that decision and the student's right to a hearing. A hearing may not be requested by a student to contest the assignment of a grade unless the grade was recorded inaccurately in the student's record.

If as a result of a hearing the institution determines that a student's record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the institution will inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

If as a result of a hearing the Institute determines a student's record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the institution shall amend the record accordingly and inform the student of the amendment in writing.

#### **IV. Students Rights to Consent Before the Institution Discloses Personally Identifiable Information Contained in the Student's Education Records, Except To The Extent That FERPA Authorizes Disclosure Without Consent**

Generally, the institution may not disclose education records or personally identifiable information from education records to anyone other than the student without prior consent of the Student. The consent must be written, signed and dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. A copy of the record disclosed will be provided to the Student upon request and at his or her expense.

The institution may only disclose education records without prior written student consent if it redacts all personally identifiable information such that the student's identity is not personally identifiable or, under certain limited circumstances, to include:

- Disclosures to school officials with legitimate educational interests. School officials of an Institute educational institution include instructional or administrative personnel, attorneys, accountants, and any other individuals or parties with whom an Institute educational institution has contracted to provide services to or on behalf of the institution (such as an auditor or collection agent). A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her instructional, supervisory, advisory, administrative, or other authorized professional responsibilities or duties for the Institute educational institution.
- Disclosures to officials of other schools in which a Student seeks or intends to enroll or is enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- Disclosures to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities, but only in connection with an audit or evaluation of federally or state-supported educational program, or for the enforcement of or compliance with federal legal requirements relating to those programs.
- Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of the aid, the conditions of aid or enforcement of terms or conditions of the aid.
- Disclosures to state and local officials to which such information is specifically required to be reported by effective state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. With respect to such laws adopted after Nov. 19, 1974, the recipients of the information shall certify in writing to the Institute that the information will not be disclosed to any other party (except as provided under state law) without the prior written consent of the student.
- Disclosures to organizations conducting studies for or on behalf of an institution to develop, validate or administer predictive tests; administer student aid programs or improve instruction. The studies must be conducted in a manner that does not to permit data access by anyone other than representatives of the organization with legitimate interests in the information. The information must be destroyed when no longer

needed for the purposes of the study and the institution must enter into a written agreement with the organization limiting the use of the information;

- Disclosures to accrediting organizations for purposes necessary to carry out their functions.
- Disclosures to parents of a student who is a dependent for income tax purposes.
- Disclosures to comply with a judicial order or lawfully issued subpoena, but only after the institution makes a reasonable effort to notify the student of the order or subpoena so the student may seek protective action unless the order or subpoena prohibits such notification.
- Disclosures to appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
- Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
- Disclosures in connection with institutional disciplinary proceedings. The institution must not disclose the final results of the disciplinary proceeding unless it determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies;
- Disclosure to the parent or legal guardian of a student under the age of 21 information regarding any violation of institutional policy or state, federal or local law governing the use or possession of alcohol or a controlled substance if the school determines the student has committed a disciplinary violation with respect to that use or possession;
- Disclosures concerning sex offenders and other individuals required to register under the Violence Crime Control and Law Enforcement Act of 1994.
- Disclosures of directory information as described in this guide.

Generally, an educational institution may only make disclosures without the student's prior consent under one of the exceptions above on the condition the recipient will not disclose the information to any other party without the prior consent of the student and the information may only be used for the purposes for which disclosure was made. Failure to obey the limitations on redisclosure of personally identifiable information may result in a party being prohibited from receiving further information for at least five (5) years.

## **DIRECTORY INFORMATION**

Institute educational institutions may disclose to anyone, without prior student consent, information designated as directory information that would not generally be considered harmful or an invasion of privacy if disclosed.

Under this policy, directory information includes:

- Student's full name
- Addresses
- Institute assigned e-mail address
- Telephone listing
- Year and place of birth
- Field of study
- Degrees and awards received
- Most recent previous school attended
- Photograph
- Enrollment status

Directory information never includes:

- Social Security number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender
- Class schedule
- Next-of-kin information

The Institute will give annual public notice to students of additional categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the Institute that he or she does not wish any or all of the information designated as directory information to be disclosed.

Students may prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Student Services Director. The request should be dated and signed by the student.

#### **RECORDS OF DISCLOSURE**

The Institute generally must maintain a record for each request for access to and each disclosure of personally identifiable information from the education records of each student. The record must be maintained with the education records of the student for as long as the education records are maintained. This record of the request for access and disclosure must include the identity of the requester, the identity of the recipient and the requester's legitimate interests. Disclosures in response to a health or safety emergency must include a record of the articulable and significant threat to the health of a student or other individual that formed the basis of the threat as well as the parties to whom the information was disclosed. Records of requests for access and disclosure of information are not required to be made for certain disclosures.

#### **STUDENTS' RIGHTS TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Such complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

Students are encouraged to bring their complaints regarding the implementation of company policy to the attention of the appropriate Director of Student Services.

#### **REVISIONS TO POLICIES AND PROCEDURES**

At its discretion, the school reserves the right to revise all terms, provisions, policies, requirements and procedures contained in the Catalog and Student Information Guide (Catalog II). Each student will be bound and must comply with all terms, provisions, policies, requirements and procedures contained in the catalog and the Student Information Guide that the school revises.

**Note:** If discrepancies are found between the Catalog and Student Information Guide (Catalog II), the Catalog prevails.

## **VOTER REGISTRATION**

UTI encourages eligible students to register to vote. Voter registration forms are available in the Student Services Departments. For more information, see the Student Services team members.

## **UTI PROGRAM DISCLOSURE**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at [www.uti.edu/disclosure](http://www.uti.edu/disclosure).

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# FINANCIAL AID & GENERAL FINANCE

## FEDERAL FINANCIAL AID

UTI institutions are designated by the U.S. Department of Education (ED) as eligible for participation in federal programs of student financial assistance under Title IV of the Higher Education Act of 1965 as amended (federal financial aid programs). UTI participates in federal financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant (IASG)
- William D. Ford Federal Direct Student Loan Program
- Federal Direct PLUS Loan Program
- Federal Perkins Loan Program

Assistance from the federal financial aid programs is available to those who qualify. Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

## GENERAL REQUIREMENTS

General eligibility requirements for financial aid program funds include the following:

- Student must be a U.S. citizen or eligible noncitizen.
- Student must be enrolled in an eligible program of study.
- Student cannot also be enrolled in elementary or secondary school.
- Student must have a high school diploma or general educational development (GED) credential or prior to July 1, 2012, have met alternative Ability to Benefit testing admission requirements consistent with UTI policies.
- Student must make satisfactory academic progress (SAP).
- Student must meet enrollment status requirements.
- Student must have resolved any drug conviction issue. Certain charges or convictions for drug offenses may limit a student's ability to receive federal student loans and grants.
- Student must have a timely registration for Selective Service, if required by law.

To apply for assistance from the various federal financial aid programs, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). The UTI Financial Aid Staff will guide and assist the family with this application process.

To receive federal financial aid program funds for each academic year of a program of study, the completion of a new FAFSA is required for each federal award year, which starts on July 1 and ends the following June 30. Various components of the FAFSA data are used by the U.S. Department of Education to derive an Expected Family Contribution (EFC), which in turn determines eligibility for various federal Title IV aid program funds. UTI makes financial aid advisement available to all students and their families throughout the student lifecycle — from prospective inquiry to graduation and beyond. Federal, private, state and institutional loans must be repaid by the student or parent borrower. Dissatisfaction with or non-receipt of the educational services offered by UTI will not release the borrower from repayment responsibility for any educational loan made for enrollment or attendance at UTI.

## **VERIFICATION**

Following procedures established by federal regulations, a federal financial aid applicant may be selected for the verification process by the U.S. Department of Education. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on the FAFSA. An asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement Report identifies applicants selected for verification. For those selected, UTI requires verification to be complete prior to the award and disbursement of federal financial aid funds.

If an applicant is selected for verification, UTI will request appropriate documentation, which may include a signed copy of the federal tax returns or an IRS tax transcript from the student and parent and spouse if applicable, and a completed verification worksheet. Effective in the 2012-13 award year, a copy of an IRS tax return is acceptable for verification in very limited circumstances. UTI must document why a copy of an IRS tax return transcript or record of account was not available and why it accepted the copy of the federal tax return. Additional documents may be requested by UTI to complete the application process. A student will receive written notification from UTI of the verification requirements and deadlines for completion of the process. Failure to comply with any request for verification documents can result in disqualification for federal financial aid program funds.

## **PROFESSIONAL JUDGMENT**

UTI may use “professional judgment” to exercise discretion to accommodate special circumstances with respect to some aspects of eligibility for federal financial aid program funds. The use of professional judgment allows UTI to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. UTI uses professional judgment strictly on a case-by-case basis and requires stringent documentation to support decisions made.

Special circumstances include conditions that differentiate an individual student from a whole class of students. UTI will not accept professional judgments made for a student by another school, but will review the circumstances and, if appropriate, document the professional judgment decision. The decision made by UTI regarding professional judgment is final and cannot be appealed to the U.S. Department of Education.

Where applicants have also been selected for verification, UTI will complete verification before exercising professional judgment.

## **FINANCIAL AID AWARDING**

The law requires financial aid administrators to determine whether a student is eligible for Federal Pell Grant funds prior to awarding federal loan programs, thereby reducing the student’s need for borrowing. Federal Pell Grant eligibility is determined before originating a subsidized or unsubsidized Federal Direct Loan for the student. In addition, an unsubsidized Direct Loan is not originated without first determining the financial need for a subsidized Federal Direct Loan. However, if the amount of the subsidized Federal Direct Loan is \$200 or less and that amount can be included as part of an unsubsidized Federal Direct Loan, UTI is not required to originate a separate subsidized Federal Direct Loan.

For a dependent student, UTI cannot originate a PLUS and disburse PLUS funds without first determining the Federal Pell Grant and subsidized Federal Direct Loan eligibility for the student.

Prior to students receiving private non-federal loans, UTI requires the exhaustion of all less expensive federal aid eligibility available to the student, to assist in encouraging wise debt management. In no case will a combination of federal, state and private aid be permitted to exceed the student’s cost of attendance as determined by UTI.

Federal grants and loans are processed in academic year increments, which for the purposes of federal aid is defined as a minimum of 24 credits and 30 weeks of instructional time. An academic year is divided into two

payment periods during which financial aid funds are ordinarily disbursed. A student is generally eligible to receive funds shortly after attendance has begun during the first payment period at the beginning of the academic year and during the second payment period after the midpoint of the academic year. An estimated disbursement schedule is provided in an award notification. To meet eligibility standards for second and subsequent federal aid disbursements, the student must successfully complete both the credits attempted and the instructional weeks in the first payment period of the academic year as well as maintain satisfactory academic progress (SAP) according to UTI policy. Leaves of absence as well as course failures may delay the timing of scheduled disbursements.

### **FEDERAL PELL GRANT PROGRAM**

The Federal Pell Grant is a need-based grant that generally does not have to be repaid. For eligible students, Federal Pell Grants are the foundation upon which all other financial aid awards are built. Current award year amounts range up to \$5,550. The amount a student may receive depends on financial need as determined by the student's EFC, the student's cost of attendance and the percentage of the student's enrollment at UTI that is within the current federal award year.

### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)**

Federal SEOG is a need-based grant that generally does not require repayment. SEOG awards are made to students who are also Federal Pell Grant recipients with exceptional financial need. UTI is allocated a limited amount of SEOG funds from the U. S. Department of Education each year to award to eligible students, so no assurance of an award can be made. Current awards of SEOG at UTI range up to \$750.

### **IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM**

A student who is not eligible for a Federal Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after Sept. 11, 2001, may be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Pell Grant for the current federal award year. Additionally, the student must be either:

- Under 24 years of age, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

Federal Direct Student Loans are made by the U.S. Department of Education. Federal Direct Student Loans may be subsidized (need-based) or unsubsidized (non-need-based). Depending on financial need, UTI students often receive a combination of both subsidized and unsubsidized loans each academic year.

#### **SUBSIDIZED FEDERAL DIRECT STUDENT LOANS**

The interest rate for new subsidized Federal Direct Student Loans first disbursed between July 1, 2011, and June 30, 2012, is fixed at 3.4%. Unless changed by Congress, the interest rate will be fixed at 6.8% for new subsidized Federal Direct Student Loans first disbursed on or after July 1, 2012. Subsidized Federal Direct Student Loans are interest-free while the student is enrolled in school at least half-time and during a six-month grace period after the student graduates or ceases to be enrolled. Repayment begins after the end of the grace period.

#### **UNSUBSIDIZED FEDERAL DIRECT STUDENT LOANS**

Currently, the interest rate for new Unsubsidized Federal Direct Student Loans is fixed at 6.8% and borrowers are responsible for interest that accrues from the time loan funds are disbursed. Repayment begins on Unsubsidized Federal Direct Student Loans at the end of a six-month grace period after the student graduates or ceases to be enrolled at least half-time.

Upon completion of the financial aid application process, UTI will recommend the Federal Direct Student Loan amounts to be borrowed based on a student's need and will also advise on next steps. A student may choose to borrow an amount up to financial need but not more than the annual maximum eligible loan amount based on student grade level and dependency status. Other terms and conditions for Federal Direct Student Loans can be reviewed online at <http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html> or with a Campus Financial Aid Advisor.

## **FEDERAL DIRECT PLUS LOAN PROGRAM**

The Federal Direct PLUS Loan is for parent borrowers of dependent students and provides additional funds for educational expenses. PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need, but must complete the FAFSA to ensure all potential federal grant aid is first determined and undergo a credit check by the Department of Education. Currently, the interest rate for new PLUS loans is fixed at 7.9%. Interest is charged during all enrollment, deferment and forbearance periods. Repayment begins within 60 calendar days of disbursement, with deferments available under certain conditions. Federal Direct PLUS loans cannot exceed the cost of education minus other financial aid. Parents may request to borrow up to this amount. More information, including other terms and conditions, can be reviewed at <http://www2.ed.gov/offices/OSFAP/DirectLoan/parent.html/> or with a Campus Financial Aid Advisor.

## **FEDERAL PERKINS LOAN PROGRAM**

Federal Perkins Loans are need-based, guaranteed by the federal government and awarded by UTI to a very small number of students with exceptional financial need. Interest is fixed at 5% and repayment begins nine months after the student graduates or ceases attendance. Due to a lack of new federal allocation, Perkins Loan funds are extremely limited at UTI, so no assurance of an award of Federal Perkins Loan funds can be made. Other terms and conditions for Perkins Loans can be reviewed with a Campus Financial Aid Advisor.

## **LOAN PAYMENT CALCULATOR**

Loan payment calculators for students or potential students to calculate monthly payments under the standard and extended repayment plans are available at [finaid.org/calculators/loanpayments.phtml](http://finaid.org/calculators/loanpayments.phtml). Additional information regarding various repayment plans such as standard, extended, graduated, income contingent, and income based plans is also available at [www2.ed.gov/offices/OSFAP/DirectLoan/calc.html](http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html).

## **FEDERAL STUDENT LOAN COUNSELING**

### **ENTRANCE COUNSELING**

UTI requires Federal Direct Student Loan borrowers to complete loan entrance counseling prior to a first disbursement of loan funds. Such counseling may occur online through our financial aid website at [www.sfaonline.com](http://www.sfaonline.com) as well as in group session during orientation. Entrance counseling generally includes the following:

- Explanation of the use of a master promissory note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower's rights and responsibilities
- Other terms and conditions

### **EXIT COUNSELING**

UTI ensures loan exit counseling is conducted prior to graduation or via mail within 30 days of withdrawal from enrollment. Exit counseling generally includes the following:

- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower's rights and responsibilities
- Payment deferment and forbearance options
- Other terms and conditions

### **PERKINS LOAN COUNSELING**

UTI requires Perkins loan entrance counseling to be completed prior to borrowing with an in-person meeting, Similarly, exit counseling specific to Perkins loans is conducted prior to graduation or via mail within 30 days of withdrawal. Perkins counseling generally includes the following:

- Importance of repayment obligation
- Explanation of repayment terms
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower's rights and responsibilities
- Other terms and conditions

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) for their federal loan(s), the student has the right to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower
- A copy of the MPN, either before or at the time loan is disbursed
- A grace period and an explanation of what this means
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender
- A disclosure statement received before repayment begins that includes information about interest rates, fees, balance owed and a loan repayment schedule
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested
- Prepayment of loan in whole or in part anytime without an early-repayment penalty
- Documentation the loan is paid in full

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student is responsible for the following:

- Completing exit counseling before leaving school or dropping below half-time enrollment
- Repaying loan according to repayment schedule even if the student has not completed academic program, is dissatisfied with the education received or is unable to find employment after graduation.
- Notifying the lender or loan servicer if the student:
  - Moves or changes address
  - Changes telephone number
  - Changes name
  - Changes Social Security Number
  - Changes employers, or employer's address or telephone number changes
- Notifying UTI Financial Aid and Student Services representatives if the student is charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI.
- Making monthly payments on loan after grace period ends, unless a deferment or forbearance is in effect

- Notifying the lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance

**STATEMENT OF EDUCATIONAL PURPOSE**

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the applicant (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify UTI if he or she has defaulted on a federal student loan, and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student signing the Free Application for Federal Student Aid (FAFSA) agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal income tax forms for the parent or student if required to file. Also, the applicant certifies he or she understands the U.S. Secretary of Education has the authority to verify information reported on the FAFSA with the IRS and other federal agencies. If electronically signing any document related to the federal financial student aid programs using a personal identification number (PIN), the applicant certifies being the person identified by the PIN and has not disclosed that PIN to anyone else. If the applicant purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both.

**REFERRALS TO THE OFFICE OF INSPECTOR GENERAL**

UTI is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

**STATE GRANTS**

The amount of state grant awards is contingent on the availability of funds from the applicable state. UTI is unable to guarantee any funding based upon changes in state law or regulation. Students should contact the financial aid department at the campus for additional information on eligibility criteria and application information.

**VETERANS AFFAIRS CHAPTER 33 BENEFITS GRANTS**

The U.S. Department of Veterans Affairs (VA) requires Chapter 33 benefits be applied to tuition only and these funds cannot be released to the student under any circumstances. Eligible veteran students may elect to receive federal financial aid program funds for other educationally related expenses. However, such students are advised that the timing of receipt of Chapter 33 benefits for tuition varies based on VA processing constraints. Therefore, no federal financial aid program funds will be made available until the Chapter 33 payments are received and applied to the tuition for the applicable term.

**FINANCIAL AID CONTACT INFORMATION**

Students are encouraged to contact the Financial Aid Department at the campus where they attend classes.

<b>Universal Technical Institute (UTI)</b>		
UTI Norwood, MA	866-246-9599	F.A.DeptNorwood-internet@uticorp.com
UTI Glendale Heights, IL	866-246-2111	F.A.DeptGlendaleHeights-internet@uticorp.com
UTI Houston, TX	866-246-1249	F.A.DeptHouston-internet@uticorp.com
UTI Rancho Cucamonga, CA	866-246-2151	F.A.DeptUTIRanch-internet@uticorp.com
UTI Orlando, FL	866-247-1928	F.A.DeptMMIOrlando-internet@uticorp.com

UTI Exton, PA	866-246-3072	F.A.DeptUTIExton-internet@uticorp.com
UTI Avondale, AZ	866-224-8162	F.A.DeptUTIPhoenix-internet@uticorp.com
UTI Sacramento, CA	866-246-3432	F.A.DeptSacramento-internet@uticorp.com
<b>NASCAR Technical Institute</b>		
UTI Mooresville, NC	866-416-2722	F.A.Deptnascar-internet@uticorp.com

## CODE OF CONDUCT FOR EDUCATION LOANS

### INTRODUCTION

This policy is applicable to UTI’s officers, employees and agents, and prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of UTI’s commitment to the highest ethical standards and conduct by its employees. It applies specifically to conduct related to financial aid.

UTI expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

### UTI RESPONSIBILITIES

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, UTI will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of UTI.
- Assign, through award packaging or other methods, a first-time borrower’s loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower’s selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which UTI recommends a lender or its products in exchange for a fee or other material benefits from the lender.
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, a specified loan volume of such loans or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. UTI will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

## **RESPONSIBILITIES OF UTI OFFICERS, EMPLOYEES AND AGENTS**

Any officer, employee or agent of UTI who is employed in the financial aid office of UTI or who otherwise has responsibilities with respect to educational loans or other financial aid of UTI is prohibited from:

- Soliciting or accepting as a gift from a lender, guarantor or servicer of educational loans any item or service having more than a \$10 value other than standard materials (e.g., brochures, training aids) related to topics such as default prevention or financial literacy.
- Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders.

## **REPORTING VIOLATIONS OF THIS POLICY**

UTI expects officers and employees covered by this policy to report violations of this policy to the Vice President of Corporate Compliance. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Vice President of Corporate Compliance.

## **COLLECTION OF DELINQUENT FEES AND PAYMENTS**

If a student leaves school, under any circumstance, with a balance due, the outstanding balance must be paid within 45 days of the last date of attendance. The outstanding balance is an extension of credit and, as such, constitutes a Qualified Education Loan under section 523(a)(8) of the U.S. Bankruptcy Code, which is not dischargeable in bankruptcy. If the entire outstanding balance cannot be paid in full, there is an option of creating a payment plan at a one-time cost of \$25. The monthly payment will be, at minimum, \$100. If the payment is more than ten (10) days late, late fees not to exceed 20% of the monthly amount due or the maximum amount allowed by law will be incurred. The account will incur late fees until the account is paid in full. If a deferment on payments is required, a deferment for no more than two (2) months in any calendar year may be requested, and it will be subject to a \$25 rescheduling fee and a deferment fee not to exceed 20% of the total monthly amount due or the maximum amount allowed by law. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Any returned checks will incur a \$25 return check fee. If a student leaves school under any circumstance with a balance due, he or she hereby authorizes UTI, Inc., and/or its agents, including attorneys and/or collection agencies, to contact him or her via cellular telephone and/or electronic technology to collect such outstanding debt unless he or she notifies such party in writing to cease such communication.

## **MINIMUM CANCELLATION AND REFUND POLICY**

The cancellation and refund policy of each UTI campus is fully described in the Enrollment Agreement and/or appropriate addenda that students receive at the time of enrollment. Please refer to these publications to review each school's policy in its entirety as well as additional state policies the school is obligated to publish.

## **GENERAL REFUND POLICY PROVISIONS**

Under the provisions of the Higher Education Act of 1965, as amended, (HEA) Amendments of 1998, institutions must first determine the amount of any federal financial aid program funds that the student and the institution

have earned and are permitted to retain. See the section entitled Return of Federal Student Aid (Title IV Funds) in this guide for details on the Return of Title IV calculation.

Tuition and fee refund policies as required by applicable state law are contained in the Catalog/Tuition Addendum that accompanies the Catalog and this Guide. The student's initial obligation to UTI is determined using the amount calculated under (1) the requirements of an applicable state law, or (2) the applicable institutional policy if no state policy exists. Where both a state and institutional policy exist, UTI will perform both calculations and provide the student the greatest refund and lowest possible obligation.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

## **STUDENT COMPLETION RATES AND STUDENT RIGHT TO KNOW REPORTING**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at [www.uti.edu/disclosure](http://www.uti.edu/disclosure). Also, in compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Universal Technical Institute to make available its completion rates to all current and prospective students. Completion-rate data will be updated every July 1. The full report will be available to prospective students before they enroll or enter into any financial obligation with the institution. If interested in learning more about the completion rate for a campus, please see the Student Services Department. New students receive a copy of the most recent data at Orientation and the information is disseminated annually by memo to all active students and staff members by July 1.

## **RETURN OF FEDERAL STUDENT AID (TITLE IV FUNDS)**

Circumstances may necessitate withdrawal from UTI. A student who received or is eligible to receive federal financial aid funds provided certain criteria are met and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations. The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy and any applicable State Refund Policy. Therefore, a student may still owe funds to the school for unpaid institutional charges after application of the R2T4 calculation.

Federal regulations specify how the school must determine the amount of federal financial aid earned when a student withdraws from enrollment. The percentage earned applies to Title IV financial aid that has been or could have been disbursed directly to the student or on their behalf to the institution. The percentage of federal financial aid a student earned in a payment period is calculated as follows:

$$\text{Total Number of Calendar Days Completed in Enrollment Period} \div \text{Total Number of Calendar Days in Enrollment Period} = \text{Percent Earned}$$

The amount of federal financial aid a student earned is determined on a rate-of-progression basis. For example, if a student completes 40 days of an enrollment period consisting of 100 days, the student has earned 40% of the Title IV disbursed (or that could have been disbursed) for that enrollment period. When the student completes more than 60% of the enrollment period, the student earns 100% of the federal financial aid scheduled for that enrollment period. UTI will notify the student regarding any post-withdrawal disbursement due within 30 days after the date UTI determines that the student has withdrawn.

Any required return of funds will be made to the federal financial aid programs no later than 45 days after the date UTI determines that the student has withdrawn. The U.S. Department of Education specifies the order of return to the federal financial aid programs. UTI will return unearned funds to the federal financial aid programs

in the order specified by regulation as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant or IASG
- Federal SEOG

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## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students are encouraged to seek assistance for any type of concern or problem from an appropriate department Director or the Campus President. These individual's are identified in the administration rosters preceding this section. In the event a concern or problem is not resolved in a manner satisfactory to the student, the student may address the written complaint or problem to the Accrediting Commission of Career Schools and Colleges (ACCSC) (formerly Accrediting Commission of Career Schools and Colleges of Technology – ACCSCT) for a response. All written complaints to the Commission must include permission from the student to forward a copy of the complaint to the school for a response.

The student will be kept informed by the Commission of the status of the complaint as well as the final resolution. All inquiries should be directed to the: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, phone number (703) 247-4212. A copy of the ACCSC form is available by contacting the Director of Student Services.

Each UTI school is licensed in the state in which it is located. If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with his or her home state agency listed below. Students must contact their respective agencies directly for further details.

The state licensing agencies for each UTI school are the Arizona State Board for Private Postsecondary Education, California Bureau for Private Postsecondary Education, Florida Commission for Independent Education, Illinois Board of Higher Education, Massachusetts Office of Private Occupational School Education's Division of Professional Licensure, North Carolina Community College System, Pennsylvania Department of Education and Texas Workforce Commission. The address to contact each agency is listed below.

In addition to accreditation by ACCSC and each school's home-state licensing agency, UTI is also licensed in many additional states. If the student's home state is listed below, the student may seek additional assistance with an unresolved concern by contacting the agency listed. State agencies not listed may be obtained by calling Licensing & Compliance toll-free at 1-800-859-7249.

### ALABAMA

Alabama Commission on Higher Education  
P. O. Box 302130  
Montgomery, AL 36130-2130  
Or  
135 S. Union St.  
Montgomery, AL 36104-4340  
[www.accs.cc/complaintform.aspx](http://www.accs.cc/complaintform.aspx)

### ALASKA

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
<http://akadvantage.alaska.gov>  
800-441-2962  
[customer.service@alaska.gov](mailto:customer.service@alaska.gov)

### ARIZONA

Arizona State Board for Private Postsecondary  
Education  
1400 W. Washington St., Room 260

Phoenix, AZ 85007

[http://azppse.state.az.us/student\\_info/compliance.asp](http://azppse.state.az.us/student_info/compliance.asp)

### ARKANSAS

Arkansas State Board of Private Career Education  
501 Woodlane St., Suite 312 South  
Little Rock, AR 72201  
[sbpce@arkansas.gov](mailto:sbpce@arkansas.gov)  
[http://www.sbpce.org/complaint\\_process.html](http://www.sbpce.org/complaint_process.html)

### CALIFORNIA

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Fax: 916-263-1897  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
[http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

### COLORADO

Colorado Department of Higher Education complaints may be filed online with the Division of Private Occupational Schools.

There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.  
Web address: <http://higher.ed.colorado.gov/dpos/303-866-2723>

## CONNECTICUT

Connecticut Department of Consumer Protection Department of Consumer Protection  
165 Capitol Ave., Room 110  
Hartford, CT 06106  
860-713-6100  
[trade.practices@ct.gov](mailto:trade.practices@ct.gov)  
[http://www.ct.gov/dcp/lib/dcp/pdf/factsheets/consumer\\_protection\\_overview2010.pdf](http://www.ct.gov/dcp/lib/dcp/pdf/factsheets/consumer_protection_overview2010.pdf)  
<http://www.ct.gov/dcp/cwp/view.asp?a=1629&q=274414&dcpNav=|>  
Consumer Complaint Hotline: 800-842-2649

## DELAWARE

Delaware Department of Education  
401 Federal St., Suite 2  
Dover, DE 19901-3639

## DISTRICT OF COLUMBIA

Office of the State Superintendent of Education  
Education Licensure Commission  
810 First St. NE, 9th Floor  
Washington, DC 20002  
202-727-6436  
<http://osse.dc.gov/service/public-complaints>

## FLORIDA

Commission for Independent Education  
325 W. Gaines St., Suite 1414  
Tallahassee, FL 323099-0400  
850-245-3200  
[Commissioner@fldoe.org](mailto:Commissioner@fldoe.org)  
<http://www.fldoe.org/cie/complaint.asp>

## GEORGIA

Nonpublic Postsecondary Education Commission  
2082 E. Exchange Place, Suite 220  
Tucker, GA 30084-5305  
770-414-3300  
[www.gnpec.org](http://www.gnpec.org)  
<http://rules.sos.state.ga.us/docs/392/5/06.pdf>

## HAWAII

Hawaii State Board of Education  
235 S. Beretania St., Suite 801  
Honolulu, HI 96813  
808-586-2630  
Or P.O. Box 2360  
Honolulu, HI 96804  
[ocp@dcca.hawaii.gov](mailto:ocp@dcca.hawaii.gov)  
[http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

## IDAHO

Idaho State Board of Education  
Attn: State Coordinator for Private Colleges and Proprietary Schools  
650 West State St.  
P.O. Box 83720  
Boise, ID 83720-0027

## ILLINOIS

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
431 E. Adams, Second Floor  
Springfield, IL 62701-1404  
217-782-2551  
Fax Number: 217-782-8548  
[www.ibhe.org](http://www.ibhe.org)

## INDIANA

State Workforce Innovation Council  
Office of Career and Technical Schools  
10 N. Senate Ave., Suite 203  
Indianapolis, IN 46204  
317-234-8338  
317-234-8339

## IOWA

Iowa College Student Aid Commission  
603 E. 12th St., 5th Floor  
Des Moines, IA 50319  
Iowa Attorney General  
1305 E. Walnut St.  
Des Moines IA 50319  
515-281-5164  
[http://www.state.ia.us/government/ag/file\\_complaint/online\\_2.html](http://www.state.ia.us/government/ag/file_complaint/online_2.html)  
[info@iowacollegeaid.gov](mailto:info@iowacollegeaid.gov)

## KANSAS

Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368  
<http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>

## KENTUCKY

Kentucky Board of Proprietary Education  
911 Leewood Drive  
Frankfort, KY 40601-3319  
<http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

## LOUISIANA

Board of Regents  
Complaints relative to actions of school officials may be made and must be in writing addressed to the Board of Regents,

Proprietary School Section, as follows:

P.O. Box 3677  
Baton Rouge, LA 70821-3677  
225-342-4253  
<http://regents.louisiana.gov>

Such complaints may only be made after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school officials. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, addressed to the Board of Regents, Proprietary School Section, P.O. Box 3677, Baton Rouge, LA 70821, 225-342-4253.

## MAINE

Maine Department of Education  
Complaint Investigator  
23 State House Station  
Augusta, ME 04333-0023  
<http://www.maine.gov/doe/index.html>

## MARYLAND

Maryland Higher Education Commission  
839 Bestgate Road, Suite 400  
Annapolis, MD 21401-3013  
<http://polar.mhec.state.md.us/career/pcs/gripe.asp>

## MASSACHUSETTS

Massachusetts Office of Occupational School Education  
Division of Professional Licensure  
1000 Washington Street, Suite 710  
Boston, MA 02118  
617-727-5811  
[www.mass.gov/dpl](http://www.mass.gov/dpl)

## MICHIGAN

Department of Labor and Economic Growth  
Office of Postsecondary Services, Proprietary School Unit  
Victor Office Center, 3rd Floor  
201 N. Washington Square  
Lansing, MI 48913  
<http://www.michiganps.net/complaint.aspx>

## MINNESOTA

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108-5227  
800-657-3866  
<http://www.ohe.state.mn.us/oheContactForm.cfm>

## MISSISSIPPI

Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
[www.sbcjc.cc.ms.us](http://www.sbcjc.cc.ms.us)

## MISSOURI

Missouri Department of Higher Education  
205 Jefferson St., 11<sup>th</sup> Floor  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
[info@dhe.mo.gov](mailto:info@dhe.mo.gov)

## MONTANA

Montana University System  
Office of Commissioner of Higher Education  
Montana University System  
2500 Broadway St.  
P.O. Box 203201  
Helena, MT 59620-3201  
Or  
Office of Consumer Protection  
2225 11th Ave.  
P.O. Box 200151  
Helena, MT 59620-0151  
[contactocp@mt.gov](mailto:contactocp@mt.gov)  
<https://doj.mt.gov/consumer/consumer-complaints/>  
800-481-6896

## NEBRASKA

Coordinating Commission for Postsecondary Education  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Or  
Nebraska Department of Education  
Investigations Office  
301 Centennial Mall South  
P.O. Box 98987  
Lincoln, NE 68509-4987  
<http://www.education.ne.gov/CC/instructions.html>

## NEVADA

Commission on Postsecondary Education  
3663 E. Sunset Road, Suite 202  
Las Vegas, NV 89120  
<http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

## NEW HAMPSHIRE

Higher Education Commission  
101 Pleasant St.  
Concord, NH 03301-3860  
[http://www.education.nh.gov/instruction/special\\_ed/faq\\_complaints.htm](http://www.education.nh.gov/instruction/special_ed/faq_complaints.htm)

## NEW JERSEY

New Jersey Commission on Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
609-292-4310  
<http://www.state.nj.us/highereducation/index.html>  
[nj\\_che@che.state.nj.us](mailto:nj_che@che.state.nj.us)

## NEW MEXICO

New Mexico Higher Education Department  
2048 Galisteo  
Santa Fe, NM 87505  
<http://hed.state.nm.us/Complaint.aspx>

## NEW YORK

Bureau of Proprietary School Supervision  
99 Washington Ave., Room 1613 OCP  
Albany, NY12234  
518-474-3969

## NORTH CAROLINA

North Carolina Community College System  
Office of Proprietary Schools  
200 W. Jones St.  
Raleigh, NC 27603  
918-807-7100  
[http://www.nccommunitycolleges.edu/Proprietary\\_Schools/docs/PDFFiles/StdCompltForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdCompltForm.pdf)

## NORTH DAKOTA

North Dakota Department of Career and Technical Education  
State Capitol - 15th Floor  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610  
701-328-3180  
<http://www.nd.gov/cte/cte@nd.gov>

## OHIO

Ohio State Board of Career Colleges and Schools  
30 E. Broad St., Suite 2481  
Columbus, OH 43215-3138  
614-466-2752  
<http://scr.ohio.gov/LinkClick.aspx?fileticket=percent2bwaKHWPRAH8percent3d&tabid=68>

## OKLAHOMA

Oklahoma Board of Private Vocational Schools  
3700 N. Classen Blvd., Suite 250  
Oklahoma City, OK 73118-2864  
(405) 528-3370

## OREGON

Oregon Department of Education  
Private Career Schools Office  
255 Capitol St. NE  
Salem, OR 97310-0203  
<http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc>

## PENNSYLVANIA

Pennsylvania Department of Education  
333 Market St.  
Harrisburg, PA 17126-0333

## RHODE ISLAND

Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington St.  
Providence, RI 02903  
401-456-6000  
<http://www.ribghe.org>

## SOUTH CAROLINA

South Carolina Commission on Higher Education  
1122 Lady St., Suite 300  
Columbia, SC 29201  
[http://www.che.sc.gov/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

## SOUTH DAKOTA

Office of Attorney General  
Division of Consumer Protection  
1302 E. Hwy 14, Suite 3  
Pierre, SD 57501-8053  
605-773-4400  
<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

## TENNESSEE

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37219-1585  
<http://tn.gov/consumer/complaint.shtml>

## TEXAS

Texas Workforce Commission  
Career Schools & Colleges - Room 226-T  
101 E. 15th St.  
Austin, TX 78778-0001  
<http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf>

## UTAH

Utah Division of Consumer Protection  
160 E. 300 S.  
Salt Lake City, UT 84111  
801-530-6601  
[consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<http://consumerprotection.utah.gov/complaints/index.html>

## VERMONT

Vermont Department of Education  
120 State St.  
Montpelier, VT 05620-2501  
802-828-3135

**VIRGINIA**

Virginia Department of Education  
Proprietary Schools  
P.O. Box 2120  
Richmond, VA 23218-2120  
804-225-2100

**WASHINGTON**

Workforce Training and Education Coordinating Board  
128 10th Ave. SW, P.O. Box 43105  
Olympia, WA 98501-1203  
Or  
P.O. Box 43105  
Olympia, WA  
360-753-5673  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)  
[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)

**WEST VIRGINIA**

West Virginia Higher Education Policy Commission  
1018 Kanawha Blvd E., Ste 700

Charleston, WV 25301-280  
304-558-0265  
<http://wvctcs.org>

**WISCONSIN**

Educational Approval Board  
30 W. Mifflin St., 9<sup>th</sup> Floor  
Madison, WI 53703  
Or  
P.O. Box 8696  
Madison, WI 53708  
608-266-1996  
[eabmail@eab.state.wi.us](mailto:eabmail@eab.state.wi.us)  
<http://eab.state.wi.us/resources/complaint.asp>

**WYOMING**

Wyoming Department of Education  
2300 Capitol Ave.  
Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-0050  
307-777-7690

# INSTRUCTOR ROSTERS/PROGRAMS/QUALIFICATIONS

## Universal Technical Institute of Texas, Inc.

Name	Courses Teaching	Highest Degree Earned - Major Field of Study	Awarding Institution	Years of Prior Work Experience
Garry Adams	ADTA125; ADTA135	HS Diploma	Bullard High School	17 years
Todd Aronson	CRRT113; CRRT114; CRRT115	HS Diploma	Westchester Senior High	10 years
Michael Bachman	ADTA104; ADTA105; ADTC122; ADTA126; ADTA129	Associates Degree - Vehicle Maintenance	Community College of the Air Force	20 years
Kevin Beaulier	CRRT105; CRRT124; CRRT125; CRRT126	HS Diploma	Vinal Technical High School	25 years
Oliver Beckham III	CRRT101; CRRT113; CRRT114; CRRT115	Diploma - Automotive & Diesel Technology	Universal Technical Institute of Texas, Inc.	3 years
Craig Bednarek	ADTA104 - Fuel & Ignition Systems; ADTA105; ADTA126	HS Diploma	Cy-Fair High School	18 years
Timothy Berry	ADTC107; ADTC108	Diploma - Automotive Repair	Wyoming Technical Institute	19 years
Joseph Bresnan	Ford FACT Elective	Diploma - Automotive Technology	Universal Technical Institute of Arizona Inc.	11 years
Darryl Burris	ADTC101; ADTA102; Ford FACT Elective; Nissan NATT Elective	HS Diploma	Northwest High School	24 years
Eddie Burt, Jr.	ADTC101; ADTC107; ADTC128	HS Diploma	Spring High School	11 years
Kevin Carrier	ADTC107; ADTC108; ADTC128	Certificate - Automotive Technology	Northwestern Business College Technical Center	31 years
Benjamin Cartright	CRRT101; CRRT103; CRRT114; CRRT115; CRRT124; CRRT125; CRRT126	Certificate - Automotive Body Repair	Indiana Vocational Technical College	12 years
Charles Chatman	ADTC122 - Electronic Technology; ADTA126; ADTC136	HS Diploma	Willis High School	15 years
Darren Culver	ADTC101; Ford FACT Elective; Nissan NATT Elective	Diploma - Automotive Technology	Universal Technical Institute of Texas, Inc	15 years
Robert Davis	CRRT101; CRRT105; CRRT123; CRRT125; CRRT126	HS Diploma	Mehlville Senior High School	10 years
David Engel, Jr.	ADTI118; ADTD119; ADTI124	HS Diploma	East Jefferson High School	25 years
Robert Ferre, Jr.	ADTA103; ADTA104; ADTA105; ADTC117; ADTC122; ADTA126; ADTC136	GED	Texas Education Agency	17 years
Terry Fruit	ADTC101; ADTA102; ADTA106; ADTA109; ADTA125	Associates Degree - Automotive/Diesel Technology	Universal Technical Institute of Texas, Inc.	12 years
David Geisler	ADTD112; ADTD114; ADTD115; ADTD116; ADTI118; ADTD119; ADTD127	Certificate - Diesel & Heavy Truck	Texas State Technical Institute	22 years
Frank Glass	CRRT101; CRRT108; CRRT109; CRRT116; CRRT127; CRRT128; CRRT129	HS Diploma	John H. Reagan Sr. High	28 years
David Grassmuck	ADTC117; Ford Systems 1	GED	Texas Education Agency	30 years
John Groot	ADTC107; ADTC128	Certificate - Automotive Technology	Texas State Technical Institute	12 years
Fredrik Gulliksen	Ford FACT Elective; Nissan NATT Elective	HS Diploma	Phoenix Union High School	26 years
Richard Hamill	CRRT108; CRRT109; CRRT127; CRRT128; CRRT129	HS Diploma	Port Huron High School	27 years
Darrell Harrelson	CRRT101; CRRT108; CRRT109; CRRT115; CRRT128	HS Diploma	Jackson Preparatory School	9 years
Rickey Harrison	CRRT114; CRRT115; CRRT125; CRRT125; CRRT128; CRRT129	Certificate - Electrical	Journeyman Electrical Training Center	30 years
Michael Hecht	ADTD112; ADTD119; ADTD127	HS Diploma	Ottawa High School	10 years

Nicky Holland	ADTD112; ADTD114; ADTD115; ADTD116; ADTI118; ADTD127	HS Diploma	Sam Houston High School	23 years
Steven Humphrey	ADTD112; ADTD119; ADTD127	GED	State of Louisiana/Fair Park Senior High School	12 years
Mark Jenkins	ADTA103	Certificate - Automotive Technology	Texas State Technical College	20 years
David Johnson	ADTC101; ADTC107; ADTC128	GED	Texas Education Agency	10 years
Martin Keefer	ADTC117; ADTC122	Certificate - Automotive Electrical	San Jacinto Community College	15 years
Scott Keel	ADTA106; ADTC108; ADTC117; ADTC122; ADTC128	Certificate - Automotive Technology	Universal Technical Institute of Texas, Inc.	17 years
Jeffrey Kemmerer	ADTC101; ADTD112; ADTD127	HS Diploma	Klein High School	14 years
Paul Lott	ADTC101; ADTC107; ADTC108; ADTA125; ADTC128; ADTA135	GED	Texas Education Agency	6 years
Chad Martin	CRRT113; CRRT114; CRRT115; CRRT122	HS Diploma	New Caney High School	8 years
Scott Matthiesen	Cummins Elective	HS Diploma	Evergreen High School	12 years
Shawn Mays	ADTA104; ADTC117	Diploma - Automotive Technology	Universal Technical Institute of Texas, Inc.	9 years
Kevin McGee	CRRT101; CRRT108; CRRT109; CRRT116; CRRT122; CRRT124	GED	Texas Education Agency	20 years
Dennis McGee	ADTA102; ADTA129	HS Diploma	Clear Creek High School	15 years
Lloyd McGill	ADTA102; ADTA104; ADTA105	Associates Degree - Automotive Technology	North Harris Community College	25 years
Randolph McGinty	CRRT101; CRRT103; CRRT122; CRRT125; CRRT128; CRRT129	Certificate - Auto Body Repair Technology	Indiana Vocational Technical College	15 years
Daniel Miles	ADTC101; ADTC108	HS Diploma	Oak Park High School	21 years
Don Miller	ADTA103; ADTA104; ADTA105; ADTC117; ADTC122; ADTC136	Diploma - Automotive & Diesel Technology	Universal Technical Institute of Texas, Inc.	17 years
Larry Moore	CRRT108; CRRT109; CRRT116; CRRT128; CRRT129	HS Diploma	James Madison High School	10 years
Joseph Olivares	CRRT108; CRRT109; CRRT116; CRRT127; CRRT128; CRRT129	HS Diploma	Whittier High School	13 years
Ricky Osborne	ADTA125; ADTC136; Nissan NATT Elective	HS Diploma	Vallejo Senior High School	22 years
James Pollard, Jr.	ADTC107; ADTC128	Diploma - Automotive Technology	Universal Technical Institute of Texas, Inc.	7 years
Brian Ritchie	ADTA103; ADTA104; ADTA105	HS Diploma	Cooper City High School	3 years
Alan Ritter	ADTC101; ADTA102; ADTA129; Ford FACT Elective; Nissan NATT Elective	HS Diploma	Memorial Sr. High School	11 years
John Rolater, Jr.	ADTC128; Ford FACT Elective	HS Diploma	S.P. Waltrip High School	37 years
Charles Ryder	ADTC101; ADTA102; ADTD115; ADTD116; ADTA129; Ford FACT Elective	Associates Degree - Computer Information Systems	North Harris Montgomery Community College District	19 years
Keith Schieffer	CRRT101; CRRT105; CRRT125; CRRT126	Associates Degree - Autobody & Fender Repair	Northeast Nebraska Technical Community College	32 years
Todd Stephenson	ADTD114; ADTD115; ADTD116; ADTI118; ADTI124	Associates Degree - Auto/Diesel Technology	Universal Technical Institute of Texas, Inc.	16 years
Guy Stewart	ADTA135	HS Diploma	Rising Star High School	13 years
Michael Streadl	ADTD116; Cummins Elective	Associates Degree - Diesel Mechanics	Lamar University	23 years
Allen Teters	ADTA102; ADTA104; ADTA105; ADTC122; ADTA126; ADTC136	GED	Texas Education Agency	20 years
Jaime Trevino	ADTI124; ADTD127	Associates Degree - Auto/Diesel Technology	Universal Technical Institute of Texas, Inc.	13 years
Francisco Vasquez	ADTA104; ADTA105; ADTC117; ADTC122; ADTC136	Associates Degree - Auto/Diesel Technology	Universal Technical Institute of Texas, Inc.	18 years
David Vogel	ADTA106; ADTC107; ADTC108	Associates Degree - Automotive Technology	San Jacinto College	20 years
Robert Washburn, Jr.	ADTD115; ADTD116; ADTI118	Diploma - Diesel & Industrial Technology	Universal Technical Institute of Illinois, Inc.	19 years
Howard Wilks	ADTA106; ADTA109; ADTD119	GED	State of Louisiana/Ouachita High School	31 years

John Williams	ADTA102; ADTA129	Diploma - Automotive Technology w/FACT	Universal Technical Institute of Texas, Inc.	7 years
Randy Wright	ADTA106; ADTA109	Diploma - Automotive Technology	Wyoming Technical Institute	10 years
Timothy Yates	ADTA109	GED	Texas Education Agency	12 years

## Universal Technical Institute of Arizona, Inc.

Name	Courses Teaching	Highest Degree Earned - Major Field of Study	Awarding Institution	Years of Prior Work Experience
David Allman	ADTF130, ADTF131	GED	East High School	25 years
James Atkisson	ADTC107	AOS Degree - Automotive/Diesel Technology	Universal Technical Institute - AZ	13 years
Leonardo Avalos	ADTF130, ADTF131	HS Diploma	Del Valle High School	9 years
Brandon Ayers	ADTA102	HS Diploma	Salome High School	12 years
Henry Ayers Jr.	ADTA125	GED	USAF	45 years
Fred Bachrodt	ADTC107, ADTC108, ADTC117	Auto Shop, HVAC	Triton Junior College	30 years
Markia Baker	ADTC101, ADTA103	AOS Degree - Auto/Diesel	Universal Technical Institute - AZ	34 years
James Barden	ADTA102, ADTA129	HS Diploma	Lakeland High School	5 years
James Bear	Cummins Elective	Certificate - Auto Mechanics	Fayetteville Tech Community College	15 years
Eric Besette	ADTA104	AOS Degree - Auto/Diesel	Universal Technical Institute - AZ	13 years
Antonio Bilducca	ADTC101, ADTA106, ADTA109	Certificate	American Technical Center, AZ	25 years
Joseph Bobek	ADTA104, ADTA105, ADTA126, ADTF130	Diploma - Automotive Transmission	Lincoln Technical Institute	19 years
John Bonenberger	ADTC117	Diploma - General Auto	Universal Technical Institute - AZ	12 years
Terry Borkman	ADTF132	HS Diploma	Sandia High School	25 years
Kenneth Bracher	ADTC128	GED	State Board of Community College NC	25 years
Jason Campbell	ADTA103, ADTC107	AOS Degree - Automotive	Universal Technical Institute - AZ	9 years
Keith Cartwright	ADTD112, ADTD127	Associates of Occupational Studies in Mechanical Maintenance Engineering	Refrigeration School Inc.	4 years
Jon Combs	ADTA103, Cummins Power Generation Elective	Diesel	Arizona Automotive Institute	9 years
Michael Cook	ADTA135	Diploma - PC Servicing	NRI	33 years
William Crawford	ADTA104, ADTA105	Automotive Electrical, HVAC, Driveability	Phoenix Institute of Technology	16 years
Ricky Crayton	ADTD114, ADTI118	Associate of Science/General Studies	City University	5 years
David Cubillas	ADTF131	AS- Business Management	Oxnard College	35 years
Dustin Davis	ADTD112	HS Diploma	Apache Trail High School	8 years
Stephen Davis	ADTD112, ADTD127	AOS Auto/Diesel	Universal Technical Institute University of Phoenix	8 years
Dennis Dougherty	ADTA105, ADTD116	AAS/Diploma Street Rod Building	Wyoming Technical Institute	17 years
Ralph Durazo	ADTD115, CMNS101	Certificate - Cummins	Cummins, Irvine, CA	14 years
Robert Egli	ADTA106, ADTC128	Mechanical Engineering	Williamsport Area Community College	32 years
Terry Fowler	ADTC108, ADTC128	HS Diploma	Jefferson High School	12 years
Alfredo Garcia	ADTC101, ADTI118	Diploma - Automotive	Albuquerque Vocational Tech	24 years
Joseph Garman	ADTA104, ADTA105	HS Diploma	Crystal Lake Central High School	21 years
Thomas Gleason	ADTC122	HS Diploma	Vista High School	33 years
John Gorman	ADTA135	Certificates- Automotive Truck and Bus Repair	Detroit Diesel Engine, Cummins, Cat, Ford	14 years
Daniel Grubick	ADTA125	Nissan Master Technician	Nissan Motor Corp/Factory Training Center	6 years
Jim Hall	ADTA106, ADTC107, ADTC108	HS Diploma	Williams High School	28 years
Anthony Herman	ADTC122, ADTA125, ADTA126, ADTC136	HS Diploma	Allen Park High	13 years

Bryan Hethke	ADTC117	AAS	Parkland College	5 years
Dean Hill	ADTD119, ADTD127	Associate Degree- Automotive Technology	Linn Technical College	15 years
James Holland	ADTD119	HS Diploma	Marshfield High School	26 years
Steven Hovey	ADTA102, ADTA103, ADTA129	Certificate - Auto Technology	Universal Technical Institute - AZ	18 years
Wayne Hutchens	ADTA109	Associates - Auto/Diesel	Universal Technical Institute - AZ	13 years
James Jennings	Daimler Truck Elective	Automotive Engineering	Weber State University	10 years
Peter Johannsen	ADTF130, ADTF132	AAS - Automotive Technology	S.U.N.Y. Canton AG Tech College	13 years
Lyle Johnsen	ADTC101, ADTA109, BMW FASTTRACK Elective	Mechanical Engineering	University of Illinois	10 years
Rocklan Kopylec, Sr.	ADTD114, ADTD115, ADTD119	Certificate	Bell Detroit Engine Rebuilding	20 years
Adam Kreisher	ADTF132, ADTF137, ADTF138	Diploma - Automotive Electronics	AAI, AZ	12 years
Lance Krieger	ADTC128	AOS Degree - Automotive	Arizona Automotive Institute	9 years
Nathaniel Kuba	ADTD115, ADTD116, ADTD127, Diamler Truck Elective	Vehicle Maintenance	United States Air Force	6 years
John Landry	ADTA103, ADTA126	GED	Edutek Professional College	12 years
Michael Lessig	ADTA106, ADTA109	Automotive	Arizona Automotive Institute	14 years
David Longino	ADTC122	Data Communication	Clayton State College	16 years
Brian Lucas	Cummins Elective	HS Diploma	SunnySlope High School	15 years
Kenny Lucky	ADTD119	Maintenance Management Certification - ADA Wheelchair Equipment	Universal Technical Institute - AZ	5 years
Joseph Martinez	ADTI124	AOS Degree - HVAC/Diesel	Universal Technical Institute - AZ	7 years
Michael Meyer	ADTA109	Automotive	Universal Technical Institute - AZ	25 years
Steven Miele	ADTF137	HS Diploma	Teameck High School	27 years
Bob Mobley	ADTC101, ADTC108	ASE Certificate	GM Training Center	44 years
Jason Mosler	ADTD112, ADTD116, ADTD127	AOS Degree Automotive/Diesel	Universal Technical Institute - AZ	10 years
Stephen Navis	ADTA103, ADTA106	Certificate - Harley Davidson Technician Program	Motorcycle Mechanics Institute, AZ	7 years
John Newman	ADTC136	HS Diploma	Ritemoger Senior High School	8 years
James Nichol	Daimler Truck Elective	Diploma - Diesel	Universal Technical Institute - AZ	25 years
Robin Norris	ADTF137	Diploma - Automotive Technology	Arizona Automotive Institute	10 years
Duane Perry	ADTA125, ADTA126	Aircraft Technical Training	Chanute Air Force Base	20 years
Charles Peters, Jr.	ADTA106, ADTA135	Certificate - Electronic Repair	Edison Technical Institute	42 years
Christopher Philpott	ADTD114, ADTD115, ADTD116	HS Diploma	Cortez High School	17 years
Louis Phistry	ADTD115, ADTD116, Daimler Truck Elective	Diploma - Automotive Repair	ICS, Correspondence School	12 years
Milton Poppell	ADTC117, ADTC122	Advanced Automotive Mechanics	United States Marine Corps	7 years
Salvatore Reina	ADTA104, ADTA105	Business & Auto Technology	Pima College	18 years
Errol Richens	ADTF137, ADTF138	Diploma	Bailey Technical	16 years
Mark Robinson	ADTA104, ADTA105	HS Diploma	Point LOMA/HSOP	8 years
Jeff Roby	ADTC122, ADTC136	Certificate - Contract of Apprenticeship	Port Elizabeth Technical College	12 years
Kenneth Sartin	ADTA102, ADTA129	GED	Estrella Mountain Community College	5 years
Charles Schlessman	ADTF132, ADTF138	GED	Ranton Township High School	20 years

Ernest Settle	ADTA106	GED	Estrella Mountain Community College	15 years
Kevin Sheets	ADTI118, ADTI124	BSBM - Business Management	University of Phoenix	26 years
Aneurin Shoemaker	ADTC108, ADTA109	General Automotive	American Technical Center, AZ	18 years
David Simmons	ADTC122	AOS Degree - Automotive Technology	Glendale Community College	7 years
Victor Simpson	ADTC107, ADTC108	GED	Waheawa Adult High School	18 years
Drexel Smith	ADTA102, ADTA129, Cummins Elective	Bachelors - Ministerial	Masters Divinity School	33 years
Michael Statzer	ADTC101, ADTA106	HS Diploma	Alhambra High School	28 years
Robert Stevens	ADTA102, ADTA129	Master of Science-Auto	Almeda University	30 years
James Strmic	ADTC101, ADTA102, ADTC128	GED	Rio Salado, AZ	16 years
Audie Toney	ADTA109, ADTA125, ADTA135	Technician Certificate - Diesel	Salina Area Vocational Technical	26 years
Kerry Torres	ADTC101, ADTA102	Automotive	American Technical Center, AZ	20 years
Ronnie Turley	ADTA104, ADTA105	Certificate	Glendale Community College	28 years
Ulises Valderrama Sanchez	ADTC117, ADTF130	BSB/A	University of Phoenix	6 years
Timothy Westfall	ADTA104, ADTA105, ADTC136	HS Diploma	LaCrescenta High School	25 years
Daniel Wigglesworth	ADTA102, ADTA129	HS Diploma	Wayne High School	30 years
William Wilkins	ADTI124, ADTC136	Degree - Carpentry	Carpenters Apprenticeship	10 years
John Williams	ADTA126	Auto Repair	California Trade Schools	22 years
Jeff Worster	ADTD114, ADTD116	Diploma - Diesel Technology	Baran Institute of Technology	13 years
Robert Xavier	ADTD114	HS Diploma	Mayfield High School	14 years
Wilfred Young	Cummins Power Generation Elective	HS Diploma	American Preparatory Institute	35 years

## Universal Technical Institute of Illinois, Inc.

Name	Courses Teaching	Highest Degree Earned - Major Field of Study	Awarding Institution	Years of Prior Work Experience
Carroll A. Bailey	ADTC117, ADTA125, ADTA135	AOS - Automotive Technology	Southern Illinois University	20 years
Aaron A. Bereiter	ADTA103, ADTD112, ADTD115, ADTD116, ADTD127	AOS - Automotive/Diesel Technology	Universal Technical Institute - AZ	11 years
Anton H. Blum	ADTA104, ADTA105, ADTA126, ADTF130, ADTF132, ADTF137, ADTF138	HS Diploma	Prospect High School	11 years
Timothy J. Bresnahan	ADTA106, ADTA109	Certificate	Daimler Chrysler Training Center	8 years
Ray G. Chapen	ADTC101, ADTA104, ADTA105, ADTC108, ADTC117	HS Diploma	Glenbard North High School	12 years
Walter R. Costello III	ADTC117, ADTC122, ADTA125	HS Diploma	Benet College Preparatory Academy	17 years
Andrew S. Cripps	ADTC101, ADTA106	Diploma - Automotive Technology	Universal Technical Institute - AZ	6 years
Edward Deal	ADTA106, ADTC136, Toyota 1	Diploma - Automotive/Diesel Technology	Denver Automotive & Diesel College Inc.	17 years
Dennis D. Denz	ADTF130, ADTF131, ADTF137, ADTD115, ADTD116	Certificate - Diesel/Industrial Technology	Universal Technical Institute - IL	10 years
Daniel Fleming	ADTC101, ADTC107, ADTC128	Diploma - Automotive Technology	Triton College	14 years
Michael J. Goddard	ADTD114, ADTD115, ADTD116, ADTD119, ADTI124	HS Diploma	Oak Lawn Community High School	18 years
Andrew R. Graham	ADTD114, ADTD115	AAS - Automotive Technology	College of DuPage	13 years
Bruce L. Gravitt	ADTC117, ADTC122	AOS - Automotive Technology	Western Dakota Vo-Tech	4 years
Charles N. Gutstadt	ADTA106, ADTC108, ADTI124	HS Diploma	Arlington High School	3 years
Allen T. Hill	ADTD112, ADTD114, ADTD115, ADTD116, ADTI118	GED	Cook County	10 years
William R. Hoffman	ADTA126, ADTC136, ADTD114, ADTD115, ADTD116, ADTD119	HS Diploma	Warren Township High School	10 years
Donald J. Josefik	ADTA104, ADTC117, ADTC122, ADTA126, ADTC136	HS Diploma	Riverside-Brookfield High School	11 years
William S. Keene	ADTA104, ADTA105, ADTA125, ADTA126, Toyota 2	HS Diploma	Hendersonville High School	12 years
Ty A. Klingsick	ADTA103, ADTA125, ADTC128	AAS - Automotive Technology	Wyoming Technical Institute	6 1/2 years
David B. Leja	ADTC101, ADTA104, ADTA105, ADTC117, ADTC122, ADTA125, ADTA126, ADTC136	HS Diploma	Marie Sklodowska Curie High School	27 years
Thomas P. Lietza	ADTC107, ADTA125, ADTC128, ADTA135	AAS - Diesel Technology	Triton College	5 years
Stephen L. Liss	ADTC101, ADTA102, ADTA129	AA - Business	Wright College	28 years
Warren E. Lowery	ADTC101, ADTA102, ADTA129	HS Diploma	Glenbard East High School	35 years
James S. MacMillan	ADTA104, ADTA105, ADTC117, ADTC122, ADTC136	Certificate - Automotive Repair	Automotive Technical Institute	25 years
Fred G. Madsen	ADTC101, ADTC107, ADTC117, ADTC122, ADTA125, ADTA126, ADTC136	AAS - Automotive Technology	Triton College	23 years
Cory S. Mathis	ADTA104, ADTC107, ADTC128	Diploma - Automotive Technology	Lincoln Technical Institute	9 years
Carl W. McClain	ADTC101, ADTA102, ADTA105, ADTA106, ADTC107, ADTC108, ADTA109, Ford FACT Elective, ADTD114	GED	Jones Jr. High School	13 years
James M. Mellenthin	ADTC108, ADTA109	Diploma - Automotive/Diesel Truck Technology	Greer Technical Institute	19 years
Clarence L. Meyer	ADTC117	Diploma - Automotive Mechanics	Arizona Automotive Institute	12 years

Steven P. Michelsen	ADTC101, ADTA102, ADTC108, ADTA129	HS Diploma	Calumet High School	22 years
Michael R. Nelson	ADTA104, ADTA105, Toyota TPAT Elective	HS Diploma	Rolling Meadows High School	30 years
William C. Niemeyer	ADTC101, ADTC117, ADTI118, ADTD119, ADTI124	HS Diploma	Wheeling High School	26 years
Eric D. Nilles	ADTC101, ADTA104, ADTC108, ADTA126, ADTA135	HS Diploma	Glenbard East High School	7 years
Andre Oertel	ADTA104, ADTA105, ADTC108, Toyota 2	Diploma - Automotive Service	Wyoming Technical Institute	13 years
Cecil E. Oglesby	ADTI118, ADTD119	GED	Kingsburg High School	22 years
Mario C. Corsini	ADTA102, ADTA129	Diploma - Automotive Technology	DAVEA Center	19 years
Michael W. Pair	ADTA102, ADTA103, ADTA129	HS Diploma	Beebe High School	15 years
John B. Parker	ADTC101	HS Diploma	Marysville High School	9 years
Doug R. Pergram	ADTD112, ADTD114, ADTD115, ADTD116, ADTI118, ADTD119, ADTD127	AAS - Diesel Technology	Triton College	19 years
George Potter	ADTC128, ADTA135	HS Diploma	Glenbard North High School	10 years
Juan R. Ramos	ADTA104, ADTA105, ADTC108	Diploma - Automotive/Diesel Industrial Technology	Universal Technical Institute - IL	6 years
Panagiotis Skoupas	ADTA104, ADTA105, ADTC117, ADTA126, ADTF130, ADTF132	Diploma - Automotive Technology	Automotive Technical Institute	5 years
Anthony Spadafina	ADTD112, ADTD114, ADTD115, ADTD116, ADTD127	Diploma - Automotive/Diesel	Greer Technical Institute	17 years
Robert F. Steiner	ADTC117, ADTC122, ADTA125, ADTC136	HS Diploma	St. Patrick High School	18 years
Jonathan B. Thompson	ADTA103, ADTA104, ADTA105, ADTA126	Diploma - Automotive/Diesel Technology	Universal Technical Institute - IL	8 years
Theodoros Tsevis	ADTA104, Toyota TPAT Elective	Diploma - Automotive/Diesel Repair	Lincoln Technical Institute	17 years
Quintin A. Vahlidick	ADTA104, ADTA105, ADTA125, ADTA126, Ford FACT Elective	HS Diploma	Riverside-Brookfield High School	15 years
James J. Vicich	ADTA106, ADTA109	HS Diploma	Lockport Central	16 years
Michael J. Vivona	ADTA102, ADTA103, ADTA129	HS Diploma	Aviation High School	18 years
Allen J. Widel	ADTA104, ADTA125, ADTA135	GED	US Army	11 years
David Williams	ADTD112, ADTD119, ADTD127	Diploma - Diesel Mechanics	Ivy Technical Vocational	7 years
Mike J. Wiltgen	ADTA125, ADTA135	HS Diploma	Montini High School	22 years
David E. Winterstein	ADTC101, ADTD114, ADTD115, ADTD116, International ITEP Elective	Certificate - Automotive/Diesel Technology	Denver Automotive & Diesel College Inc.	17 years

## Universal Technical Institute of Florida, Inc.

Name	Courses Teaching	Highest Degree Earned - Major Field of Study	Awarding Institution	Years of Prior Work Experience
David S. Anderson	ADTA106; ADTA109; Nissan NATT Elective	GED	Career Assistance Center	20 years
Jeffrey S. Bambling	ADTA126; ADTC136; ADTA104; ADTA105; ADTA103; Ford FACT Elective	Certificate - Automotive Mechanics	Parkway West Area Vocational-Technical School	20 years
Karl G. Boehm	ADTA106; ADTA109	HS Diploma	Marysville High School	27 years
Clive A. Clarke	ADTC101; ADTC117; ADTC122; ADTC136; ADTA106; ADTA125; Nissan NATT Elective	GED	State of New York	17 years
Phillip E. Dowdy	ADTC101; Nissan NATT Elective	HS Diploma	Cocoa High School	33 years
Steven P. Duray	ADTC101; ADTA102; ADTA103; ADTA129	Diploma - Automotive Technology	U.T.I. of Illinois, Inc.	7 years
Eric J. Feltman	ADTC136; ADTA125; Nissan NATT Elective	HS Diploma	Oxford High School	22 years
Scott J. French	ADTC101; ADTC117; ADTC122; ADTA126; ADTC136; ADTC108; Ford FACT Elective	HS Diploma	Crystal Lake South High School	10 years
Michael S. Heyman	ADTA126; ADTA104; ADTA105; BMW FastTrack Elective	Diploma - Automotive Technology	Lincoln Technical Institute	15 years
Glenn S. Jones	ADTC107; ADTA102; ADTA129	HS Diploma	Central Dauphin High School	11 years
Arthur K. Klobucar	ADTA126; ADTA104; ADTA105; ADTA103; BMW FastTrack Elective	Diploma - Automotive Technology	Lincoln Technical Institute	8 years
Chad R. Mitchell	ADTA102; ADTA103; ADTC108; ADTA125; ADTA129	HS Diploma	Miami Killian Senior High School	11 years
Stephen E. Mole	ADTA135; ADTA102; ADTA103	HS Diploma	Edgewater High School	10 years
Scott G. Myers, Sr	ADTC101; ADTC117; ADTC122; ADTC108	GED	New Jersey State Board of Education	21 years
Tracey A. New	ADTC101; ADTC117; ADTC122	HS Diploma	Highland High School	24 years
Thomas R. Newman	ADTA126; ADTA104; ADTA105; ADTA102; ADTA103; ADTA129	HS Diploma	Santa Cruz Adult School	3 years
Herbert D. Parks	ADTC107; ADTC128	HS Diploma	Southeast High School	14 years
Charles A. Pokorny	ADTC101; ADTA135; ADTA106; ADTC107; ADTC128	Diploma - Automotive Technology	Williston State College	10 years
David B. Poppo	ADTA135; ADTA104; ADTA105	HS Diploma	Forest Lake	9 years
Dominick J. Saffioti	ADTC117; ADTC122; ADTA135; ADTC136; ADTA105; ADTA125	HS Diploma	Naugatuck High School	14 years
Thomas D. Scott	ADTA126; ADTC136; ADTA104; ADTA105	HS Diploma	Brunswick High School	13 years
Joe W. Smiley	ADTA104; ADTA105; ADTA106; ADTA109; ADTA102; ADTC108; ADTA129	HS Diploma	Colonial High School	22 years
Charles T. Snyder, Jr.	ADTC128; ADTC108; ADTA125	HS Diploma	Moanalua High School	27 years
Steven H. Volkman	ADTC108; Ford FACT Elective	Diploma - Automotive Technology	Lincoln Technical Institute	34 years
John E. Von Hartman, Jr.	ADTC107; ADTC128; ADTA102; ADTA129	HS Diploma	Tavares High School	9 years
Joseph B. Walker	Ford FACT Elective	AAS - Automotive Management	Central FL Community College	9 years
Nathan W. Williams	ADTC108; BMW FastTrack Elective	AOS - Automotive & Diesel Technology	Universal Technical Institute of Arizona, Inc.	9 years
Rick A. Wilson	ADTA126; ADTC128	HS Diploma	Springfield Senior High School	10 years
George A. Wilson, Jr.	ADTA126; ADTA104; ADTA105	HS Diploma	Emerson High School	22 years

## NASCAR Technical Institute

Name	Courses Teaching	Highest Degree Earned - Major Field of Study	Awarding Institution	Years of Prior Work Experience
John Archambault	ADTF130; ADTF131; ADTF132	Certificate - Automotive Technology	American Motor Institute	15 years
Robert Black	ADTF137; ADTF138; ADTC136	HS Diploma	D.M. Therrell High School	40 years
Benson Bunk	ADTC128; ADTN140 ; ADTN141; ADTN142	HS Diploma	Cuba Central School	10 years
Rocco Colucci	ADTA106; ADTA135	HS Diploma	Mineola High School	34 years
Phillip Cooper	ADTF130; ADTF131; ADTF132; ADTF138	Diploma - Automotive Mechanics	Livingston Vocational Technical School	21 years
Warren Coultrup	ADTN140; ADTN141	Certificate - Automotive Machinist	Centennial College of Applied Arts and Technology	7 years
Jeffrey Covington	ADTA106; ADTC107; ADTA125	HS Diploma	Iredell High School	13 years
Allen Cretsinger	ADTN142 ; ADTN149; ADTN148; ADTN147	HS Diploma	Kensington High School	41 years
Benjamin Curtis	ADTA104; ADTA105; ADTF130; ADTF137	HS Diploma	Renton Technical College	22 years
David Daniel	ADTC101; ADTC128; ADTA106; ADTC117; ADTC107	Certificate - Aeronautical Science	Spartan School of Aeronautics	6 years
Andre' Demers	ADTC107; ADTA104; ADTA105; ADTA126	HS Diploma	Woodstock Academy	14 years
Thomas Emery	ADTN147; ADTN148; ADTN149	HS Diploma	Shenango Area Jr./Sr. High School	15 years
Jessie Galey	ADTC101; ADTC117; ADTA125	Diploma - Automotive/NASCAR Technology	NASCAR Technical Institute	7 years
Mark Goin	ADTN147; ADTN148; ADTN149	Certificate - Welding/Cutting Process	Davidson Community College	11 years
Wayne Greider	ADTC101; ADTN140; ADTN141; ADTN146	HS Diploma	Willowbrook High School	33 years
Franz Griffith	ADTC128; ADTA106; ADTC107; ADTC101	HS Diploma	Nevada Union High School	29 years
Todd Grzech	ADTC101; ADTC117; ADTC122; ADTC128	HS Diploma	Orchard Park Secondary	13 years
Richard Hamilton, Jr	ADTA126; ADTA105	Certificate - Automotive Technology	Lincoln Technical Institute	11 years
Steven Harris	ADTA104; ADTA105; ADTC128; ADTA126	HS Diploma	Morehead High School	30 years
Craig Hibdon	ADTC101; ADTN140; ADTN141; ADTN146	Associates Degree - Automotive Machine	Spokane Community College	15 years
Sidney Highfill	ADTA109; ADTA105; NATT003	Certificate - Automotive Technician Program	Sequoia Institute	20 years
Jason Holdaway	ADTC117; ADTC122; ADTC136	HS Diploma	Watauga High School	8 years
Thomas Ingalls II	ADTC101; ADTC107; ADTC108; ADTA135; ADTA125	HS Diploma	Rockville High School	18 years
John Jackson	ADTN147; ADTN148; ADTN149	Certificate - Welding	Lincoln Welding School	36 years
Scott Larson	ADTN140; ADTN141	HS Diploma	Canoga Park High School	16 years
Carlton Lindsay	ADTF130; ADTF131; ADTF132; ADTC136	Associates Degree - Auto Mechanics	Forsyth Technical Institute	20 years
Steven Loeffler	ADTF130; ADTC136; ADTF137	Certificate - Automotive Technology	Denver Automotive and Diesel College	27 years
Matthew Lokai	ADTA109; ADTC117; ADTC122; ADTC136	Associates Degree - Automotive Service Management Technology	Santa Fe Community College	13 years

James McGuire	ADTA104; ADTA105	Associates Degree - Automotive Technology	Oklahoma State University Institute of Technology	12 years
Eugene Myers	ADTA105; ADTA125; ADTA135; ADTC107; ADTC128	GED	Charlotte-Mecklenburg School	17 years
Donald O'Dell	ADTC117; ADTC122; ADTC128; ADTC136	HS Diploma	Max Hayes Vocational	23 years
Carlos Perez	ADTA126; NATT001; NATT002	HS Diploma	Miami Killian Sr High School	25 years
Stevens Pinos	ADTC136; ADTC122; ADTC108	Certificate - Automotive Technology	Miami Lakes Technical	12 years
Scott Poltorak	ADTC128; ADTA135; ADTC108	Certificate - Automotive Technology - Business	University of North Western Ohio	7 years
Kenneth Rex	ADTC101; ADTC108; ADTA125; Ford FACT Elective	Certificate - Engine Repair	Boces Occupation Training Center	18 years
David Rossbach Jr.	ADTN140; ADTN141	Certificate - Race Engines	Elliot-Neal Tech Center	15 years
Stacey Sawyer-Evans	ADTC101; ADTC107; ADTA135	Bachelor's Degree - Industrial Technology	Elizabeth City State University	12 years
Donald Seene	ADTC117; ADTC122; ADTC136; ADTA126	HS Diploma	Herbert Hoover High School	30 years
Ronnie Simmons	ADTA106; ADTC108; ADTA109	HS Diploma	Richmond Senior High School	8 years
Everett Sinon III	ADTA104; ADTF131; ADTF132; ADTF137	Diploma - Automotive Maintenance	Automotive Training Center	25 years
Howard Slade	ADTA104; ADTA105; NATT001; NATT002; ADTA126	HS Diploma	Piscataway Vo-Tech	20 years
Marvin Smith	ADTA106; ADTC128; ADTC108; ADTA109; ADTA125; NATT002	Certificate - Automotive Mechanics	Stanley Technical College	13 years
Aaron Smith	ADTC101; ADTA104; ADTA105	Associates Degree - Automotive Technology	Northern Virginia Community College	16 years
Harry Snyder	ADTF130; ADTF131	HS Diploma	Boonton High School	30 years
Joel Stroupe	ADTC107; ADTC128; ADTA109; ADTA135; ADTA125	Associates Degree - Automotive Technology	Gaston College	12 years
Jasen Taylor	ADTN149; ADTN147; ADTN148; ADTN146	HS Diploma	Griffin High School	6 years
Clinton Taylor, Sr.	ADTC108; ADTA125; ADTC128; ADTA135	HS Diploma	Hamilton County High School	19 years
Richard Touchette	ADTN140; ADTN141	Associates Degree - Machine Technology I & II	Asnuntuck Community College	20 years
Raymond Tourtellotte	ADTN147; ADTN149; ADTC101	HS Diploma	East Hartford High School	14 years
Billy Walters	ADTC101; ADTC108; ADTC117; ADTC122	GED	Bay City Adult Learning Center	30 years
Mark Wheeler	ADTA109; NATT003	HS Diploma	Summers County High School	8 years
Jackie Whitley	ADTC128; ADTN142; ADTN146; ADTN147; ADTN148	HS Diploma	Mt. Pleasant High School	25 years
Robert Whyte	ADTA104; ADTA105; ADTA126	HS Diploma	Bedford County Evening High School	20 years
Douglas Wolfe	ADTN140; ADTN141	HS Diploma	Verdugo Hills High School	20 years
Michael Zazeski	ADTC101; ADTA106; ADTA109; ADTA125; NATT003	HS Diploma	Wakefield High School	10 years

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## REFUND POLICY PROVISIONS

### MINIMUM CANCELLATION AND REFUND POLICY:

Under the provisions of the Higher Education Act (HEA) Amendments of 1998 (P.L. 105-244) effective October 7, 2000, institutions are to first determine the amount of Title IV funds (student financial aid) the student and institution are allowed to retain if a student withdraws or fails to complete the period of enrollment. The student's total obligation must be determined using the amount determined under (1) the requirements of an applicable state law or (2) the applicable institutional policy if no state policy exists or applies.

Once the institution has determined the amount of the Title IV funds that may be retained, any required return of funds will be made to the Title IV programs according to what has been outlined under the Return of Federal Student Aid section of this guide. The remaining Title IV funds and any other funds paid on account will be deducted from the lower obligation determined from the state (if applicable) and institutional policies. The student will then receive any refund due or be billed for outstanding charges.

### ARIZONA & FLORIDA INSTITUTIONAL POLICY:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$150) plus the cost of the meter if issued prior to cancellation or withdrawal.

4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### Institutional Policy

% Attended	% Retained
> 0 - 10%	10%
<i>(First-time students see #6 below)</i>	
>10% - 20%	20%
>20% - 30%	30%
>30% - 40%	40%
>40% - 50%	50%
>50%	100%

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
  7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
  8. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

### **ILLINOIS INSTITUTIONAL POLICY:**

- A. If the applicant is not accepted by UTI, all monies received will be refunded to the applicant.
- B. If by midnight of the fifth business day from the date of acceptance the applicant cancels by giving written notice, all monies paid to the Institute or its representatives will be returned to the applicant. Applicants should deliver or send this notice to Universal Technical Institute, 601 Regency Drive, Glendale Heights, IL 60139.
- C. If an applicant withdraws after midnight of the fifth day following enrollment but prior to the close of business on the student's first day of class attendance by means of written notice, charges made by the Institute to the student will not exceed a \$100 registration fee plus the cost of the meter if issued prior to cancellation. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- D. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within

three business days following attendance at the regularly scheduled New Student Orientation or tour of the Institute. Such cancellation results in a return of all monies paid for the Institute's registration fee.

### **TUITION REFUND POLICY**

Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed in A-E below:

- A. For students terminating training after the first day of class attendance but prior to completion of 5 percent of the enrollment period, the Institute will retain the sum of the following: a) the registration fee, b) an amount not to exceed 10 percent of the tuition charges and lab fee for the enrollment period or \$300 (whichever is less), and c) the cost of the meter if issued prior to withdrawal.
- B. For students terminating training after 5 percent of the enrollment period but within the first four weeks of classes, tuition charges assessed by the Institute will be 20 percent of the tuition charged for that period.
- C. For students terminating training after the first four weeks of the enrollment period but within the first 25 percent of that period, tuition charges assessed by the Institute will be 45 percent of the tuition charged for that period.
- D. For students terminating training within the second 25 percent of the enrollment period, tuition charges assessed by the Institute will be 70 percent of the tuition charged for the enrollment period.
- E. For students terminating training after completing 50 percent of the enrollment period, tuition charges assessed by the Institute will be the full tuition price.
  1. Refunds due to the student as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable. A student who does not attend classes for a period of fifteen (15) days and does not give the Institute, prior to or during that period, an explanation regarding absences is considered to have withdrawn from the Institute. The withdrawal date for refund computation purposes is the last date of actual attendance by the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
  2. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period.
  3. Students who withdraw with tuition or other fees due the Institute are requested to make arrangements for payment at the time of withdrawal. The Institute will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 30 days after the student leaves the Institute, the

account will be submitted to a commercial collection agency.

4. If, during a program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy
- E. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institute, at its determination, may make a refund more favorable to the student.

## **MASSACHUSETTS INSTITUTIONAL POLICY:**

### **REFUND POLICY (PER M.G.L. CHAPTER 255, SECTION 13K)**

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

#### **REFUND POLICY FOR VETERANS:**

You may terminate your enrollment agreement at any time. If you subsequently terminate your enrollment agreement prior to the commencement of the program, you will receive a refund of all monies paid.

If you terminate your enrollment after the commencement of your program, you will receive a refund on a pro-rated basis. The pro-rated amount represents the total of tuition and fees that the completed portion of the program bears

to the total length of the program.

If you wish to terminate your agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

Administrative costs: \$ 50.00 registration fee

## **NORTH CAROLINA INSTITUTIONAL POLICY:**

### **REFUND POLICY (PER 23 NCAC 03A.0113)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid.
3. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

<b>Institutional Policy</b>	
<b>% Attended</b>	<b>% Retained</b>
0-60	Prorated
>60	100%

4. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.

## **PENNSYLVANIA INSTITUTIONAL POLICY:**

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation may be oral and followed in writing by the student, parent, guardian, or guarantor.

2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Calculations using both weeks and clock hours will be performed. The result that provides the greater benefit to the student will be applied.

**PENNSYLVANIA STATE POLICY**

%Attended	% Retained
Within first 7 calendar days	25%
>7 calendar days	45%
>25% - 50%	70%
>50%	100%

6. For first-time students during the first week of the first enrollment period, the school will retain \$350 plus the registration fee of \$75. All other students refer to E.7.
  7. In all other instances of a student terminating or being withdrawn, UTI will retain the registration fee and charge an administrative fee of \$75 or 15% of the enrollment period, whichever is less, in addition to the percentage of tuition to be retained shown above in the Pennsylvania state policy.
- F. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- G. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due

to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 30 days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.

- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

**TEXAS INSTITUTIONAL POLICY:**

Please see information in state disclosures section of this document.

**STATE REFUND POLICIES**

**ARKANSAS RESIDENTS (TEXAS & NORTH CAROLINA CAMPUS)**

The following policy applies to Arkansas residents. Schools shall publish and adhere to a cancellation and refund policy that provides not less than:

1. A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.
2. A full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25) if an applicant is not accepted for enrollment by a school.
3. If the student has contracted with a school to pursue a distance education program or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction, whichever comes first.
4. If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.
5. All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank, such as the bank statement. If refunds

are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund.

6. At the time of completion of home solicitation sale:
  - a. The seller shall furnish the buyer with a fully completed receipt, AND
  - b. A copy of any contract or agreement pertaining to such sale at the time of its execution, which shall show the name and address of the seller, the date of transaction, AND
  - c. Contain in boldface type of a minimum size of ten (10) points a statement in substantially the following form: ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION. This statement shall be in immediate proximity to the space reserved for the signature of the buyer, in the contract, agreement or receipt.
  - d. The buyer may cancel by written notice mailed to the seller, preferably by certified or registered letter.
  - e. In the event the buyer cancels, the seller shall return to the buyer within thirty (30) calendar days of the cancellation:
    - i. Any payments made,
    - ii. Any goods or other property received as a trade-in (or a sum equal the trade-in allowance given therefore), AND
    - iii. Any note or other evidence of indebtedness given by the buyer to the seller pursuant to or in connection with the sale.
  - f. After cancellation the seller shall have thirty (30) calendar days to take possession of any property left with the buyer.
7. The effective date of the termination, for refund purposes, shall be the last day of attendance.
8. The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed for use in the program.
9. In the event a school discontinues a program in which students are enrolled, a full refund of all tuition and fees is due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school. However, it does apply to a school that closes only one location.
10. Schools shall publish and adhere to a refund policy:
  - a. The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.
  - b. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
  - c. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
    - i. At completion of less than twenty five percent (25%) of the program, the refunds shall be made on a pro rata basis.
    - ii. At completion of 25% but less than 50% of the

program, the student shall be refunded not less than 50% of the tuition.

- iii. At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
  - iv. At completion of 75% or more of the program no refund is due the student.
11. Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

## **COLORADO RESIDENTS (ARIZONA, NORTH CAROLINA, SACRAMENTO & TEXAS CAMPUSES)**

The following policy applies to Colorado residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$100 or 15 percent of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.

4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Colorado State Policy	
% Attended	% Retained
>0 to 10%	10%
>10 to 25%	25%
>25 to 50%	50%
>50 to 75%	75%
>75%	100%

6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within forty-five (45) days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. In the event the Institute discontinues a program during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees for the program will be paid.

## DELAWARE RESIDENTS (ILLINOIS, MASSACHUSETTS, NORTH CAROLINA, PENNSYLVANIA & TEXAS CAMPUSES)

The following policy applies to Delaware residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
  - B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
  - C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
  - D. The student will receive 100% of all monies paid if he enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
  - E. The Enrollment Agreement may be canceled at any time before the commencement of classes:
    1. Cancellation must be in writing by the student, parent, guardian or guarantor.
    2. All monies paid by an applicant will be refunded within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student
    3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$100 or 15 percent of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
    4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
  - F. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
    1. Students are charged by the enrollment periods based on the period of enrollment computed on the basis of course time expressed in clock hours.
    2. For each enrollment period the student has completed, the student is responsible for those charges in full.
    3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
- For purposes of the refund calculation, the effective date of the termination will be the earliest of the following:
- A. The last date of attendance, if the student is terminated by the school;

- B. The date of receipt of written notice from the student;
- C. Ten school days following the last date of attendance;
- 4. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

**Delaware State Policy**

% Attended	% Retained
> 00 – 4.9%	20%
> 05 – 9.9%	30%
> 10 – 14.9%	40%
> 15 – 24.9%	45%
> 25 – 49.9%	70%
> 50%	100%

- 5. For programs more than 12 months in length, the refund shall be applied to each 12-month period or part thereof separately.
- 6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- 7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- 8. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner.
- G. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- H. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- I. The institute shall determine the date of withdrawal as the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## GEORGIA RESIDENTS (FLORIDA, NORTH CAROLINA & TEXAS CAMPUSES)

The following policy applies to Georgia residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  - 2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement or making an initial payment if no Enrollment Agreement is signed. .
  - 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$100 or 15% of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended (last date of attendance).
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

### Georgia Policy

% Attended	% Retained
> 0 – 05%	5%
> 05 – 10%	10%
> 10 – 25%	25%
> 25 – 50%	50%
> 50%	100%

6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. Should the school change or cancel a program or change the time or location of a course, every effort will be made to accommodate the needs of each student. If arrangements mutually satisfactory to the school and the student cannot be made, the school will then refund all money paid for the program.

### INDIANA RESIDENTS (ARIZONA, ILLINOIS, NORTH CAROLINA & TEXAS CAMPUSES)

The following policy applies to Indiana residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.

- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within six (6) business days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 10% of the contract price of the program but in no event will the Institute retain more than \$100 (\$50 for the PA campus) plus the cost of the meter if issued prior to cancellation.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
  5. A student who does not meet the minimum admission requirements or whose enrollment was procured as a result of a misrepresentation in the school's written materials is entitled to a full refund.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### Indiana State Policy

% Attended	% Retained
During the 1 <sup>st</sup> Week	10%
During the first 25%	25%
During the Second 25%	50%
>50% to 60%	60%
>60%	100%

6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.

- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay any refund of other than federal funds within thirty-one (31) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## LOUISIANA RESIDENTS (TEXAS & NORTH CAROLINA CAMPUSES)

The following policy applies to Louisiana residents.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  - 2. All monies paid by an applicant will be refunded if requested within three (3) business days after signing the Enrollment Agreement and making an initial payment.
  - 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee (up to \$150) of 15% of the contract price of the program but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation.
  - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
  - 5. A student who does not meet the minimum admission requirements or whose enrollment was procured as a result of a misrepresentation in the school's written materials is entitled to a full refund.

- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

### Louisiana State Policy

#### Prior to the second day of class registration fee

% Attended	% Retained
2 <sup>nd</sup> day of class to end of 1 <sup>st</sup> Week	10%
Weeks 2-4	25%
Week 5 - the first 25%	45%
During the second 25%	70%
During the 3 <sup>rd</sup> and 4 <sup>th</sup> 25%	100%

- 6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- 7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## MARYLAND RESIDENTS (FLORIDA, ILLINOIS, MASSACHUSETTS, NORTH CAROLINA, PENNSYLVANIA & TEXAS CAMPUSES)

The following policy applies to Maryland residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if the student chooses not to enroll in or withdraws within seven (7) calendar days after signing the enrollment agreement. If an applicant chooses not to enroll after the seven-day cancellation period but before the first day of instruction, the school may retain the registration fee.
  3. Subsequently, if a student chooses not to enroll after the seven-day cancellation period but before the first day of instruction, the Maryland state refund policy below will be applied. Monies paid to the Institute or its representatives minus a registration fee (up to \$150) or 10% of the contract price of the program, whichever is less, may be charged but in no event will the Institute retain more than \$150 plus the cost of the meter (non-returnable equipment) if issued prior to cancellation or withdrawal.
  4. For a student who withdraws after instruction begins, any refund shall be based on the total contract price of the program and shall include all fees except the registration fee and any charges for materials, supplies or books that have been purchased by and are the property of the student. The school may not charge a withdrawal fee.
  5. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.

3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of the hours attempted exclusive of any uncharged repeats, leaves of absence or times when a course is not available, using the percentages shown below. The calculation is based on the period from the start date to the last date of attendance.

### Maryland State Policy

% Attended	% Retained
> 0 - 10%	10%*
>10% - 20%	20%
>20% - 30%	40%
>30% - 40%	60%
>40% - 50%	80%
>50%	100%

6. For first-time students who withdraw during the first week of the enrollment period, the school will retain \$350 or 10% of tuition paid, whichever is less.
7. Student will not be charged a withdrawal fee.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor.
- G. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training.
- J. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## **MINNESOTA RESIDENTS (ARIZONA, FLORIDA, ILLINOIS, NORTH CAROLINA & TEXAS CAMPUSES)**

### **BUYER'S RIGHT TO CANCEL & REFUND POLICY**

The following policy applies to Minnesota residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.
- D. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the written contract or day on which the student is accepted, a complete refund is given regardless of whether the program has started.
- E. If a student gives a written notice of cancellation after five business days of the execution of the written contract or day on which the student is accepted but before the start of the program, all tuition, fees and other charges except 15% of the total cost of the program by the school (not to exceed \$50) shall be refunded to the student.
- F. If a student gives notice of cancellation after the start of the period for which the student has been charged but before completion of 75% of the period of instruction, the student is assessed a pro rata portion of tuition, fees and other charges based on the number of days in the term plus 25% of the total program cost (25% not to exceed \$100).
  - 1. Students are charged by the Enrollment Periods shown on the front of the agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats.
- G. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

- H. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to completion of 50% of the course.
- I. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance and if delivered by mail, the postmark date of the letter of acceptance.
- J. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- K. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- L. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## **MISSISSIPPI RESIDENTS (FLORIDA, NORTH CAROLINA & TEXAS CAMPUSES)**

The following policy applies to Mississippi residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. Each institution is required to take and keep a record of student attendance for each individual course meeting. When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of

attendance. Any unused portion of fees and other institutional charges shall be refunded as follow

1. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.
2. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than one hundred dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.
3. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.
4. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:
  - a. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
  - b. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
  - c. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
  - d. After the first fifty percent (50%) of the period of financial obligation, the institution may retain one hundred percent (100%) of the tuition.

## **NEW JERSEY RESIDENTS (FLORIDA ILLINOIS, MASSACHUSETTS, NORTH CAROLINA, PENNSYLVANIA & TEXAS CAMPUSES)**

The following policy applies to New Jersey residents:

A private vocational school owner shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by

the school prior to the completion of the course or program (N.J.A.C. 12:41-2.4);

1. The school may retain all or part of the registration fee.
  2. The school may require the student retain all books, equipment and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment and tools are in proper condition for resale.
- A private vocational school owner shall calculate refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, to which the following shall apply:
1. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
  2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:
    - i. Ten percent of the total tuition if withdrawal occurs in the first week;
    - ii. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
    - iii. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
    - iv. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
    - v. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.
  3. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
    - i. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance;
    - ii. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
    - iii. Calculated on the same basis as for full-time attendance pursuant to (2) iii through v above after 75 hours of scheduled attendance.
- In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded and the activity fee shall be pro-rated.
- A private vocational school shall accept for enrollment only adult students who demonstrate possession of a high school diploma or a General Educational Development (GED) state-issued diploma or attainment of a passing score on a standardized ability to benefit test recognized by the U.S. Department of Education.

## NEW MEXICO RESIDENTS (ARIZONA, NORTH CAROLINA & TEXAS CAMPUSES)

The following policy applies to New Mexico residents:

Registration shall not be permitted unless the applying proprietary school agrees to adhere to the commission rules and regulations that provide for a tuition refund policy.

- A. **Cooling-off period.** Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling-off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling-off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.
- B. **Refunds prior to commencing instruction.** Following the cooling-off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.
  - (1) In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
  - (2) Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- C. **Refunds following commencement of instruction.** An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the Department or its designee.
- D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally,

institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. Department of Education:

Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On first class day	0%
After 1st day; within 10	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

- E. "Enrollment period for which the student was obligated" means a quarter, semester or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.
- F. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- G. Upon request by a student or the Department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.
- H. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
- I. Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- J. In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate its tuition and fees for completing each program are reasonable

## OHIO RESIDENTS (ARIZONA, FLORIDA, ILLINOIS, PENNSYLVANIA, NORTH CAROLINA & TEXAS CAMPUSES)

The following policy applies to Ohio residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be

returned. Please see the Financial Aid Office for a copy of this policy and examples.

- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  - 2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
  - 3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within five (5) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:

Ohio State Policy	
Time Attended	% Retained
During 1st week	25%
During the 2nd week	50%
During the 3rd week	75%
In the 4th week or more	100%

- 6. In all instances of a student terminating or being withdrawn from the institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- 7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the

determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. In the event the Institute discontinues a program during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees for the program will be paid.

## OKLAHOMA RESIDENTS (TEXAS & NORTH CAROLINA CAMPUSES)

The following policy applies to Oklahoma residents:

- A. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment and any other monies received will be returned.
- B. An applicant may cancel this agreement at any time before the commencement of classes.
  - 1. All monies paid by an applicant will be returned if requested within three (3) days of signing the Enrollment Agreement and making an initial payment.
  - 2. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$150 or 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$150 plus the cost of the meter if issued prior to withdrawal or cancellation.
- 3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a return of all monies paid.
- C. A student's termination date for refund purposes, once classes are attended, will be the last date of actual attendance.
- D. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed exclusive of the cost of uncharged repeats using the percentages listed in D1 through D4 below. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.
  - 1. For a student terminating training after starting school but within the first week, the school will retain 10% of the contract price of the program plus the registration fee and the cost of the meter if issued prior to withdrawal. The total is not to exceed \$350.
  - 2. For a student terminating training after completing the first week but within 25% of the program, the school will retain 25% of the contract price of the program plus the

registration fee and the cost of the meter if issued prior to withdrawal.

3. For a student terminating training after completing 25% but within 50% of the program, the school will retain 50% of the contract price of the program plus the registration fee and the cost of the meter if issued prior to withdrawal.
4. For a student terminating training after completing more than 50% of the program, the school will retain 100% of the cost of the program.
- E. Any refund due as a result of withdrawal, dismissal or cancellation shall be made to the student within 30 calendar days after the Institute dismissed the student, received notice of withdrawal, last date of attendance or cancellation. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- F. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a refund that is reasonable and fair to both.
- G. Severability of refund policy. The provisions of this section are severable and the invalidity of one shall not impair the enforceability of the remaining provisions.

## **OREGON RESIDENTS (ARIZONA, NORTH CAROLINA, SACRAMENTO & TEXAS CAMPUSES)**

The following policy applies to Oregon residents:

### **581-045-0036 - CANCELLATION AND REFUND POLICY**

1. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - a. If cancellation occurs within five business days of the date of enrollment and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - b. If cancellation occurs after five business days of the date of enrollment and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost or \$150, whichever is less;
  - c. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book

and supply fees, and other legitimate charges owed by the student;

- d. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
- e. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
2. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
3. The term "pro rata refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
4. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
5. When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
6. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks accrued according to the published class schedule as of the last date of attendance.
7. The term "tuition cost" means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees other than lab fees
8. The school shall not charge a withdrawal fee of more than \$25.
9. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
10. When a cancellation, withdrawal, termination or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - a. Within 40 days after notification of such cancellation, withdrawal, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school together with a refund equal in amount to monies paid to the school in excess of those allowable charges;

- b. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
  - c. In the event payments to a student account are derived from a sponsoring public agency, private agency or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
11. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
  12. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## SOUTH CAROLINA RESIDENTS (NORTH CAROLINA & TEXAS CAMPUSES)

The following policy applies to South Carolina residents:

- A. A full refund will be made to any student who cancels the Enrollment Agreement within three (3) days (excluding Saturdays, Sundays and legal holidays) after being signed by the student.
- B. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment refunded.
- C. An applicant may cancel enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled start date will be considered a student.
- D. An applicant requesting cancellation subsequent to the three (3) cancellation period shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$100 or 15% of the tuition cost for the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if received prior to cancellation.
- E. An applicant that did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment

within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a refund of all monies paid.

- F. A full tuition refund will be provided to a student if educational service is discontinued by UTI.
- G. A student's termination date for refund purposes, once classes are attended, will be the last date of attendance.
- H. If a student who enters a residence program terminates or withdraws after expiration of the 72-hour cancellation privilege, the Institute may retain \$100 plus the amount indicated below based on the remaining tuition (total tuition cost less \$100) plus the cost of the meter if received prior to cancellation. Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed in F1 through F4 below:
  1. For students who terminate or withdraw, the South Carolina State Pro Rata Refund Policy will be used. The amount to be retained will be rounded downward to the nearest 10%.
    1. Students are charged by the enrollment periods shown on the front of the Agreement.
    2. For each enrollment period the student has completed, the student is responsible for those charges in full.
    3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
    4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.

### South Carolina Pro Rata Refund Policy

% Attended	% Retained
0% – 10%	10%
>10% - 20%	20%
>20% - 30%	30%
>30% - 40%	40%
>40% - 50%	50%
>50% - 60%	60%
>60%	100%

- J. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period(s) will be assessed according to section I1 through I4.
- K. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with this refund policy.
- L. Refunds will be paid within forty (40) days of the effective date of termination or cancellation of this agreement. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of

attendance or the date of cancellation, whichever is applicable.

## TENNESSEE RESIDENTS (TEXAS & NORTH CAROLINA CAMPUSES)

The following policy applies to Tennessee residents:

- A. The school reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be cancelled at any time before the commencement of classes:
  1. Cancellation must be made in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant requesting cancellation will be refunded all monies paid to the school or its representative minus a registration fee (up to \$150) of 15% of the contract price of the program, but in no event will the school retain more than \$150.
  4. A student who did not visit the school prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the school's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the school, a refund calculation will be performed:
  1. Students are charged by the enrollment periods shown on the front of the Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:

### Tennessee State Policy

% Attended	% Retained
On / before 1 <sup>st</sup> day of class	0%
> 1 <sup>st</sup> day of class – 10%	25%
> 10 – 25%	75%
> 25	100%

6. In all instances of a student terminating or being withdrawn, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- H. The school shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both.
- J. For a student who cannot complete one or more classes because the Institution discontinued such class(es) during a period of enrollment for which the student was charged, the Institution shall refund the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

## WASHINGTON RESIDENTS (ARIZONA, FLORIDA, NORTH CAROLINA, SACRAMENTO & TEXAS CAMPUSES)

The policy applying to Washington residents is found in the state disclosures section of this Guide.

## WISCONSIN STATE POLICY (ARIZONA, FLORIDA, ILLINOIS, NORTH CAROLINA & TEXAS CAMPUSES)

This policy applies to Wisconsin state residents:

The student will receive a full refund of all money paid if the student:

1. cancels within the three-business-day cancellation period under EAB 6.04;
2. accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class but before completing 60% of the instruction in the current enrollment period is entitled to a pro rata refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		no refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will

make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws or is dismissed after completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. A student shall be considered withdrawn if he or she has not attended class for 10 consecutive days without notifying the school. Refunds will be made within 40 days of withdrawal date.

After the student's first period of enrollment and if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program or \$400, whichever is less.

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## STUDENT NOTICES AND INDIVIDUAL STATE NOTICES

The following pages are **REQUIRED** enrollment documents.

The pages marked **RETURN THIS COPY TO UTI/NTI WITH ENROLLMENT** must be signed and returned with the Enrollment Agreement (if the student resides in that state) as indicated on the following pages.

The pages marked **STUDENT COPY** along with the remainder of the book are to be left with the student for his or her files.

## **DISCLOSURES FOR CALIFORNIA RESIDENTS**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888-370-7589 or by fax -916-263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The campuses located in California do not have a pending petition in bankruptcy, are not operating as debtors in possession, have not filed petitions within the preceding five years and have not had petitions in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **CALIFORNIA STUDENT TUITION RECOVERY FUND**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **APPLICATION OF STATE-IMPOSED ASSESSMENT FOR THE STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

#### **REQUIREMENTS FOR FILING A CLAIM AGAINST THE STUDENT TUITION RECOVERY FUND**

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form signed under penalty of perjury that the form and all attachments are true and correct. The application must be fully completed and received by the Bureau with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice. The Student Tuition Recovery Fund Application Form is available at [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Universal Technical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn from Universal Technical Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Universal Technical Institute to determine if your credits or diploma will transfer.

#### **STATEMENT CONCERNING LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**INSTITUTION DISCLOSURE OF INFORMATION FORM**

**FOR COMMISSION USE ONLY**

**STATE OF MISSISSIPPI**

DATE RECEIVED \_\_\_\_\_

**COMMISSION ON PROPRIETARY  
SCHOOL AND COLLEGE  
REGISTRATION**

3825 Ridgewood Rd, Jackson, MS  
39211

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
*Street City, State Zip Code*

Telephone Number: ( ) \_\_\_\_\_

1. During the past two (2) years \_\_\_\_\_% of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years \_\_\_\_\_% of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years \_\_\_\_\_% of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following program(s) of study are offered at our institution at the indicated cost:

<b>Program of Study</b>	<b>Cost</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# INSTITUTION DISCLOSURE OF INFORMATION FORM

## SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

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Signature of Prospective Student

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Date

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Signature of School Official

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Date

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Title of School Official

## TENNESSEE RESIDENTS

### ENROLLMENT CHECKLIST

Student Start Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Program: \_\_\_\_\_

**Student to initial each section as its applies acknowledging they:**

- \_\_\_\_\_ Toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour
- \_\_\_\_\_ Received an institutional catalog
- \_\_\_\_\_ Given time and opportunity to review the institutional policies in the catalog
- \_\_\_\_\_ Knows the length and times of the program enrolled in and academic calendar
- \_\_\_\_\_ Was properly informed about tuition cost and applicable fees such as registration and lab fees
- \_\_\_\_\_ Was given a copy of the institutional refund and cancellation policy
- \_\_\_\_\_ Understands what "transferability of credits" means and the specific limitations (if any) should the institution have articulation agreements
- \_\_\_\_\_ Realizes any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293
- \_\_\_\_\_ Received graduation placement and withdrawal data exactly as presented to the Commission during the last reauthorization cycle

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*Return this copy to UTI/NTI with enrollment*

## TENNESSEE RESIDENTS

### ENROLLMENT CHECKLIST

Student Start Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Program: \_\_\_\_\_

**Student to initial each section as its applies acknowledging they:**

- \_\_\_\_\_ Toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour
- \_\_\_\_\_ Received an institutional catalog
- \_\_\_\_\_ Given time and opportunity to review the institutional policies in the catalog
- \_\_\_\_\_ Knows the length and times of the program enrolled in and academic calendar
- \_\_\_\_\_ Was properly informed about tuition cost and applicable fees such as registration and lab fees
- \_\_\_\_\_ Was given a copy of the institutional refund and cancellation policy
- \_\_\_\_\_ Understands what "transferability of credits" means and the specific limitations (if any) should the institution have articulation agreements
- \_\_\_\_\_ Realizes any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, 615-741-5293
- \_\_\_\_\_ Received graduation placement and withdrawal data exactly as presented to the Commission during the last reauthorization cycle

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*Student Copy*

**TENNESSEE RESIDENTS**  
**TRANSFERABILITY OF CREDITS**

Credits earned at the Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institute to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at \_\_\_\_\_.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*Return this copy to UTI/NTI with enrollment*

**TENNESSEE RESIDENTS**  
**TRANSFERABILITY OF CREDITS**

Credits earned at the Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institute to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at \_\_\_\_\_.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*Student Copy*

Document to accompany school copy of enrollment agreement to be placed in student's academic file

## TENNESSEE RESIDENTS

### UTI, HOUSTON , TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (3), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format:

#### Automotive Technology Program

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is N/A%, or in the past 12 months 7 students enrolled in this program, N/A completed this program and N/A students are still active.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A% or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

#### Automotive/Diesel & Industrial Technology Program

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A%, or in the past 12 months 2 student enrolled in this program, N/A completed this program and N/A is still active.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A or in the past 12 months N/A were placed in their field of study out of N/A student who graduated from this program.

#### Collision Repair & Refinish Technology Program

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 18%, or in the past 12 months 11 students enrolled in this program, 5 completed this program and 4 are still active.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is 75% or in the past 12 months 3 were placed in their field of study out of 5 students who graduated from this program.

#### Diesel & Industrial Technology

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A%, or in the past 12 months 1 students enrolled in this program, N/A completed this program and N/A are still active.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A% or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

#### Diesel & Industrial Technology with Cummins

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A%, or in the past 12 months 1 students enrolled in this program, N/A completed this program and N/A are still active.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A% or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

I, the prospective Student, received the above Graduation Placement Data for Universal Technical Institute of Texas, Inc.

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Prospective Student Signature

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Date

---

Prospective Student Name (Please Print)

*Return this copy to UTI with enrollment*

Document to accompany school copy of enrollment agreement to be placed in student's academic file

## TENNESSEE RESIDENTS

### UTI, HOUSTON , TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (3), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format:

#### Automotive Technology Program

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 14%, or in the past 12 months 7 students enrolled in this program, N/A completed this program and N/A students are still active.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A % or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

#### Automotive/Diesel & Industrial Technology Program

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 student enrolled in this program, N/A completed this program and N/A is still active.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A or in the past 12 months N/A were placed in their field of study out of N/A student who graduated from this program.

#### Collision Repair & Refinish Technology Program

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 18%, or in the past 12 months 11 students enrolled in this program, 5 completed this program and 4 are still active.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is 75% or in the past 12 months 3 were placed in their field of study out of 5 students who graduated from this program.

#### Diesel & Industrial Technology

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A %, or in the past 12 months 1 students enrolled in this program, N/A completed this program and N/A are still active.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A % or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

#### Diesel & Industrial Technology with Cummins

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A %, or in the past 12 months 1 students enrolled in this program, N/A completed this program and N/A are still active.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A % or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

I, the prospective Student, received the above Graduation Placement Data for Universal Technical Institute of Texas, Inc.

\_\_\_\_\_  
*Prospective Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Prospective Student Name (Please Print)*

*Student Copy*

Document to accompany school copy of enrollment agreement to be placed in student's academic file

## TENNESSEE RESIDENTS

### NASCAR TECHNICAL INSTITUTE GRADUATION PLACEMENT DATA

#### Representative of Tennessee Students Only

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (3), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format:

#### **Automotive/NASCAR Technology Program**

For the program entitled Automotive/NASCAR Technology, I have been informed that the current withdrawal rate is N/A %, or in the past 12 months 3 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive/NASCAR Technology, I have been informed that for the students who graduated, the job placement rate is N/A %, or in the past 12 months N/A were placed in their field of study out of N students who graduated from this program.

#### **Automotive/FACT/NASCAR Technology Program with Pit Crew**

For the program entitled Automotive/NASCAR Technology with FACT, I have been informed that the current withdrawal rate is 27.3%, or in the past 12 months 11 students enrolled in this program and 4 completed this program and 4 are active students.

For the program entitled Automotive/NASCAR Technology with FACT, I have been informed that for the students who graduated, the job placement rate is 75%, or in the past 12 months 3 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive & NASCAR Technology Program with Pit Crew**

For the program entitled Automotive & NASCAR Technology with Pit Crew, I have been informed that the current withdrawal rate is 42.1%, or in the past 12 months 19 students enrolled in this program and 4 completed this program. 7 are still enrolled.

For the program entitled Automotive & NASCAR Technology with Pit Crew, I have been informed that for the students who graduated, the job placement rate is 75% or in the past 12 months 3 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive and FACT Technology with NASCAR Engines 1&2**

For the program entitled Automotive and FACT Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 19%, or in the past 12 months 21 students enrolled in this program and 6 completed this program. 11 are still enrolled.

For the program entitled Automotive and FACT Technology with NASCAR Engines 1&2 Technology, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 4 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive and NATT Technology with NASCAR Engines 1&2**

For the program entitled Automotive and NATT Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 26.1%, or in the past 12 months 23 students enrolled in this program and 9 completed this program. 8 are still enrolled.

For the program entitled Automotive and NATT Technology with NASCAR Engines 1&2, I have been informed that for the students who graduated, the job placement rate is 88.9%, or in the past 12 months 8 were placed in their field of study out of 9 students who graduated from this program.

#### **Automotive Technology with NASCAR Engines 1&2**

For the program entitled Automotive Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 15.4%, or in the past 12 months 13 students enrolled in this program and 8 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology with NASCAR Engines 1&2, I have been informed that for the students who graduated, the job placement rate is 71.4%, or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

I, the prospective Student, received the above Graduation Placement Data for NASCAR Technical Institute - Mooresville

Prospective Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Prospective Student Name (Please Print) \_\_\_\_\_

*Return this copy to NTI with enrollment*

Document to accompany school copy of enrollment agreement to be placed in student's academic file

## TENNESSEE RESIDENTS

### NASCAR TECHNICAL INSTITUTE GRADUATION PLACEMENT DATA

#### Representative of Tennessee Students Only

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (3), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format:

#### **Automotive/NASCAR Technology Program**

For the program entitled Automotive/NASCAR Technology, I have been informed that the current withdrawal rate is N/A %, or in the past 12 months 3 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive/NASCAR Technology, I have been informed that for the students who graduated, the job placement rate is N/A %, or in the past 12 months N/A were placed in their field of study out of N/A students who graduated from this program.

#### **Automotive/NASCAR Technology Program with FACT**

For the program entitled Automotive/NASCAR Technology with FACT, I have been informed that the current withdrawal rate is 27.3%, or in the past 12 months 11 students enrolled in this program and 4 completed this program and 4 are active students.

For the program entitled Automotive/NASCAR Technology with FACT, I have been informed that for the students who graduated, the job placement rate is 75 %, or in the past 12 months 3 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive & NASCAR Technology Program with Pit Crew**

For the program entitled Automotive & NASCAR Technology with Pit Crew, I have been informed that the current withdrawal rate is 42.1%, or in the past 12 months 19 students enrolled in this program and 4 completed this program. 7 are still enrolled.

For the program entitled Automotive & NASCAR Technology with Pit Crew, I have been informed that for the students who graduated, the job placement rate is 75% or in the past 12 months 3 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive and FACT Technology with NASCAR Engines 1&2**

For the program entitled Automotive and FACT Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 19%, or in the past 12 months 21 students enrolled in this program and 6 completed this program. 11 are still enrolled.

For the program entitled Automotive and FACT Technology with NASCAR Engines 1&2 Technology, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 4 were placed in their field of study out of 4 students who graduated from this program.

#### **Automotive and NATT Technology with NASCAR Engines 1&2**

For the program entitled Automotive and NATT Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 26.1%, or in the past 12 months 23 students enrolled in this program and 9 completed this program. 8 are still enrolled.

For the program entitled Automotive and NATT Technology with NASCAR Engines 1&2, I have been informed that for the students who graduated, the job placement rate is 88.9%, or in the past 12 months 8 were placed in their field of study out of 9 students who graduated from this program.

#### **Automotive Technology with NASCAR Engines 1&2**

For the program entitled Automotive Technology with NASCAR Engines 1&2, I have been informed that the current withdrawal rate is 15.4 %, or in the past 12 months 13 students enrolled in this program and 8 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology with NASCAR Engines 1&2, I have been informed that for the students who graduated, the job placement rate is 71.4%, or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

I, the prospective Student, received the above Graduation Placement Data for NASCAR Technical Institute - Mooresville

Prospective Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Prospective Student Name (Please Print) \_\_\_\_\_

# TEXAS WORKFORCE COMMISSION

## Career Schools and Colleges

### Receipt of Enrollment Policies

Universal Technical Institute

(Name of School)

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**Authority for Data Collection:** *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

**Planned Use of the Data:** To provide evidence of receipt of that information which is required by law to be provided to the student prior to enrollment.

**Instructions:** This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

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**This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.**

The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.

A:

I have received prior to enrollment:

- a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.
- a schedule of the tuition, fees and other charges.
- a copy of the cancellation and refund policy.
- the attendance, progress and grievance policies.
- rules of operation and conduct.
- regulations pertaining to incomplete grades.
- written and verbal explanations of the difference between a LOAN and a GRANT.  
(Complete this item only if the school participates in a loan or grant program.)
- an invitation to tour the school's facilities and inspect equipment related to my planned program of instruction. (As an enrolling student, you will be asked to sign and date a receipt on the day you receive your required tour of the school.)
- notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s) 7-9, 24-25.

B:

If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school.

\_\_\_\_\_  
(Student Initials)

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

PS-005  
REV 06/11

*Return this copy to UTI/NTI with enrollment*

# TEXAS WORKFORCE COMMISSION

## Career Schools and Colleges

### Receipt of Enrollment Policies

Universal Technical Institute

(Name of School)

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**Authority for Data Collection:** *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

**Planned Use of the Data:** To provide evidence of receipt of that information which is required by law to be provided to the student prior to enrollment.

**Instructions:** This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

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**This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.**

The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.

A:

I have received prior to enrollment:

- a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.
- a schedule of the tuition, fees and other charges.
- a copy of the cancellation and refund policy.
- the attendance, progress and grievance policies.
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- notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s) 7-9, 24-25.

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If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school.

---

(Student Initials)

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

PS-005  
REV 06/11

*Student Copy*

C:

- i. I have furnished information disclosing my previous education, training and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.
- ii. I further realize that any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- iii. A comparison of the cost to me for a similar course or program at other schools is available by contacting the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- iv. Employment in this career field **does not** require state or national licensing, certification, or registration. (cross out one)

\_\_\_\_\_  
Not Applicable

(Name of State or National License, Certificate, or Registration, if required)

PROGRAM: <u><b>See Attached Supplemental Form</b></u>		REPORT YEAR: <u>2010/2011</u>
NUMBER ENROLLED: _____	NUMBER OF JOB OPENINGS FOR THE LAST 12 MONTHS: <u>N/A</u> (if data is available)	
NUMBER OF GRADUATES: _____	AVERAGE YEARLY STARTING SALARY: <u>N/A</u> (if data is available)	
COMPLETION RATE: _____%	NUMBER OF GRADUATES EMPLOYED: _____ (Graduates that found a job related to training)	
YEARLY STARTING SALARY RANGE: _____ (if data is available)	EMPLOYMENT RATE _____% YEARLY STARTING SALARY RANGE: <u>N/A</u> (Low) <u>N/A</u> (High)	
EXAM PASSAGE RATE: <u>N/A</u> % (for programs that prepare for state licensing, certification or registration exams)	NUMBER OF GRADUATES PLACED: _____ (Graduates that found a job related to training, with the school's assistance)	
PLACEMENT RATE _____%	PLACEMENT RATE _____%	

(Additional information may be attached.)

D: I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation.

I certify that I have been provided all of the information above prior to my enrollment.

I understand that it is my responsibility to notify the school if I withdraw prior to completion.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of School Official providing the information)

\_\_\_\_\_  
(Date)

Completed forms, inquiries or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

C:

- i. I have furnished information disclosing my previous education, training and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.
- ii. I further realize that any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- iii. A comparison of the cost to me for a similar course or program at other schools is available by contacting the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- iv. Employment in this career field **does not** require state or national licensing, certification, or registration. (cross out one)

Not Applicable

(Name of State or National License, Certificate, or Registration, if required)

PROGRAM: <u>See Attached Supplemental Form</u>		REPORT YEAR: <u>2010/2011</u>
NUMBER ENROLLED: _____	NUMBER OF JOB OPENINGS FOR THE LAST 12 MONTHS: <u>N/A</u> (if data is available)	
NUMBER OF GRADUATES: _____	AVERAGE YEARLY STARTING SALARY: <u>N/A</u> (if data is available)	
COMPLETION RATE: _____%	YEARLY STARTING SALARY RANGE: <u>N/A</u> (if data is available)	
NUMBER OF GRADUATES EMPLOYED: _____ (Graduates that found a job related to training)	EMPLOYMENT RATE _____% (if data is available)	
NUMBER OF GRADUATES PLACED: _____ (Graduates that found a job related to training, with the school's assistance)	EXAM PASSAGE RATE: <u>N/A</u> % (for programs that prepare for state licensing, certification, or registration exams)	
PLACEMENT RATE _____%		

(Additional information may be attached.)

D: I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation.

I certify that I have been provided all of the information above prior to my enrollment.

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I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of School Official providing the information)

\_\_\_\_\_  
(Date)

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**SUPPLEMENT TO Texas Workforce Commission Form PS-005  
(Reporting year 9/1/2010 through 8/31/2011)**

	<b>Program Name</b>	<b>Completion Rate*</b>	<b>Employment Rate**</b>	<b>Placement Rate^</b>
<b>NASCAR Technical Institute</b>	<b>127 Automotive Technology w/NASCAR Engines I &amp; II</b>	100% or 2 of 2 students enrolled	0% or 0 of 2 graduates	0% or 0 of 2 graduates
	<b>149 Automotive &amp; NATT Technology w/NASCAR Engines I &amp; II</b>	No data to report	No data to report	No data to report
	<b>151 Automotive &amp; FACT Technology w/NASCAR Engines I &amp; II</b>	0% or 0 of 1 student enrolled	No data to report	No data to report
	<b>154 Automotive &amp; NASCAR Technology w/Pit Crew</b>	71.43% or 5 of 7 students enrolled	100% or 4 of 4 graduates	100% or 4 of 4 graduates
	<b>155 Automotive Technology w/NASCAR &amp; NATT</b>	No data to report	No data to report	No data to report
	<b>354 Automotive/NASCAR/FACT Technology w/Pit Crew</b>	50% or 1 of 2 students enrolled	100% or 1 of 1 graduate	100% or 1 of 1 graduate
<b>Universal Technical Institute of Texas, Inc.</b>	<b>115 - Automotive Technology</b>	57.36% or 191 of 333 students enrolled	62.09% or 113 of 182 graduates	11.54% or 21 of 182 graduates
	<b>124 - Automotive Technology w/Fact Program</b>	54.29% or 76 of 140 students enrolled	82.67% or 62 of 75 graduates	45.33% or 34 of 75 graduates
	<b>137 - Automotive Technology w/NATT</b>	63.11% or 65 of 103 students enrolled	78.13% or 50 of 64 graduates	45.31% or 29 of 64 graduates
	<b>208 - Diesel &amp; Industrial Technology</b>	51.28% or 80 of 156 students enrolled	64.54% or 48 of 78 graduates	14.10% or 11 of 78 graduates
	<b>209 - Diesel &amp; Industrial Technology w/Cummins</b>	53.13% or 17 of 32 graduates	88.24% or 15 of 17 graduates	47.06% or 8 of 17 graduates
	<b>307 - Automotive/Diesel Technology w/NATT</b>	68.75% or 11 of 16 students enrolled	44.44% or 4 of 9 graduates	44.44% or 4 of 9 graduates
	<b>333 - Automotive &amp; Diesel Technology w/Cummins</b>	57.14% or 8 of 14 students enrolled	57.14% or 4 of 7 graduates	14.29% or 1 of 7 graduates
	<b>341 - Automotive &amp; Diesel Technology</b>	62% or 62 of 100 students enrolled	77.97% or 46 of 59 graduates	20.34% or 12 of 59 graduates
	<b>342 - Automotive/Diesel &amp; Industrial Technology</b>	51.69% or 138 of 267 students enrolled	69.17% or 92 of 133 graduates	21.05% or 28 of 133 graduates
	<b>343 - Automotive &amp; Diesel Technology w/FACT</b>	59.26% or 32 of 54 students enrolled	70.97% or 22 of 31 graduates	32.26% or 10 of 31 graduates
	<b>344 - Automotive/Diesel &amp; Industrial Technology w/FACT</b>	64.63% or 53 of 82 students enrolled	70.59% or 36 of 51 graduates	29.41% or 15 of 51 graduates
	<b>349 - Automotive/Diesel &amp; Industrial Technology w/NATT</b>	44.44% or 8 of 18 graduates	100% or 8 of 8 graduates	62.50% or 5 of 8 graduates
	<b>352 - Automotive/Diesel &amp; Industrial Technology w/Cummins</b>	No data to report	No data to report	No data to report
	<b>710 - Collision Repair &amp; Refinish Technology</b>	66.40% or 245 of 369 students enrolled	66.80% or 163 of 244 graduates	28.28% or 69 of 244 graduates

\*Please note that the completion rate does not reflect students who are still enrolled in the program.

\*\* Current Placement Rate is only for students placed in the field by UTI.

^ Employment Rate reflects students placed by UTI as well as students who found their own employment.

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

PS-005  
REV 06/11

*Return this copy to UTI/NTI with enrollment*

**SUPPLEMENT TO Texas Workforce Commission Form PS-005  
(Reporting year 9/1/2010 through 8/31/2011)**

	<b>Program Name</b>	<b>Completion Rate*</b>	<b>Employment Rate**</b>	<b>Placement Rate^</b>
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	<b>149 Automotive &amp; NATT Technology w/NASCAR Engines I &amp; II</b>	No data to report	No data to report	No data to report
	<b>151 Automotive &amp; FACT Technology w/NASCAR Engines I &amp; II</b>	0% or 0 of 1 student enrolled	No data to report	No data to report
	<b>154 Automotive &amp; NASCAR Technology w/Pit Crew</b>	71.43% or 5 of 7 students enrolled	100% or 4 of 4 graduates	100% or 4 of 4 graduates
	<b>155 Automotive Technology w/NASCAR &amp; NATT</b>	No data to report	No data to report	No data to report
	<b>354 Automotive/NASCAR/FACT Technology w/Pit Crew</b>	50% or 1 of 2 students enrolled	100% or 1 of 1 graduate	100% or 1 of 1 graduate
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^ Employment Rate reflects students placed by UTI as well as students who found their own employment.

PS-005

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

REV 06/11

*Student Copy*

**TEXAS RESIDENTS**  
**Notice of Cancellation**  
**Universal Technical Institute**

- Universal Technical Institute - 721 Lockhaven Drive, Houston, TX
- Motorcycle & Marine Mechanics Institute - 9751 Delegates Drive, Orlando, FL
- NASCAR Technical Institute - 220 Byers Creek Road, Mooresville, NC

I, \_\_\_\_\_, do hereby notify Universal Technical Institute  
*(Student's Printed Name)*  
at the address checked above of my intent to cancel my Enrollment Agreement  
dated the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ .

I am initiating this written Notice Of Cancellation within the 72-hour cancellation period that expires on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ as stated in the Refund and Cancellation Policy. I understand that by canceling the agreement within the specified time that I am entitled to a full refund of all monies I have paid. In addition, if I have not toured the facilities and inspected the equipment prior to signing the Enrollment Agreement, the Notice Of Cancellation provides for an additional three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection to cancel the Enrollment Agreement.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Printed Name*

\_\_\_\_\_  
*Student's Social Security No.*

*Return this copy to UTI/NTI with enrollment*

**TEXAS RESIDENTS**  
**Notice of Cancellation**  
**Universal Technical Institute**

- Universal Technical Institute - 721 Lockhaven Drive, Houston, TX
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(Student's Printed Name)  
at the address checked above of my intent to cancel my Enrollment Agreement  
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\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Printed Name*

\_\_\_\_\_  
*Student's Social Security No.*

*Student Copy*

## TEXAS STUDENTS - TUITION REFUND POLICY & BUYER'S RIGHT TO CANCEL

Some states have policies that differ from the Institute's policy. If a policy exists from the buyer's home state, it will be outlined in the Course Catalog and Student Information Guide (Catalog II) provided to students at the time of enrollment. In the event of cancellation or withdrawal, the Institute will apply the policy that provides the greater benefit to students.

The Institute reserves the right to amend the terms of its Refund and Cancellation Policy in order to comply with all applicable federal, state and accrediting agency regulations in effect at the time an applicant cancels this agreement, or a student withdraws or is terminated from the Institute. The policy below applies to all students unless a different policy is in effect from the student's home state of residence as listed in the Student Information Guide (Catalog II) provided at the time of enrollment. In the event of the existence of a separate home-state policy, the Institute will perform calculations of all applicable policies and use the policy most favorable to the student.

When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Title IV policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining.

The Enrollment Agreement, if accepted by the Institute, becomes a legally binding agreement that states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

An applicant accepted for enrollment at UTI must meet the school's admissions requirements prior to beginning classes. In Texas, a student who does not satisfy one of the admission requirements will forfeit acceptance and be entitled to a refund as outlined below. Enrolled students will receive refunds according to Texas requirements or the student's state of residence, whichever is more favorable to the student.

1. If the Enrollment Agreement is rejected by UTI, the applicant will be notified and a full refund of all monies paid will be made.
2. An applicant may cancel enrollment at any time before the commencement of classes. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
  - a. A full refund will be made to any student who cancels this Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed by the prospective student.
  - b. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of 15% of the tuition cost of the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.

- c. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within 72 hours following a tour of the Institute and equipment. Such cancellation results in a refund of all monies paid.
- d. A full refund will be provided to a student if the course of instruction is discontinued by the school and this prevents the student from completing the course.
- e. A full refund of all tuition and fees is due and refundable if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representative of the school.
- f. An enrolled student who does not start class by the second day of the scheduled start date and does not contact the school to reschedule or does not cancel in writing as required will be considered to have abandoned the agreement resulting in the forfeiture of the registration fee.
- g. If, during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with this refund policy.
- h. Special Cases – In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both. In such cases when the student is fully obligated for the tuition and intends to return to school within one year of withdrawal, there will be no additional tuition charge. Students may request grade of incomplete per Section 123.061 of the Texas Education Code.
- i. Title IV refunds will be totally consummated within 45 days after the effective date of termination. See 2a for the effective date of termination.

## **TEXAS TUITION REFUND POLICY AND BUYER'S RIGHT TO CANCEL**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last date of academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
4. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
5. Refunds for items of extra expense to the student, such as books, tools or other supplies, should be handled separately from refunds of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs of these types of items from the refund as long as necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a. An enrollee is not accepted by the school.
- b. If the course of instruction is discontinued by the school and this prevents the student from completing the course.
- c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.  
A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

**TEXAS REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

# WASHINGTON RESIDENT NOTICE

## Universal Technical Institute

- 721 Lockhaven Drive, Houston, TX 77073
- 4100 Duckhorn Drive, Sacramento, CA 95834
- 9751 Delegates Drive, Orlando, FL 32837
- 220 Byers Creek Road, Mooresville, NC 28117

### Student Notice

Washington state law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addenda to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

### ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days excluding Sundays and Holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.
4. WA residents are not bound by NOTICE clause of Enrollment Agreement.

Name (Please Print) \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

### ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**(1 OF 2)** Return this copy to UTI with enrollment

# WASHINGTON RESIDENT NOTICE

## Universal Technical Institute

- 721 Lockhaven Drive, Houston, TX 77073
- 4100 Duckhorn Drive, Sacramento, CA 95834
- 9751 Delegates Drive, Orlando, FL 32837
- 220 Byers Creek Road, Mooresville, NC 28117

### Student Notice

Washington state law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addenda to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

### ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days excluding Sundays and Holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.
4. WA residents are not bound by NOTICE clause of Enrollment Agreement.

Name (Please Print) \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

### ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

## WASHINGTON RESIDENT NOTICE – PT 2

### Universal Technical Institute

- 721 Lockhaven Drive, Houston, TX 77073
- 4100 Duckhorn Drive, Sacramento, CA 95834

#### Student Notice

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Name (Please Print) \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**(2 OF 2)**

*Return this copy to UTI/NTI with enrollment*

## WASHINGTON RESIDENT NOTICE – PT 2

### Universal Technical Institute

- 721 Lockhaven Drive, Houston, TX 77073
- 4100 Duckhorn Drive, Sacramento, CA 95834

#### Student Notice

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Name (Please Print) \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

(2 OF 2)

*Student Copy*

## Washington Residents Notice – Refund Policy

Washington state law requires the following information be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. Once copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

### Washington State's Refund Policy

- A. If the Enrollment Agreement is rejected, the applicant will be notified and refunded 100% of all monies paid.
- B. The Enrollment Agreement may be cancelled at any time before the commencement of classes:
1. Cancellation must be made in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within five (5) business days (excluding Sundays and holidays) after signing the Enrollment Agreement or making an initial payment.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the school or its representative minus a registration fee of \$100 or 10% of the contract price of the program, but in no event will the school retain more than \$100.
  4. A student who did not visit the school prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the school's facilities.
- C. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the school, a refund calculation will be performed:
1. Students are charged by the Enrollment periods shown on the front of the Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:

#### State of Washington Policy

If student cancels after 5 business days of signing enrollment agreement or does not attend, the institution will only retain \$100

<b>% Attended</b>	<b>% Retained</b>
00 – Lesser of first week or 10%	10% + \$100
More than first week or 10% - 25%	25% + \$100
25 – 50%	50% + \$100
More than 50%	100% + \$100

- D. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- E. The school shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination.
- F. In the case of prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both.
- G. In the event the Institute discontinues a program after training has begun, the student is entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged at another public or private vocational school and agreed to in writing by the student. Requests for a refund must be made in writing by the student within ninety (90) days following discontinuation of a program. Refunds are due the student within thirty (30) days after receipt of the request.

Washington Residents are not bound by the enrollment agreement's statement precluding the student from "joining or consolidating claims in arbitration with or against another present or former student or to arbitrate any claim as a representative or member of a class or in a private attorney general capacity." Inquiries or complaints regarding this or any other private vocational school may be made to: Workforce Training and Education Coordinating Board, 128 Tenth Ave. SW, PO Box 4310, Olympia, WA 98504-3015 (360-753-5662), E-Mail Address: wtecb@wtb.wa.gov.

\_\_\_\_\_  
**Enrollee Printed Name**                      **Date**

\_\_\_\_\_  
**School Representative Name**

\_\_\_\_\_  
**Enrollee Signature**                      **Date**

\_\_\_\_\_  
**School Representative Signature**

*Return this copy to UTI/NTI with enrollment*

## Washington Residents Notice – Refund Policy

Washington state law requires the following information be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. Once copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and a copy must be provided to the enrollee by the school.

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  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:

#### State of Washington Policy

If student cancels after 5 business days of signing enrollment agreement or does not attend, the institution will only retain \$100

% Attended	% Retained
00 – Lesser of first week or 10%	10% + \$100
More than first week or 10% - 25%	25% + \$100
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More than 50%	100% + \$100

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\_\_\_\_\_  
**Enrollee Printed Name**                      **Date**

\_\_\_\_\_  
**School Representative Name**

\_\_\_\_\_  
**Enrollee Signature**                      **Date**

\_\_\_\_\_  
**School Representative Signature**

*Student Copy*

## WISCONSIN RESIDENTS

### Customer's Right to Cancel

\_\_\_\_\_ *Date of Transaction*

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to \_\_\_\_\_ (school name) at \_\_\_\_\_ (school address) no later than midnight of \_\_\_\_\_.

**Note:** Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name – Please print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

*Return this copy to UTI/NTI with enrollment*

## WISCONSIN RESIDENTS

### Customer's Right to Cancel

\_\_\_\_\_ *Date of Transaction*

You may cancel this transaction without any penalty or obligation within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

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I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name (please print) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

*Student Copy*

ALL OTHER STUDENTS

## STANDARD NOTICE OF CANCELLATION

### Universal Technical Institute

- 10695 W. Pierce Street, Avondale, AZ 85323
- 721 Lockhaven Drive, Houston, TX 77073
- 601 Regency Drive, Glendale Heights, IL 60139
- 2202 Taft Vineland Road, Orlando, FL 32837
- One Upland Road, Bldg. 200, Norwood, MA 02062
- 750 Pennsylvania Drive, Exton, PA 19341

I, \_\_\_\_\_, do hereby notify Universal Technical Institute at the school location  
(*Student's Printed Name*)

checked above of my intent to cancel my Enrollment Agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ with the Institute. I am initiating this written Notice Of Cancellation within the specified period stated in the Refund and Cancellation Policy of either my home state policy if one is listed in the Catalog & Enrollment Agreement Addendum or the Institute's policy, whichever is applicable (if one is listed in this addendum, the home state policy takes precedence over the Institute's policy). I understand that by canceling the agreement within the specified time that I am entitled to a full refund of all monies I have paid. In addition, if I have not toured the facilities and inspected the equipment prior to signing the Enrollment Agreement, the Notice Of Cancellation provides for an additional three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection to cancel the Enrollment Agreement. Upon receipt of my request for cancellation, the Institute is to make its refund of all monies previously paid within sixty (60) days.

Further, I understand that should I not cancel my enrollment within the time specified by my home state policy or the Institute's policy, whichever is applicable, I will be subject to the full conditions of the applicable Refund and Cancellation Policy.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Printed Name*

\_\_\_\_\_  
*Student's Social Security No.*

*Return this copy to UTI/NTI with enrollment*

**ALL OTHER STUDENTS**

**STANDARD NOTICE OF CANCELLATION**

**Universal Technical Institute**

- 10695 W. Pierce Street, Avondale, AZ 85323
- 721 Lockhaven Drive, Houston, TX 77073
- 601 Regency Drive, Glendale Heights, IL 60139
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\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Printed Name*

\_\_\_\_\_  
*Student's Social Security No.*

*Student Copy*