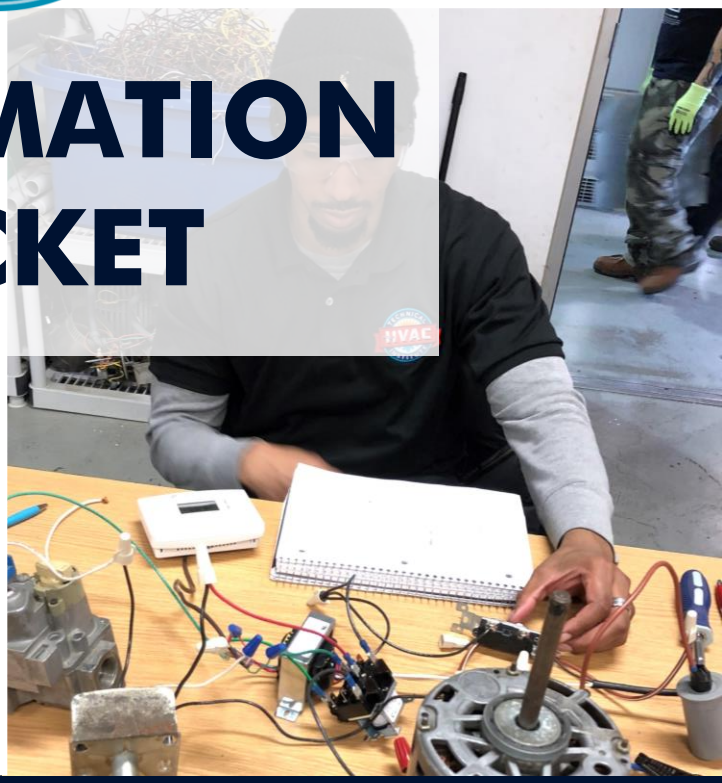
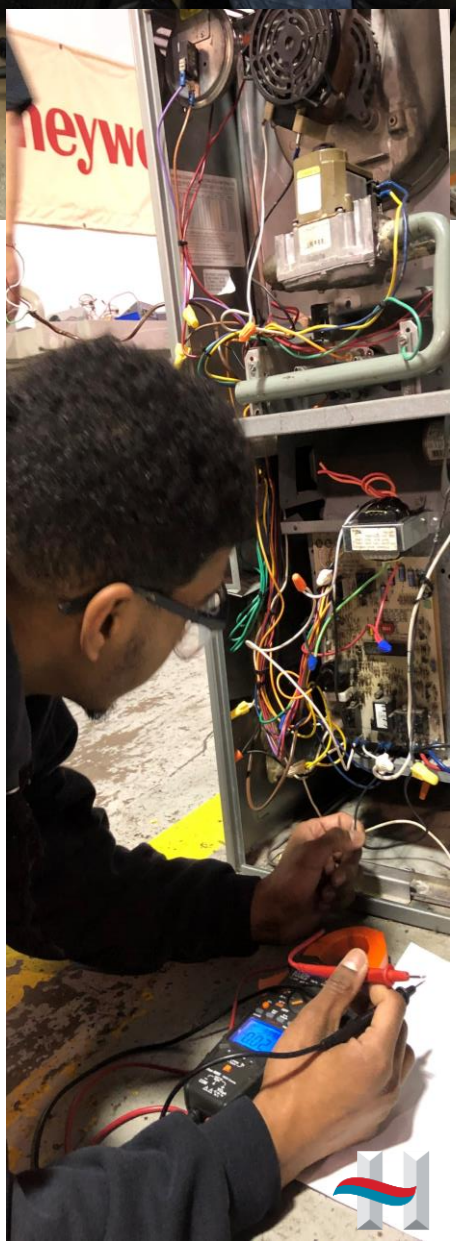
INFORMATION PACKET



HVAC TECHNICAL INSTITUTE

"THE HANDS–ON HEATING & A/C SCHOOL"

www.hvac-tech.com



MISSION STATEMENT

HVAC Technical Institute has been established with one goal in mind: to train and prepare men and women in practical skills and knowledge to increase their worth in the heating, ventilation, air conditioning, and electrical workplace.

Our staff has been in the HVAC/R and electrical business for a combined 65+ years, in all phases including sales, installation, estimating, training and managing. It has become obvious to us that the need for qualified service technicians, as well as craftsman-like installers, is at an all-time high.

HVAC Technical Institute believes in the principle of complete preparation. Not only do we provide the essential knowledge and skills but also the opportunity for personal and professional development. Those who emerge from our program have the tools for professional growth and the essential skills needed to advance and succeed in the HVAC/R and electrical field.

TO ACCOMPLISH OUR GOALS:

1. HVAC Technical Institute accepts only men/women who exhibit the enthusiasm and physical ability necessary to complete this rigorous course.
2. HVAC Technical Institute provides the best and most updated equipment available for instruction and uses it to meet the standards within the industry.
3. Students learn from videos, lab assignments, and instructors who have proven field records.
4. Intensive hands-on training is provided to allow students adequate time in the lab.
5. Instruction on all phases of employment, including job placement assistance, customer relations and employee / employer relations will be addressed during the students training.

ABOUT US

HVAC Technical Institute is located at **4400 W. 46th Street, Chicago, Illinois 60632**; minutes away from Midway Airport, on the southwest side of Chicago. HVAC Technical Institute is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and is accredited by the Commission of the Council on Occupational Education (COE) which is recognized as an accrediting body by the U.S. Department of Education. HVAC Technical Institute is approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or eligible veterans to receive GI Bill® educational benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill. All accreditation, approval, or licensing information for HVAC Technical Institute can be provided at your request at your convenience by requesting so directly with the administration office.

ADMISSION REQUIREMENTS

HVAC Technical Institute is dedicated to training only those who truly want to be trained. Most important is the willingness to start today to learn for tomorrow.

- High School Diploma/ Transcripts or G.E.D/Transcripts
- Valid Driver's License or State I.D. issued by the state (digital is accepted)
- Proof of Social Security Card or ITIN Card/Letter

Note: *An entrance exam is required for all enrolling students without a HS Diploma or GED.*

Credits for previous education and training experiences will be evaluated and may be granted if articulation arrangements with an educational institution exist. Such a grant of credit is at the sole discretion of HVAC Technical Institute. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

HVAC Technical Institute is an equal opportunity learning center regardless of age, race, creed or gender. HVAC Technical Institute reserves the right to deny admission to any applicant whose demeanor and/or physical characteristics are inconsistent with the basic qualifications and requirements of HVAC Technical Institute's training program objectives.

Note: *A pre-enrollment exam is required for all enrolling students without a G.E.D or HS Diploma. Although we accept applicants without a G.E.D or a High School Diploma, only those who can provide a High School Diploma or GED are eligible to receive financial aid.*

LOCATION

HVAC Technical Institute is located just minutes from Midway Airport: **4400 W. 46th Street, Chicago IL 60632.**

Our institutions emphasis is on hands-on training in our 26,000 square foot facility which is comprised of 10,000 square feet of classroom/office space and 16,000 square feet of lab and shop area.

CLASS SIZE

HVAC Technical Institute believes, based on previous experience, that all students progress at different rates. Therefore, we limit the class size to 24 students. Since lab training is so vital to our students, we typically have 1 instructor for every 24/28* students in the lab, thereby assuring each student the optimal personal instruction. HVAC Technical Institute reserves the right to add additional students into a program under special circumstances.

***Note:** The Electrical Technician course is limited to a maximum of 28 students per class.*

HVAC/R TRAINING

Our **HVAC/R (heating, ventilation, air conditioning, and refrigeration) course** prepares students using **HANDS-ON TRAINING** for the residential and light commercial area of the industry. Upon graduation, students will have the skills needed to design, plan, install, & operate heating, cooling, & ventilation systems with confidence.

MODULE 1:
ELECTRICTY

This module covers all phases of electricity as it relates to the HVAC/R industry. Students will be able to confidently maneuver various electrical components such as circuits, motors switches and more. Additionally, we will cover which tools will be necessary for this module and how to properly implement them in your work. Student will be able to read and understand a schematic diagram which will aid them when diagnosing systems, they will be working with. At the end of this module, students will feel confident with the electronic components they will face throughout their training and in the field.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 2:
HEATING

This module will be covering all phases that relate to heating systems. We will be working with a variety of forced air systems such as gas furnaces. Students will learn how a furnace draws air in from the living space, heats it up and returns it to warm the home. We'll cover how the furnace is ignited by the pilot light to warm the air, the difference types of systems such as pilot, direct spark, hot surface ignition (HSI) furnaces, and the more complex high efficiency furnaces we see today. Additionally, we will cover which tools will be necessary for this module and how to properly implement them in your work. Instructors will test students in our lab using real world scenarios that can and will be seen in the field preparing them for the heating seasons to come.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 3:
HYDRONICS

This module covers the most traditional systems in the industry, the boiler system. These systems use water to create heat for your home. There are two types of boilers, and we will dive into both which are the steam boiler and the hot water boiler. We will train student how the steam boiler works to heat water to a boiling point to create steam and how the steam travels through a network of pipes to the radiators around your home. And how a hot water boiler, on the other hand, heats water just until it's hot enough then pushes the hot water through a similar network of pipes to the radiators. You will go in depth regarding proper sizing, piping, controls and troubleshooting skills. Additionally, we will cover which tools will be necessary for this module and how to properly implement them in your work.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 4: AIR CONDITIONING

In this module students will be shown the ins and outs of the air conditioning world. We will go over the operation of residential air conditioning systems. Students will get the opportunity to complete several labs using hands-on training with scenarios you could encounter once in the field. The three main mechanical components: a compressor, a condenser coil and an evaporator coil will be covered in detail. Charging and recovery of refrigerant, reading the manifold gauges, measuring the refrigerants charge level, and troubleshooting problems with the system's refrigerant flow will be covered. Additionally, we will cover which tools will be necessary for this module and how to properly implement them in your work. At the end of the module, you will understand residential air conditioning systems to the fullest while feeling confident in how to troubleshoot them.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 5: INTRODUCTION TO REFRIGERATION

Our refrigeration module will help students develop and understand the skills typically utilized in supermarkets, retail stores, restaurants, schools, hospitals, and other areas that require refrigeration equipment. We will focus on the physical principles, fundamentals, and major components of a refrigeration system, refrigeration terms and controls, electrical systems, and diagrams, single-phase and three-phase, and equipment such as walk-in coolers and freezers, domestic refrigerators, reach-ins, and icemakers. Students will learn the theory and principles of repairing refrigeration systems with classroom demonstrations and hands-on labs.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 6:
EPA SECTION 608 & A2L CERTIFICATION

This module will prepare students to take and pass the EPA Section 608 Universal licensing exam as well as the A2L Certification exam. These licenses are important for technicians to possess for them to work with different refrigerants and is a graduation requirement for all HVAC Technical Institute students.

Instructors will provide students with all the necessary study materials, review with them, and preparing them for the exams. Our instructors are invested and determined to help the students pass their exams with success.

HVAC/R TRAINING

HVAC/R Training Program Outline (Continues)

MODULE 7:
VENTILATION & INSTALLATION

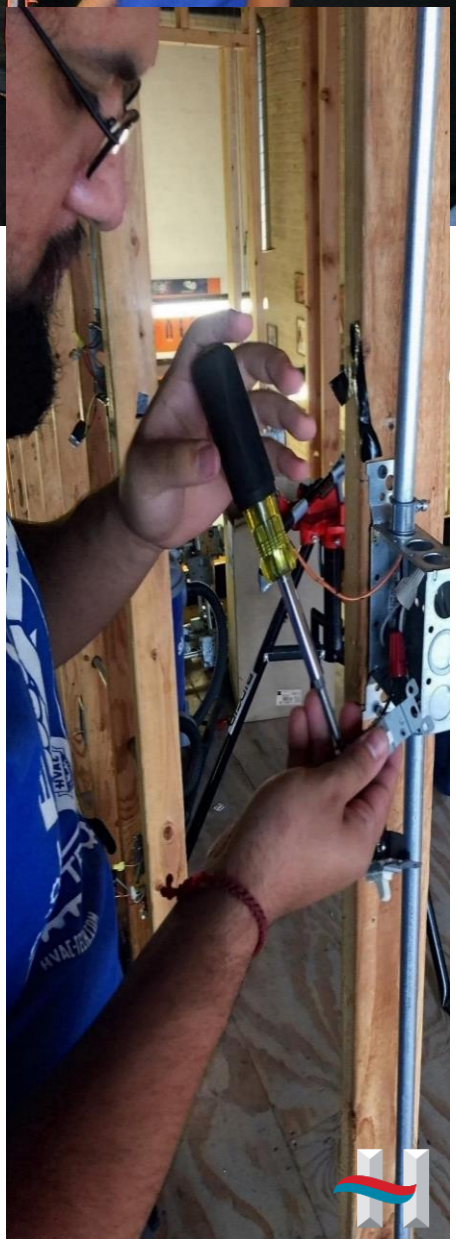
What is ductwork you ask? Ductwork is used to distribute airflow from your heating or cooling system throughout your home. This involves the air being sucked from throughout the house into the heater/air conditioner, where it is heated or cooled, and pushed back through ducts into the living space. This module will show you the process that an HVAC technician goes through to create HVAC duct systems, proper installation, ductwork sizing, proper air flow, and create and install plenums which collects the air straight from the furnace or air conditioner. We will also teach student to braze and solder in order for them to learn how to connect your air conditioning lines (line-set). This technique shows you how to melt a filler (alloy) that bonds two pieces of copper and connect them with a proper seal. Additionally, you will learn about the proper tools needed for sheet metal fabrication and how to utilize them. At the end of this module, you will be required to complete a full furnace installation, just as you would at a client's home.

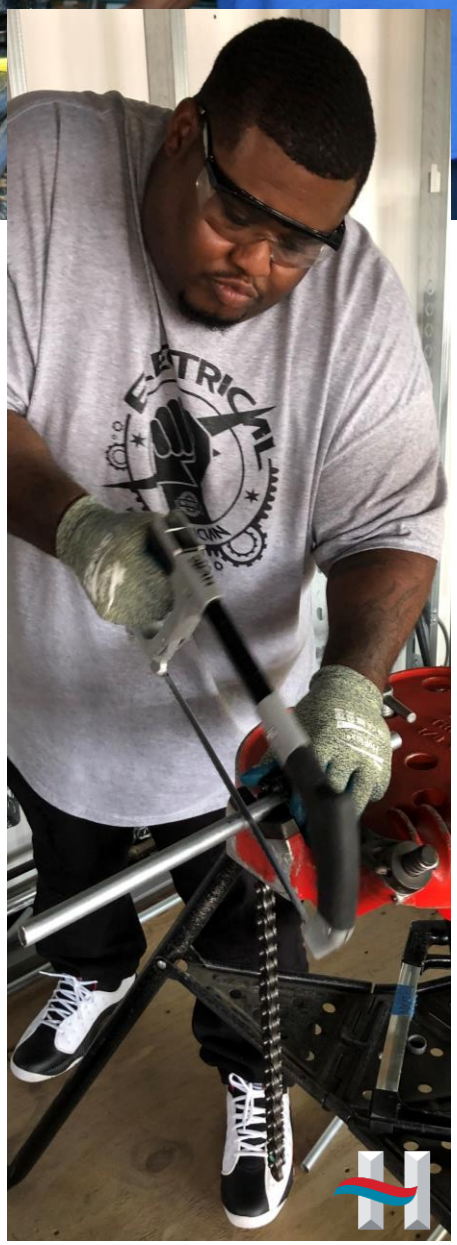
ELECTRICAL TECHNICIAN
(RESIDENTIAL & COMMERCIAL)

Our Electrical Technician program prepares students with the skills needed to begin working as a professional electrician. The program is nationally accredited through NCCER (The National Center for Construction Education and Research) and is designed to provide students with the education & training needed to qualify for entry-level positions in the field in as little as 1 year. An OSHA 10-Hour Construction Certification will also be obtained during the training.

NCCER CORE LEVEL MODULE

The NCCER Core Level reviews basic jobsite safety information to prepare students for the construction environment. This includes, the hazards associated with handling materials and how to avoid both injury and property damage. The level introduces and describes the operation of common hand/power tools; how to safely use them, their proper use, and basic maintenance for them. Core level provides techniques for effective communication, critical thinking, essential problem-solving skills, basic math, and the opportunities offered by the construction trades.





ELECTRICAL TECHNICIAN

Electrical Technician Program Outline (Continues)

NCCER LEVEL 1 MODULE

This module covers safety rules and regulations for electricians; the OSHA-mandated procedures and the easy-to-follow procedures of the National Electrical Code (NEC) and the Chicago Code. We introduce electrical concepts, different types of circuits and circuit analysis, conduit bending and installations, types and application of conductors, proper wiring techniques, electrical devices, systems used to mount and support electrical components, and proper inspection and use of electrical test equipment.

NCCER LEVEL 2 MODULE

This module covers fuse and circuit breaker applications, the bending of conduit up to 6 inches, AC/DC motors, the characteristics of lighting, selecting and size pull boxes, junction boxes and handholes, the purpose of grounding and bonding electrical systems, methods of terminating and splicing conductors, the various types of contactors and relays, and the transportation, storage, and setup of cable reels. We also focus on the NEC and Chicago Code installation requirements of cable trays and cable installations.

ELECTRICAL TECHNICIAN

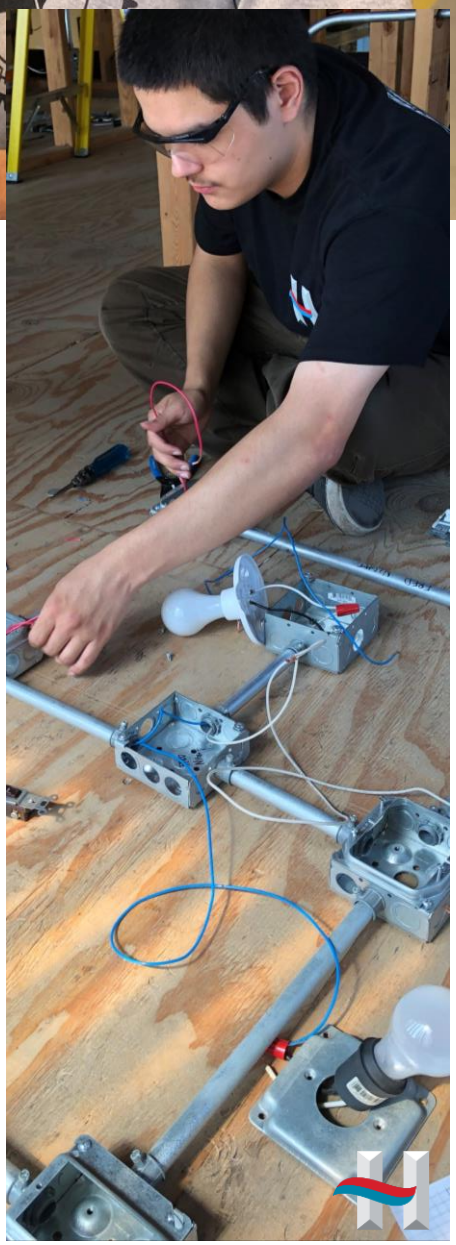
Electrical Technician Program Outline (Continues)

NCCER LEVEL 3 MODULE

This module presents the NEC and Chicago Code requirements for equipment installed in hazardous locations and the requirements for commercial services. We discuss switchboards, switchgears, transformer types, voice, data, and video cabling systems, selecting and sizing circuit breakers and fuses, and their related conductor sizes. We also cover and discuss specific types of lighting fixtures and how to calculate branch circuits and feeder loads for both residential and commercial applications.

NCCER LEVEL 4 MODULE

This module offers an overview of the heat tracing systems, motor cleaning, various types of transformers, basic calculation procedures for commercial and residential applications, installation of electric circuits, fire and digital alarm control units, the operation of basic electronic devices, and the application and operating principles of solid-state controls. We discuss the NEC and Chicago Code requirements for selecting and installing equipment, cable manufacturer requirements for medium-voltage terminations, and for electric generators and storage batteries.



PROGRAM OUTLINE DISCLAIMER

In order to keep up with today's technology and better prepare our students for the HVAC/R and electrical industry, HVAC Technical Institute reserves the right to add or remove any courses and/or materials that will assist you in your education. HVAC Technical Institute also reserves the right to shorten or lengthen any sections or modules as it feels necessary. Video and/or tape recordings are not allowed in the lab and/or classroom. All modules must be taken and/or passed to receive a HVAC Technical Institute certificate.

FINANCIAL AID

For students interested in our HVAC/R Training or our Electrical Technician program, the first step in obtaining financial aid is completing your FAFSA application. By completing this federal form, you gain access to multiple financial aid options that can help you pay for school. Watch for the FAFSA application to come online each October. Then, complete the application as soon as possible. If you qualify, you may receive grants (which don't need to be paid back) or loans (which come due after you finish your education) through federal programs like the Pell grant or Stafford/Perkins loans.

At HVAC Technical Institute, we're proud to be a leader among Chicago, IL trade schools that accept financial aid for our HVAC/R and Electrical Technician training program—just when you need it most. Contact us if you have any questions or to register for classes at 773-927-9562; don't forget our financial aid **school code #042323**.

GRADUATION

HVAC Technical Institute graduates will receive a certificate upon successful completion of the course. To receive a graduation certificate, each student must achieve a minimum grade of 70% for each module of the course, meet the school's attendance requirements, and be current with tuition and fees.

Students who graduate from the HVAC/R program will also be required to take and pass the EPA (Environmental Protection Agency) section 608 universal license and the A2L certification tests. These tests will not be required if the student has achieved EPA universal certification and A2L certification prior to enrolling in the course. Electrical Technician students receive a certificate of completion for 10 Hours of OSHA.

Apply for Federal Student Aid

What is federal student aid?

It's money from the federal government that helps you pay for college, career school, trade school, or graduate school expenses. Federal student aid is available through grants, work-study funds, and loans.

How do I apply for aid?

You need to complete the *Free Application for Federal Student Aid* (FAFSA®) form by logging in at **fafsa.gov** to apply online or by filling out and mailing the FAFSA PDF.

When completing the FAFSA form, you and any required contributors will provide information that will determine your eligibility for federal student aid. Contributor is a new term being introduced on the 2024–25 FAFSA form—a contributor is anyone (student, the student's spouse, a biological or adoptive parent, and/or the parent's spouse) who is required to provide information on the FAFSA form, sign the FAFSA form, and provide consent and approval to have their federal tax information transferred directly from the IRS into the form.

Consent and approval for the transfer of federal tax information are required when completing the FAFSA form, even if you did not file a U.S. tax return or are asked to manually enter your federal tax information into the FAFSA form. If you or your contributor(s) don't provide them, you won't be eligible for federal student aid. When you and your contributor(s) give consent and approval, you agree to have your federal tax information transferred directly into the FAFSA form via direct data exchange with the IRS; allow the U.S. Department of Education (ED) to use the federal tax information to determine eligibility for federal student aid; allow ED to share the federal tax information with colleges, career/trade schools, and states for use in awarding and administering financial aid; and allow ED to reuse your federal tax information on another FAFSA form that you are a contributor on (e.g., parents with multiple dependent children submitting a FAFSA form).

Each contributor, including the student, will need their own StudentAid.gov account to complete and sign the FAFSA form online. You can create a StudentAid.gov account, which you'll access using an FSA ID (account username and password), before you fill out the 2024–25 FAFSA form. Starting in December 2023, some contributors and students can create an account without a Social Security number, but this will limit account abilities. It should only be done by a parent, the spouse of a student, or the spouse of a parent that has been identified as a contributor on the FAFSA form or if you are a citizen of the Freely Associated States and need to complete the FAFSA form online. To find out more about the StudentAid.gov account and FSA ID, visit **StudentAid.gov/help-center/answers/article/fsa-id**.

When should I apply?

Each year, the FAFSA form is available for the next school year. You'll need to reapply for aid every year you are in school. Here's a summary of key dates for submitting the FAFSA form depending on when you plan to go to school:

	If you plan to attend college from	You will submit the	You can submit the FAFSA form until
2024–25 Award Year	July 1, 2024–June 30, 2025	2024–25 FAFSA form	June 30, 2025
2023–24 Award Year	July 1, 2023–June 30, 2024	2023–24 FAFSA form	June 30, 2024

The FAFSA® form is free!

Completing and submitting the FAFSA form is free and quick, and it gives you access to most sources of financial aid— federal, state, and school resources— to help pay for college or career/trade school.

Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal student aid. Some of the most basic eligibility requirements for students are that you must

- demonstrate financial need (for need-based programs);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (some exceptions apply);
- be enrolled or accepted for enrollment in an eligible degree or certificate program;
- be enrolled at least half-time (for Direct Loans); and
- maintain satisfactory academic progress in college, career/trade school, or graduate school.

For the full list of eligibility requirements, visit StudentAid.gov/understand-aid/eligibility/requirements.

Dependency Status

All applicants for federal student aid are considered either "independent" or "dependent."

Independent Student	Dependent Student
If you answer **YES** to any of these questions, then you may be an independent student. You may not be required to provide parental information on your FAFSA® form.	If you answer **NO** to ALL of these questions, then you may be a dependent student. You may be required to provide your parent's information on your FAFSA form, and they may be identified as a contributor on your form.

1. Will you be 24 years old or older by Jan. 1 of the school year for which you are applying for financial aid? For the 2024–25 award year, were you born before Jan. 1, 2001?
2. Are you married and not separated?
3. Are you a graduate or professional student (working toward a master's or doctorate degree)?
4. Do you have children or other legal dependents, other than your spouse, who live with you and receive more than half of their support from you?
5. Are you a veteran of or currently serving on active duty in the U.S. armed forces?
6. At any time since you turned 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court?
7. Are you an emancipated minor or are you in a legal guardianship as determined by a court?
8. Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?

Starting in the 2024–25 award year, certain students who indicate on their FAFSA form that they have unusual circumstances will be granted a dependency status of "provisionally independent." Unusual circumstances refer to a situation where a student is unable to contact a parent or where contact with a parent would pose a risk to the student. Examples of unusual circumstances include human trafficking, legally granted refugee or asylum status, parental abandonment or estrangement, student or parent incarceration, and death of a parent.

Students with unusual circumstances will be able to skip questions about their parents on the FAFSA form and submit the form without a parent signature. After submitting the FAFSA form, the student must then provide documentation of their unusual circumstances to the college, career school, or trade school they plan to attend.

For more information about dependency status on the FAFSA form, visit **StudentAid.gov/dependency**.

Types of Aid

Amounts awarded vary annually and are subject to change.
Visit StudentAid.gov for the most up-to-date details

1 **Federal Grants:** Money that generally doesn't have to be paid back

Federal Pell Grant

For the 2024–25 award year, the Federal Pell Grant is for undergraduates with financial need who have not earned a bachelor's or professional degree. Eligibility is linked to family size and the federal poverty line. Federal Pell Grant access has been expanded to include students who are confined or incarcerated and enrolled in an approved Prison Education Program, and Federal Pell Grant lifetime eligibility has been restored for students who had an eligible loan discharge. Additionally, students who previously qualified for an Iraq and Afghanistan Service Grant or the Children of Fallen Heroes program will be awarded the maximum Pell Grant award because they are undergraduate students whose parent or guardian died as a result of military service. For details and updates, visit StudentAid.gov/pell-grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is for undergraduates with exceptional financial need. Federal Pell Grant recipients take priority. Funds depend on availability at school. For details and updates, visit StudentAid.gov/fseog.

Teacher Education Assistance for College and Higher Education (TEACH) Grant

The TEACH Grant is for undergraduate, post baccalaureate, and graduate students who are completing or plan to complete course work needed to begin a career in teaching. To receive a TEACH Grant,
a student must agree to teach for four years in a high-need field at an elementary school, secondary school, or educational service agency that serves students from low-income backgrounds. If a student doesn't complete the teaching service requirement, all TEACH Grants the student received will be converted to a Direct Unsubsidized Loan that must be repaid, with interest charged from the date of each TEACH Grant disbursement. For details and updates, visit StudentAid.gov/teach.

2 **Federal Work-Study:** Money is earned through a job and doesn't have to be repaid

Your total work-study award depends on

- ✓ when you apply,
- ✓ your level of financial need, and
- ✓ your school's funding level.

For Federal Work-Study program details and updates, visit StudentAid.gov/workstudy.

3 **Federal Student Loans:** These are loans that accumulate interest; they must be repaid

Who is it for?

Direct Subsidized Loan

For undergraduate students who have financial need. A student must be enrolled at least half-time. No interest is charged while a student is enrolled at least half-time, during the grace period, and during deferment periods.

Direct Unsubsidized Loan

For undergraduate and graduate or professional students. A student must be enrolled at least half-time. Financial need is not required. Interest is generally charged during all periods.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate or professional students. A student must be enrolled at least half-time. Financial need is not required. Interest is generally charged during all periods.

What is the maximum annual loan amount?

Direct Subsidized Loan

Up to $5,500, depending on grade level.

Direct Unsubsidized Loan

For undergraduate students, up to $12,500 (minus any subsidized amounts received for the same period), depending on grade level and dependency status.
For graduate or professional students, up to $20,500.

Direct PLUS Loans

Maximum amount is the cost of attendance minus any other financial aid received.

What is the interest rate?

Interest rates for all types of Direct Loans will vary by loan type and by award year. The rates are determined each year, and when they are determined, they apply to all loans that have a first disbursement date during the period beginning on July 1 of one year and ending on June 30 of the following year. Loans received during different award years may have different fixed interest rates. For more information on interest rates and to find details about the most up-to-date interest rates, visit **StudentAid.gov/interest**.

Where do I get more details and updates on loans?

Direct Subsidized and Unsubsidized Loans

StudentAid.gov/sub-unsub

Direct PLUS Loans

StudentAid.gov/plus

I completed the FAFSA® form. Now what?

After you submit your 2024–25 FAFSA form, you'll receive a FAFSA Submission Summary. Your FAFSA Submission Summary will include the answers that you submitted on your FAFSA form (with the exception of the federal tax information transferred directly from the IRS), your Student Aid Index (SAI), and an estimation of what federal student aid you may be eligible for. If you provided a valid email address in your application, you'll receive an email with instructions on how to access an online copy of your FAFSA Submission Summary within three days (if you apply online) or three weeks (if you mail in a paper FAFSA form).

When you receive your FAFSA Submission Summary, review it to make sure you didn't make any mistakes on your FAFSA form:

- If the information on your FAFSA Submission Summary is accurate and you don't need to make any changes, just keep it for your records.
- To find out how to correct mistakes or make updates to your FAFSA form, visit **StudentAid.gov/apply-for-aid/fafsa/review-and-correct** or contact the school(s) to which you applied.

The information in your FAFSA Submission Summary will be provided to the schools you listed on your FAFSA form, and the schools will use that information and your SAI to make a final determination of your eligibility and financial aid need. You will receive an aid offer from the schools where you applied and/or were accepted for admission.

If you complete the 2023–24 FAFSA form, you will receive a Student Aid Report (SAR) after you submit. It will include a summary of the information you submitted on your FAFSA form (with the exception of federal tax information transferred into the FAFSA form using the IRS Data Retrieval Tool). You should review your SAR to make sure it's accurate and that you don't need to correct any mistakes or update your FAFSA form.

Do I have to repay my loans?

Yes. Student loans, unlike grants and work-study funds, are borrowed money that must be repaid with interest, just like car loans and home mortgages. You cannot have these loans canceled because you didn't like the education you received, didn't get a job in your field of study, or are having financial difficulty. So think about the amount you'll have to repay before you take out a loan and only borrow the amount you need. Learn more about loan repayment at **StudentAid.gov/repay**.

What’s an aid offer and how much aid will I get?

If you applied for admission to a college or career/trade school you listed on your FAFSA form, that school will get your FAFSA information. The school will calculate your aid and send you an aid offer (often electronically).

Most schools will wait to send you an aid offer only after they accept you for admission. The aid offer will tell you how much aid you’re eligible to receive at that school and will include the types and amounts of financial aid you may receive from federal, state, private, and school sources. This combination of help from different sources is your financial aid package. How much aid you receive depends on some factors, including

- cost of attendance (for each school);
- Student Aid Index (SAI)—the SAI doesn’t represent a dollar amount but, instead, it’s a number used by your school to calculate how much and what types of financial aid you’re eligible to receive based on your FAFSA information;*
- year in school; and
- enrollment status (e.g., full-time, half-time, etc.).

You can compare school aid offers and see which school is most affordable once financial aid is taken into account. Contact the school’s financial aid office if you have any questions about the aid being offered to you. For more information on how aid is calculated, visit **StudentAid.gov/how-calculated**.

How will I receive my aid?

Your college or career/trade school—not the U.S. Department of Education—will distribute your aid. In most cases, your federal student aid will be applied directly to your school account. The financial aid staff at your school will explain exactly how and when your aid will be disbursed (paid out).

*If you’re completing and submitting the 2023–24 FAFSA form, your Expected Family Contribution will still be included in the factors that determine how much aid you receive.

The student loan you can feel good about—now and later

Smart Option Student Loan® for Undergraduate Students

Apply today at
salliemae.com/smartloan

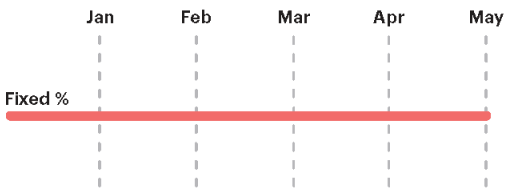
Choose what's right for you

When it comes to how you'll pay back your loan, you're in control. You choose the type of interest rate, and the repayment option you want. The choices you make will affect how much your loan will cost you in the long run.

Interest rates

Fixed rate

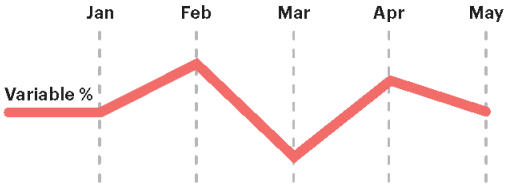
Fixed interest rates stay the same. If you want predictable monthly payments, this is the option for you.



OR

Variable rate

Variable interest rates generally start out lower than fixed rates, but they can rise and fall, which means your payments may vary over time.



Repayment options

Option 1

Make interest-only payments while in school[5]

- Want to save the most money over time? Choose this option.
- Keeping up with the interest will help you lower the total cost of your loan.

Option 2

Pay a fixed amount each month while in school[5]

- Paying a fixed amount while in school could save you money over time.
- Unpaid interest will accrue (add up) during school.

Option 3

Make no payments until after school[5]

- You can defer payments if you need to.
- The total cost of your loan will be more, as interest accrues while you're in school.

Pay off even sooner

- You can always make extra payments whenever you want, which can help you pay off your loan sooner and save money.
- We'll never penalize you for paying off your loan early.[4]

Pay less for your loan

Here are some ways to lower your total loan cost and make school more affordable.

Make interest-only payments while in school

Students who make interest-only payments while in school typically get an interest rate that is 1 percentage point lower than those who defer payments.[5]

Enroll in auto debit

Get a 0.25 percentage point interest rate reduction when you make monthly loan payments with auto debit.[7]

Apply with a cosigner

Since students typically have little or no credit history, students who apply with a cosigner may be more likely to be approved and may get a better rate.

Did you know?

Making on-time loan payments can help you build credit—and we'll help you track it with free quarterly access to your FICO® Score.[6]

A Cosigner may increase your chance of approval

Last year students were **4X more likely to be approved with a cosigner**[8]

A cosigner is a creditworthy adult who agrees to be equally responsible for making sure your loan is repaid on time.

Apply for Cosigner Release[9]

You can apply to release your cosigner from the loan after you've taken these three steps:

- You've graduated
- Made 12 on-time principal and interest payments
- Met certain credit requirements

Need money for school? We've got you covered

With the **Smart Option Student Loan® for Undergraduate Students**, you can apply once and get money for all your eligible school expenses for an entire year[1]—including everything here:

- Tuition
- Housing
- Transportation
- Fees
- Meals
- Technology
- Books

You can even cover a past due balance.[2]

Get the money you need year after year

Our Multi-Year Advantage means 96% of undergraduate students who've been approved with a cosigner were approved again when they returned with a cosigner the following year.[3]

We have an A+ rating with the Better Business Bureau.

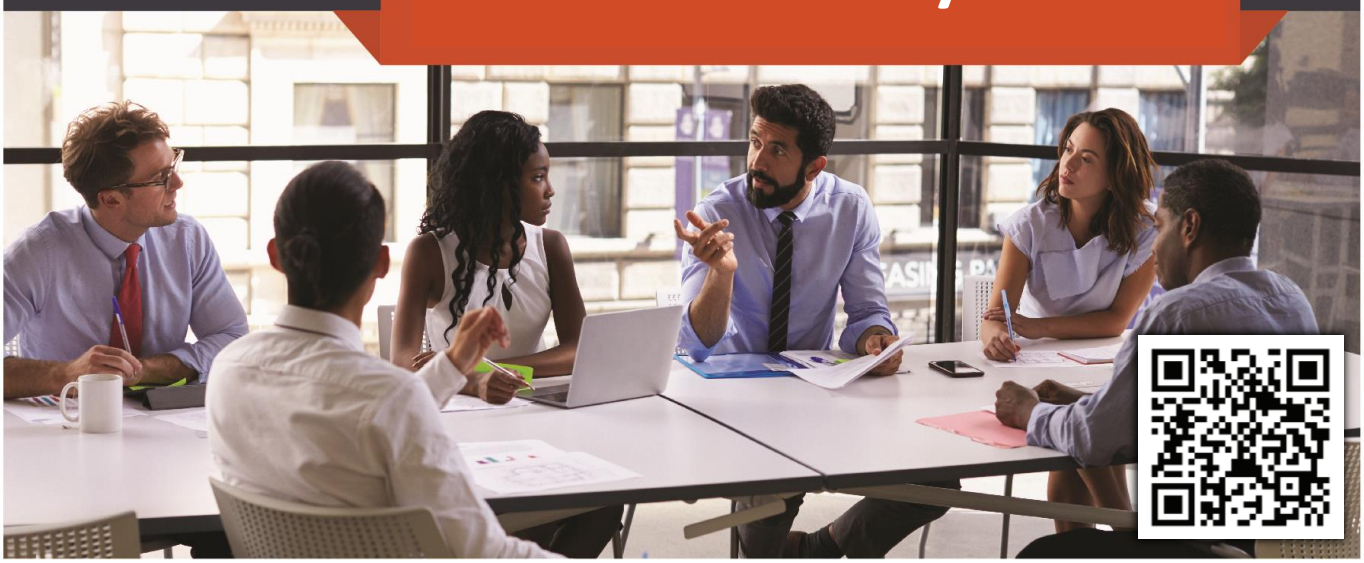
ILLINOIS workNet® CENTER

americanjobcenter®

Connecting | Training | Developing

TECHNICAL HVAC INSTITUTE

Illinois workNet **Works** for you.



Training

Jobs

Services

The Workforce Innovation and Opportunity Act (WIOA) program *is designed to strengthen & improve our nation's public workforce system. Its goal is to help American youth & people with significant barriers to employment get high-quality jobs & careers as well as funding for training.*

Eligible & selected students can receive training in dozens of training programs at local area schools. Keep in mind that all training must lead to full-time employment. We train many people for careers in a variety of industries such as HVAC/R & Electrical.

Scan The QR CODE to find you local WIOA Office and get started!

illinoisworknet.com

Help you reach your career, training, and employment goals.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TTD Equipment by calling TTY (800) 526-0844 OR 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.

4400 W. 46TH STREET
CHICAGO, IL 60632
PH: 773-927-9562 F: 773-927-9571
WWW.HVAC-TECH.COM

TECHNICAL HVAC INSTITUTE

2027 TRAINING SCHEDULE

HVAC/R SCHEDULE (ENGLISH)

DAY CLASSES (33 WEEKS) • MON - THU (9:00AM TO 2:30PM)

START DATE	END DATE	INSTRUCTOR
1/4/2027*	1/25/2028*	Liliana Morales*
3/8/2027	11/10/2027	Kendrick Robinson
6/7/2027	3/2/2028	Paulo Perez
7/19/2027	4/4/2028	Will Serment
9/7/2027	5/31/2028	Kendrick Robinson
11/22/2027	8/22/2028	Paulo Perez

EVENING CLASSES (48 WEEKS) • MON - WED (6:00PM TO 10:30PM)

START DATE	END DATE	INSTRUCTOR
2/22/2027	3/8/2028	Will Serment
5/10/2027	5/18/2028	Kendrick Robinson
9/7/2027	9/27/2028	Paulo Perez

*Note: Schedule is: Mon-Wednesday (9:00am to 2:30pm) for 48 Weeks
All Class Start Dates And Scheduled Times Are Subject To Change

ELECTRICAL TECHNICIAN SCHEDULE (ENGLISH)

DAY CLASSES (33 WEEKS) • MON- THU (9:00AM TO 2:30PM)

START DATE	END DATE	INSTRUCTOR
1/11/2027	9/23/2027	Bill Budz
10/4/2027	6/15/2028	Bill Budz

EVENING CLASSES (48 WEEKS) • MON - WED (6:00PM TO 10:30PM)

START DATE	END DATE	INSTRUCTOR
6/28/2027	7/17/2028	Bill Budz

CLASES DE HVAC/R EN ESPAÑOL

CLASES DE DIA (33 SEMANAS) • LUN - JUE (9:00AM - 2:30PM)

INICIA	FINALIZA	INSTRUCTOR

CLASES DE NOCHE (48 SEMANAS) • LUN - MIER (6:00PM - 10:30PM)

INICIA	FINALIZA	INSTRUCTOR
11/22/2027	12/18/2028	Gilberto Dimas

*Notas: Fechas De Comienzo Y Horas De Clases Están Sujetas A Cambios

(GREY) INDICATES FILLED/CLOSED • (GRIS) INDICA CLASE LLENA/CERRADA

NOTES

TECHNICAL HVAC INSTITUTE

NOTES

TECHNICAL HVAC INSTITUTE

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2024 - June 30, 2025

INSTITUTION NAME: HVAC Technical Institute	Indicate all ways the disclosure information is distributed or made available to students at this institution:
	X Attached to Enrollment Agreement
	X Provide in Current Academic Catalog
	X Reported on School Website

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	*HVAC-R*	*Electrical Technician*
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	145	48
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts	151	55
b) Re-enrollments	0	0
c) Transfers into the program from other programs at the school	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	296	103
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school	0	0
b) Completed or graduated from a program or course of instruction	155	47
c) Withdrew from the school	15	4
d) Are still enrolled	126	52
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	111	28
b) Placed in a related field	0	0
c) Placed out of the field	0	0
d) Not available for placement due to personal reasons	21	5
e) Not employed	23	10
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	44,000	47,000
E) **Total Placement Rate:**	83%	74%

*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

4400 W. 46th Street • Chicago, Illinois 60632
www.hvac-tech.com