2027-2028





STUDENT HANDBOOK





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TECHNICAL HVAC INSTITUTE

"THE HANDS-ON HEATING & A/C SCHOOL"

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2027-2028

HVAC TECHNICAL INSTITUTE

"THE HANDS-ON HEATING & A/C SCHOOL"

4400 W. 46TH STREET • CHICAGO, ILLINOIS 60632
PH: 773-927-9562 • WWW.HVAC-TECH.COM

By enrolling at HVAC Technical Institute you agree to follow all policies and procedures outlined in this Student Handbook

Dear Future Technician,

Welcome and congratulations! Attending **HVAC Technical Institute** was one of the most important decisions you have made. This decision will remain with you in the future as the starting point of a great and wonderful experience here at our school. As a student at HVAC Technical Institute, you will be part of a community that is dynamic, challenging, and open-minded. As a member of our school, you will have the opportunity to chase and realize your dreams.

HVAC Technical Institute will be here for you as you work alongside other very talented individuals in the HVAC/R and electrical technician field! However, you must be willing to work hard and be determined to accomplish your goals! Your goal here at HVAC Technical Institute must be to work hard and learn as much as you can. Our instructors are here to make sure that you gain the ability to progress in your school studies. They will push you to your limits, but it will be up to you to accomplish your dreams.

Once again, I congratulate you on choosing **HVAC Technical Institute** as your school. In your time here, I hope that you integrate and immerse yourself in your studies and always remember that we are here to help you.

Respectfully,



Mario Recio
President

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 These Goals:

1. HVAC Technical Institute accepts only men/women who exhibit the enthusiasm and physical ability necessary to complete this rigorous program.

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. Instructions on all phases of employment, including job placement assistance, customer relations and employee/employer relations will be addressed during the students' training.

Accreditation

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.

HVAC/R Training Program Outline, Tuition and Fees

Our **HVAC/R (heating, ventilation, air conditioning, and refrigeration) training program has a tuition cost of $15,000.00** which includes a $100.00 non-refundable registration fee, books/supplies, and both the EPA (Environmental Protection Agency) section 608 universal license and the A2L exam tests and reviews. The program is designed to provide students with the education & training needed to qualify for entry-level positions.

Module 1: Electricity
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. Students 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.

Module 2: Heating
This module covers 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 different 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.

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 students 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.

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.

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.

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 exam. These licenses are important for technicians to possess for them to work with different refrigerants and are a graduation requirement for all HVAC Technical Institute students. Instructors will provide students with all the necessary study materials, review with them, and prepare them for the exams. Our instructors are invested and determined to help the students pass their exams with success.

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 students 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 connects 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 Program Outline, Tuition and Fees

Our **Electrical Technician program has a tuition cost of $15,000.00** and 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. Upon graduation, students will receive a certificate of completion and an OSHA 10-Hour Construction Certification.

NCCER Core Level
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.

NCCER Level 1
The NCCER Level 1 module covers safety rules and regulations for electricians; for example, the OSHA mandated procedures and the easy-to-follow procedures of the National Electrical Code (NEC) and the Chicago Code. In addition, this module introduces electrical concepts, the different types of circuits and circuit analysis, conduit bending and installations, the 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. Level 1 also provides an overview of the trade and discusses the career paths available after graduation.

NCCER Level Two
The NCCER Level 2 module covers fuse and circuit breaker applications, the bending of conduit up to 6 inches, AC/DC motors, the characteristics of lighting, how to select 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. Level 2 focuses on the NEC and the Chicago Code installation requirements of cable trays and cable installations.

NCCER Level Three
The NCCER Level 3 module presents the NEC and the Chicago Code requirements for equipment installed in hazardous locations, as well as the NEC and the Chicago Code requirements for commercial services. The level also discusses switchboards, switchgears, transformer types, voice, data, and video cabling systems, selecting, and sizing circuit breakers and fuses, and their related conductor sizes. Other areas that are covered include but are not limited to specific types of lighting fixtures and how to calculate branch circuits and feeder loads for both residential and commercial applications.

NCCER Level Four
The NCCER Level 4 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. This level also describes the NEC and the Chicago Code requirements for selecting and installing equipment, cable manufacturer requirements for medium-voltage terminations, and the requirements for electric generators and storage batteries.

Program Outline Disclaimer

To keep up with today's technology and better prepare our students for the HVAC/R and electrical technician field industry, HVAC Technical Institute reserves the right to add, remove, or reorder any programs, modules, and/or materials that will assist you in your education. HVAC Technical Institute also reserves the right to shorten or lengthen any sections, programs, 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.

Facility Location & Staff Members

HVAC Technical Institute is located just minutes from Midway Airport: **4400 W. 46th Street, Chicago IL 60632.** HVAC Technical Institute's staff members are as follows:

Administration

Mario Recio: *mrecio@hvac-tech.com* ***Director***	
Peter Magallanes: *pmagallanes@hvac-tech.com* ***Financial Aid Advisor***	**Lainer Rodriguez:** *lrodriguez@hvac-tech.com* ***Administrative Assistant/Job Placement Coordinator***
Jose Recio: *jrecio@hvac-tech.com* ***Financial Officer***	**Raquel Recio:** *rrecio@hvac-tech.com* ***Administrative Assistant***

Full-Time Instructors

Paulo Perez: *pperez@hvac-tech.com*	Certificate of Completion In HVAC **Environmental Technical Institute (ETI)**
Cesar Corral: *ccorral@hvac-tech.com*	Certificate of Completion In HVAC **HVAC Technical Institute**
Gilberto Dimas: *gdimas@hvac-tech.com*	Certificate of Completion In HVAC **HVAC Technical Institute**
Bill Budz: *bbudz@hvac-tech.com*	Certificate of Completion In Electrical Maintenance **Harper College**
Kendrick Robinson: *krobinson@hvac-tech.com*	Certificate of Completion In HVAC **HVAC Technical Institute**

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
  - ❖ An entrance exam is required for all students without a HS Diploma or a GED
- Valid Driver's License or State I.D. issued by the state (digital is accepted)
- Proof of Social Security or ITIN Card/Letter

Only those who can provide a High School Diploma or GED are eligible to receive financial aid. A school must evaluate the validity of a student's high school or GED completion if the school has reason to believe that the high school diploma or GED state certificate is not valid or was not obtained from an entity that provides secondary school education. All applicants must complete an enrollment agreement; a non-refundable registration fee of $100.00 is included in the tuition cost.

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.

Due to the program offered at HVAC Technical Institute and the physical demands and the involvement of installations, maintenance, and possible design of various systems, we're unable to accept students that cannot meet the job description of an HVAC/R or Electrical technician.

Note: *All students who re-enroll within 180 days of an interruption to their training will be considered to have re-entered the same payment period. Title IV should continue to be disbursed from the award year associated with that payment period. All students with an interruption to their training who wish to return after 180 days will need to re-enroll as a new student; no credit will be given for previously passed program work.*

Transfer Student Policy

HVAC Technical Institute will evaluate credits for previous training, whether that be within our programs or from previous educational and/or training experiences. These evaluations may grant credit 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.

Methods of Payment & Financing Options

HVAC Technical Institute accepts all major credit cards, cash, and personal checks as forms of payment. HVAC Technical Institute offers different payment options; some of these are state and government options while another is financing directly with HVAC Technical Institute. Financial aid is available for those that qualify **(School Code #042323)**.

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

Observed Holidays

HVAC Technical Institute observes the following **holidays**:

Martin Luther King Day	**Independence Day**	**President's Day**
Labor Day	**Christmas Break**	**Memorial Day**
New Year's Day	**Thanksgiving (Thurs & Fri)**	**Juneteenth**
	Veterans Day	

HVAC Technical Institute reserves the right to use observed holidays to make up for days missed.

Program Clock Hours

HVAC/R Program - 649 Total Hours	
Module 1:	Electricity
Module 2:	Heating
Module 3:	Hydronics
Module 4:	Air Conditioning
Module 5:	Introduction To Refrigeration
Module 6:	EPA Section 608 & A2L Certification
Module 7:	Ventilation and Installation

Electrical Technician Program - 650 Total Hours	
Module 1:	NCCER Core Level
Module 2:	NCCER Level 1
Module 3:	NCCER Level 2
Module 4:	NCCER Level 3
Module 5:	NCCER Level 4

Grading

Testing is done at regular intervals throughout the program with a final exam given at the end of each module. A student that falls below 69% should refer to the Academic Standards section of the student handbook.

Grading Scale				
A= 100-93%	**B=** 92-84%	**C=** 83-75%	**D=** 74-70%	**F=** 69 Below

Tool/Classroom Preparation Policy

Since students are trained using the "hands-on" method, students are required to come to class prepared. Students must bring all the required tools for the day's lesson. Students will be informed by their module workbooks as to what tools will be necessary for class. If a student does not come prepared to class, the instructor can dismiss the student for the day, resulting in an absence. For safety purposes, no student will be allowed to work on projects in class without the supervision of an instructor.

Students are required to have tools for all heating, ventilation, air conditioning and electrical modules. Students are told when and what tools to bring for class. **NO TOOLS, NO LAB TIME**. Students are also required to have the necessary supplies, e.g., notebooks and writing utensils.

Student Tool List

The following is a list of tools that a student will need throughout the training:

HVAC/R Training		
A/C Line Splitter	Freon Gauges (R-134A/R-404A)	Right Snips
Bull Snips	Hex Key Tool	Safety Glasses
Cap Tube Cutting Tool	HVAC TECH 6-in-1	Scriber
Cap Tube Gauge	Left Snips	Seamers
Core Removing Tool	Lineman's Pliers	Service Wrench
Digital Psychrometer	Long Nose Pliers	Straight Snips
Ductulator	Low Loss Fittings	Superheat Calculator
Electric Wire Strippers	Measuring Tape	Tubing Cutter
Flaring Tool	Open End Wrench	Volt/Amp/Temp Meter
Folding Bar	Pipe Clamp Thermometer **(Type K)**	Work Gloves
Freon Gauges (R-22/R-410A)	Pipe Wrenches: 14"	

Electrical Technician Training		
25’ Measuring Tape	Multi-Bit Screw/Nut Driver	Square Shank Screwdriver
A/C Clamp Meter	High Leverage Side Cut Pliers	Straight Claw Hammer
Conduit Reamer	Tip Demolition Screwdriver	Torpedo Level
Dual Purpose Hack Saw	Pump Pliers	Wire Strippers

Safety Glasses Policy

All students must wear safety glasses, which will be provided for all students. Students must wear these safety glasses while performing labs within the school lab and/or within the classroom. Students who are found not wearing their safety glasses run the possibility of being removed from class as well as having their overall grade affected.

Students and refreshers may purchase additional glasses for $10.00 in the administrative office. Due to specific standards that must be met, only glasses provided/purchased from HVAC Technical Institute will be allowed. Therefore, students need to take care of the initial pair provided/purchased.

Satisfactory Academic Progress (SAP)

HVAC Technical Institute has established a Satisfactory Academic Progress (SAP) policy to determine whether a full-time and part-time student is making satisfactory academic progress and qualified to receive assistance under the Title IV, HEA programs. Although our module reports advise students on their progress, an official SAP review is not completed until the student has reached 325 clock hours in the program.

The official SAP review measures whether a student is progressing adequately toward completion of their program using **qualitative measures**. A student is considered making SAP if the student’s overall average is at least a “C” (75%) or a 2.0 GPA.

Consequences Of Not Receiving SAP

Students who do not meet SAP will be placed under *Financial Aid Warning*. *Financial Aid Warning* lasts for only one payment period, during which the student may continue to receive federal financial assistance and may be assigned without an appeal or other action by the student. No appeals for *Financial Aid Probation* are required as there are no subsequent payment periods.

Academic Standards

At the end of each module, a student is provided with a progress report detailing their grades and attendance. If the student is not reaching the standards an **Academic Probation Request** could be made by the student to continue in the program. This can be completed in each module for a total of 3 times in one continuous program. After the third unsuccessful attempt (or two continuous modules), the student would need to withdraw and start again in a new program as a re-registered student.

Academic Probation Request (APR)

A student can request probation by using the Academic Probation Request form, which allows students to continue their enrollment. This form includes the reason the student was unable to attain academic standards and a plan detailing steps needed to regain a good standing with the school. The request and documentation will be reviewed by the Director, and a decision will be made. If approved, the student would be allowed to continue in the program (while adhering to the plan detailed on the form). If denied, the student would need to withdraw from the program.

Incompletes & Withdrawals

Because we do not offer specific programs, grades such as incomplete and withdrawals are not given, unless dictated in a student's academic plan.

Returning Students & Repeated Hours

For all returning students, the hours needed to complete must not reach the maximum allowable hours (111% of the length of the program). This will be calculated depending on the total hours in the modules that need to be repeated.

- **HVAC/R Program** – Students enrolled in our HVAC/R program must complete their program within 111% of the published length of their program. The HVAC/R program has a total of 649 clock hours. Therefore, students registered in our HVAC/R program can attempt a maximum of 721 clock hours while pursuing their certificate.

- **Electrical Technicians Program** – Students enrolled in our Electrical Technicians program must complete their program within 111% of the published length of their program. The Electrical Technicians program has a total of 650 clock hours. Therefore, students registered for our Electrical Technicians program can attempt a maximum of 722 clock hours while pursuing their certificate.

Enrollment Periods

Because we have continuous enrollment, all periods of enrollment, including summer and those when students are not receiving financial aid, count towards SAP.

Majors & Degrees

We do not offer majors or degrees; therefore, this is not applicable to us.

Non-Credit Remedial Classes

We do not offer these types of classes; therefore, this is not applicable to us.

Tutoring Policy

Since our institution trains individuals based on the "hands-on" method, we strive to ensure that every student understands the material clearly and thoroughly. Unfortunately, not all students learn in the same way, and some may have difficulty understanding everything that is taught during class. Therefore, all students have the right and privilege to obtain one-on-one tutoring. As a student your duty is to schedule an appointment to receive additional assistance/tutoring which is available for all modules.

Please follow these procedures to receive this additional help.

- Students must fill out a request form with at least two class days of notice with the office
- Must be scheduled around the instructor's availability
- Excessive tutoring is not tolerated
- Any missed tutoring will be used against student's overall grade
- Additional tutoring is not considered extra credit nor a make-up day for any absence(s)
- Tutoring can only be offered for topics already covered in class
- Tutoring is only provided on an individual basis; no group tutoring will be allowed

In special circumstances, students may be required to bring in their own materials such as copper, sheet metal, brazing rods, etc.

Veteran's Satisfactory Academic Progress Policy

Per VA regulations, veterans must demonstrate satisfactory academic progress to continue training at HVAC Technical Institute. To maintain satisfactory academic progress, veterans must complete each program with at least 70%; complete the program within the specific period for the program and have 93% attendance. Failure to achieve these requirements will result in the veteran failing that program and being placed on probation.

Veterans on probation will be required to re-take the class they have failed before moving on to the next module. Veterans on probation can receive federal veterans' educational benefits for the module they are required to re-take. Veterans who successfully complete the module they are required to re-take while on probation will be considered maintaining satisfactory academic progress. Veterans who fail to successfully complete a module that they are required to take while on probation will be dismissed from HVAC Technical Institute.

Statement On Attendance For VA Certification

HVAC Technical Institute will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires us to report to the USDVA the number of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified number of hours per week and this failure results in a change of pursuit as defined by the USDVA, HVAC Technical Institute must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and HVAC Technical Institute. We strongly advise veterans to pursue their training as specified in the Enrollment Contract.

VA Pending Payment Compliance Policy

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

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

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

- Produce the VA's Certificate of Eligibility by the first day of class.
- Provide written requests to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

Verification Of Enrollment To Receive Post 9/11 GI Bill® Benefits

As of August 1, 2021, Non-College Degree (NCD) students under Chapter 33 must verify their enrollment status each month to continue receiving their Monthly Housing Allowance (MHA). Veteran students at HVAC Technical Institute can verify their enrollment status in one of two ways:

- **Text Messaging** – Students who choose VA's "Opt-In" feature will receive a text message each month prompting them to verify their enrollment status.
    - Students must contact the Education Call Center (ECC) at 1-888-GI BILL-1 (1-888-442-4551) to ensure VA has their mobile phone number. All impacted students with a mobile phone number on file will receive an opt-in text beginning on August 1.
    - Students who reply 'Yes' to the verification text confirming their enrollment status will have MHA payments released on the first of the month as usual. Students who reply 'No' will prompt the Veteran Claims Examiner (VCE) to review for updated enrollment information from the school. If no updated information is pending, the VCE will contact the school to request an update be submitted. MHA payments will be held in the meanwhile.
- **Telephone** – Students who Do Not Opt-In for text may call the Education Call Center (ECC) at 888-442-4551 to verify their enrollment status.

- Students who confirm their enrollment status on time each month will have MHA payments released on the first of the month as usual. Students who report a change in status by phone will prompt the Veteran Claims Examiner (VCE) to review for updated enrollment information from the school. If no updated information is pending, the VCE will contact the school to request an update be submitted. MHA payments will be held in the meanwhile.

If a student fails to verify for two consecutive months, the VA will withhold future MHA payments until they call the Educational Call Center (ECC) to verify. Section 1010 also requires HVAC Technical Institute to submit an additional certification for our veteran's enrollment within 60 days from the first day of their enrollment period.

Veterans Rapid Retraining Assistance Program

The Veteran Rapid Retraining Assistance Program (VRRAP) offers education and training for high-demand jobs to Veterans who are unemployed because of the COVID-19 pandemic. It focuses on successfully placing these Veteran into a related employment field upon the successful completion of the program of education. Students who are enrolled at HVAC Technical Institute and are receiving funds through VRRAP will receive tuition payment as follows:

- **50 percent** of the total amount payable when the eligible veteran begins the program.
- **25 percent** of the total amount payable when the eligible veteran completes the program. (A prorated amount will be paid for the portion of the program pursued if an eligible veteran withdraws and provides notice to the educational institution that he/she no longer intends to pursue the program.)
- **25 percent** of the total amount payable when the eligible veteran finds employment in a field related to the program of education.

    - (A prorated amount will be paid for the portion of the program pursued if an eligible veteran does not complete the program but, nonetheless finds employment in a field related to the program of education during the 180-day period beginning on the date on which the veteran withdraws from the program of education. VA will only extend the 180-day requirement to find employment if the veteran is called to Active Duty or for extenuating circumstances. VA will evaluate such circumstances on a case-by-case basis. The 180-day period will be extended by the length of the call-up when less than 90 days.)

By law, a veteran who receives VRRAP benefits and fails to complete the program of education cannot receive additional assistance under VRRAP. For VRRAP, VA utilizes the same definition of "employment within the field of study" as used for the VET TEC Program, which includes:

- Traditional employment in a career supported by the completed program of study.
- Promotion in the veteran's current career if the veteran is currently employed in a career supported by the completed program.
- Self-employment if the veteran owns or operates a business and utilizes the skills obtained through the completion of the program.

- If a Veteran Student is affirming employment via "Self-Employment", additional information may be required (Federal Tax ID Number and Corporation Papers) Additionally, VA may require a written explanation as to how the skills learned in their VRRAP program will assist in growing their business.

For the Department to release the final tuition and fees payment, both the veteran and facility will need to certify that the veteran has achieved employment within the field of study.

Advertising, Sales, and Enrollment Practices

HVAC Technical Institute strives to provide accurate, honest, and clear information in print, online, broadcast media or oral presentations. The institution will make every effort to avoid misrepresentation of students and others in communications made in writing, visually, orally, or through other means. Such guidelines and procedures are stated in the employee handbook and strictly enforced.

All recruitment activities used by an institution **must** be truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment. The following practices in student recruitment **must not** be utilized:

- Guarantee employment
- Misrepresenting job placement, employment opportunities, or potential salaries for completers
- Misrepresenting program costs
- Misrepresenting abilities required to complete intended programs
- Misrepresenting recruiting personnel as career counselors
- Misrepresenting transfer of credit to another institution
- Misrepresenting its accreditation status

All media used by an institution **must** be truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment.

Refresher Privileges

All HVAC Technical Institute graduates may return to repeat or reinforce a needed portion of previously completed programs. A **$300.00 Refresher Fee** will be charged at registration; all graduates are welcome to this benefit. All students taking a refresher course must follow the attendance policy and must be paid up to date with their tuition. All those failing to adhere to school policies will lose refresher privileges in the future. Please remember that refresher courses are only available if the class size has not reached the maximum number of new enrollees.

Emergency Notifications

HVAC Technical Institute uses an internal emergency notification system that sends out voice calls, emails, and texts to our students in the event of an emergency. It is very important to notify the institution of any changes to your phone number and email to receive these important alerts.

When weather conditions are severe or hazardous, prohibiting class attendance, information on school closing will be available by a recorded phone message. Announcements for the school closing will be available one hour before your class start time. When severe weather conditions exist, and snowfall exceeds 6" (official readings), students should call the school at 773-927-9562 and/or monitor the school's website and social media sites. Snow, icy road conditions or heavy rain with flood warnings are considerations for severe or hazardous conditions.

If for whatever reason HVAC Technical Institute cannot hold class during your scheduled date/time, it will be left up to the institution to schedule a new make-up date for your missed day(s) of training. In special circumstances, and up to their discretion, HVAC Technical Institute reserves the right to make the decision not to make up your missed day(s) of training. Holidays may be used to reschedule any time missed due to HVAC Technical Institute and/or weather conditions. See: Observed Holidays section of the student handbook for a list of those holidays.

Attendance

HVAC Technical Institute strongly believes that attendance and punctuality are very important factors because it demonstrates responsibility and reliability. Therefore, we strive to have a perfect attendance record when it comes to our students to prepare them for the working world.

Attendance Rules

- The student is responsible for attending 93% of overall class time to ensure they successfully meet all graduation requirements. This includes any excused absences, leave-of-absence, tardies or emergency leaves.
- In the event of an emergency, adequate proof must be provided.
- Excessive tardiness is not tolerated (prior arrangements may be made with the office)
- 5 absences in a module will result in failing a module
- Individuals must contact the office/instructor if they are tardy or absent.
- Cuts and half days of attendance will be counted as one half day of absence
- Financial Aid students who do not abide by the attendance policy run the risk of their financial aid being affected
- The students' attendance will reflect those who are not in uniform

Attendance Limits

The following is a breakdown of the 93% attendance policy that all students must abide by:

HVAC/R Program:

Day Classes	4 Days x 32.5 Weeks = 130 Days	7% of 130 Days	9 Days
Night Classes	3 Days x 48 Weeks = 144 Days	7% of 144 Days	10 Days

Electrical Technician Program:

Day Classes	4 Days x 33 Weeks = 130 Days	7% of 130 Days	9 Days
Night Classes	3 Days x 48 Weeks = 144 Days	7% of 144 Days	10 Days

Excused Absences

Excusals for any absences are subject to proper documentation. Documentation must be legible and provide the following: date, student name, contact name, address, and phone number. If more than 5 consecutive days are needed, refer to the **Leave of Absence policy**. Once the director has approved your documentation and has excused your absences, it will be left up to the student to make up any assignments and/or projects missed. Excused absences are left up to the discretion of the school and will affect the students' 93% attendance requirements.

If the need should arise for a student to make up work because of an excused absence, every effort will be made to bring him/her back up to the same level as the rest of the class. Certain factors must be considered, including classroom/lab and instructor's availability. Make up time is in addition to regular class hours. If for whatever reason HVAC Technical Institute cannot hold class during your scheduled date/time, it will be up to the institution to schedule a new make-up date for your missed class.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and when a student is not in attendance. The Leave of Absence request must be for more than 5 consecutive days and only in the following circumstances to its students.

- Birth of a child of the student and the need to care for that child
- Need to care for student's spouse, son/daughter, or parent, if the spouse, son/daughter, or parent has a serious health condition; and
- A serious health condition that makes the student unable to function as a student
- Military Duty

For a Leave of Absence to be considered a **Leave of Absence Form** must be written, signed, and dated by the student and an approximate return date must be included. HVAC Tech has the right to approve or deny the request for Leave of Absence:

- Upon approval, the option to return to class will be discussed with the Office
    - The total number of days allowed for a Leave of Absence may not exceed 180 days in a 12-month period.
    - Students who have been granted a Leave of Absence will be considered withdrawn if they do not return to school at the agreed time. In said case, the withdrawal date will be the last day of recorded attendance or the day the student has reached the maximum allowed of absences at HVAC Tech
- Upon denial, the option will be to Withdraw from the class and Financial Aid will be affected. Any interest in returning at a much later date must be discussed with the office
    - Withdrawn student's grace period for a Title IV program loan might be exhausted.

Given the fact that our program is less than a year long, the extent of the materials covered in each class and the intense training of each class, the recommendation to move to a future program is the best option to take. However, under certain conditions the student may be allowed back into the same class.

The decision to approve this condition will be based upon:

- Attendance history
- Grade record
- Instructor's suggestion
- Point in the program
- Availability

Guidelines:

- A Leave of Absence has no effect on a student's Satisfactory Academic Progress
- The Leave of Absence timeframe does not involve any additional charges
- Students on an approved Leave of Absence need to be aware that their financial aid may be affected, therefore, before final consideration is given to grant the requested Leave of Absence the Office will meet with the student and provide information regarding:
    - Loan obligation
    - Possible revisions in their package
    - Deferment options
    - Notification to lending institutions
    - Deferments may be canceled
    - If a veteran – benefits may be affected
    - Grace periods exhausted
    - Consequences of not returning to HVAC Tech at the expiration of the Leave of Absence
- All students receiving Title IV funds are obligated to follow the Title IV fund guidelines
- Students 93% attendance requirement will also be affected

Note: Financial Aid students who do not abide by the attendance policy run the risk of their financial aid being affected

Student Withdrawals

To ensure there is a definite process when a student withdraws from the training, HVAC Technical Institute has implemented this policy.

Institutional Withdrawal

Students who will be withdrawn from the program due to either grades or attendance (see SAP Policy) or are not meeting their Academic Probation (see Academic Probation Policy) will receive a notification letter informing them that they have been withdrawn from the program, possible balances, or refunds, and exit counseling material. Please refer to the refund policy for details. At this time, a student's status at HVAC Technical Institute will be changed to "withdrawn".

- **Financial Aid Students**
  Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdrew from the program have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

Student Withdrawal

Students who must withdraw either from training or from HVAC Technical Institute may do so in writing to Mario Recio, director, as soon as possible. Withdrawals are effective as of the date your request was made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the school/training. At this time, a student's status at HVAC Technical Institute will be changed to "withdrawn".

- **Financial Aid Students**
  Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdrew from the program have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

Physical & Financial Hardship Act

The institution is committed to complying with local, state, federal, and accrediting agency requirements. Section 20 (a) of The Illinois Student Debt Assistance Act requires higher education institutions to have a policy outlining a process in the event a student experiences a physical or financial hardship that leads to a withdrawal. Per the Act, the institution's Physical and Financial Hardship Policy must aim to reduce the amount of debt owed by students who need to withdraw due to significant financial or physical challenges, and to support their re-enrollment when they choose to return.

If a student is unable to satisfactorily complete their courses due to documented financial, physical, or mental health reasons, students can request a hardship withdrawal through the Director at the main office. Such a withdrawal may be requested when a student is facing an emergency or situation that renders it impossible for them to continue in the registered program.

https://irp.cdn-website.com/53ce81ed/files/uploaded/216_-_Physical_and_Financial_Hardship_Policy_incl_Form.pdf

Certifications

HVAC Technical Institute graduates will receive a certificate upon successful completion of the program. To receive a graduation certificate, each student must achieve a minimum grade of 70% for each module of the program, meet the school's attendance requirements, and be current with tuition and fees. Students who graduate from the HVAC/R programs will also be required to take and pass both 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/or A2L certification prior to enrolling in the program. Electrical Technician students will also receive a certificate of completion for 10 Hours of OSHA. Certificates of completion will be held until the students' payments are current and all documentation requested by the school and accrediting institution is complete.

Transcripts

A transcript from HVAC Technical Institute can be obtained by filling out a transcript request form located in the main office. He/she shall submit the application in person to the main office. Former students can submit a request for a transcript online and will receive it to the original email on record with the school.

Family Educational Rights & Privacy Act (FERPA)

HVAC Technical Institute also adheres to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Dept of Ed.

With limited exception, HVAC Technical Institute is required to receive a written consent form from students before student educational records can be discussed and/or released to any third party (ex: spouse, parent/legal guardian, etc.)

For more information, call 1-800-USA-LEARN (872-5327).
Individuals who use TDD may call 1-800-437-0833.

Or contact FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Personal Property

HVAC Technical Institute assumes no responsibility for loss of damage to personal property. It is the students' responsibility to protect their belongings.

Medical Policy

Students are asked to inform HVAC Technical Institute personnel of all and any medical history that may interfere with or jeopardize the health of any staff member and/or student.

Institutional Educational Facility - Resource Room

HVAC Technical Institute's resource room was designed to create an environment where all students and graduates can gain access to the resources needed to lead a successful and productive career in the HVAC/R and electrical technician field. Here you will be able to find field-related information such as books/manuals, videos and computer programs, as well as check your grades and e-mail. The resource room is open Monday – Wednesday from 2:30pm – 5:30pm and Thursdays 2:30pm – 3:00pm. We invite you to use this room and all its resources.

Rules & Guidelines

HVAC Technical Institute has many students who use the resource room, so it is important that there are procedures in place which help to maintain the smooth running of the resource room. All computers, computer programs, books/manuals, etc. should be treated as a shared work tool. All users must behave in a manner that respects their fellow students and the equipment. Remember that the resource room is a place for quiet work and not for social gatherings.

Institutional Educational Facility - Resource Room (Continues)

In addition to the normal institute regulations, the following points must be followed:

- Eating, drinking, littering, and loitering in the resource room is prohibited
- No books/manuals, computer programs, etc. can be taken out of the resource room
- Students may not alter the settings of any of the computers
- Do not install or download **ANY** software/programs onto the computers
- Do not copy software off the computers and/or books/manuals – this is theft and will result in serious disciplinary action being taken by the institution against you
- The viewing of inappropriate websites is strictly prohibited; this will result in expulsion.
- Resource room will be closed during testing sessions

Note: HVAC Technical Institute holds the right to revise and/or update the computer lab rules at any time. Notice of these changes will be posted near the entry of the computer lab. Failure to comply with any of the rules stated above may result in a ban on these privileges.

Rules Of Conduct

Notice to all students: At HVAC Technical Institute, the key word is respect: respect for school property, tools, safety regulations, and most importantly, for each other. Since students are being prepared for a work environment, they are expected to conduct themselves in a responsible manner, conforming to generally accepted standards of employment. To be conducive to the intense training provided, the atmosphere must be serious and orderly. Disruptive conduct, drugs or alcohol are not tolerated and will result in suspension and/or expulsion. To complement the students' training we have created a lab that everyone will be able to train in.

If a student violates the lab rules and guidelines, any safety regulations, hinders with another students' work, conducts themselves in a crude, noisy, or petulant manner, attends class under the influence of drugs or alcohol; destroys or defaces property in any manner; and/or fails to make tuition payments and/or fees that are due upon a timely manner will result in expulsion from the institution. HVAC Technical Institute reserves the right to suspend the training of any student whose work or conduct is not satisfactory.

Students must impress visitors and potential employers with their professionalism and therefore must abide by the school uniform policy. HVAC Technical Institute's students will be provided with a uniform on or before the first day of training. Please read the rules below and adhere to the policy. Please note that the student's attendance will be reflected when a student is out of uniform. We appreciate your cooperation and your help in maintaining HVAC Technical Institute's laboratory. If all students and staff follow these policies, we will be able to provide quality training to our present and future students for many years to come.

- All students must wear their uniform in and out of the classroom and dress accordingly
- No shorts, sweatpants/joggers, or sandals of any kind are permitted in the lab and/or classroom
- No cell phone or headphones are to be used during lab and/or classroom instruction
- All students must always wear their safety glasses and gloves during their training in the lab and classroom
- All units must be powered down and gas must be turned off to all units by the end of each class session

Rules of Conduct (Continues)

- No parts from any unit (lab or classroom) are to be left in the lab after class sessions
- Laboratory units that need the use of live electricity and gas will not be used without the classroom instructor's permission
- The lab shall always be maintained clean. Students will be held accountable for their workstation(s)
- Vandalism of units, labs, and facility will not be tolerated
- Yellow lines have been placed for a reason, please respect them
- Proper goggles must always be worn in all designated areas in the lab
- Students under 17 years of age may not climb ladders due to OSHA regulations
- There should be no sitting and/or leaning on the units
- Food and/or liquids are not allowed in the lab
- Appropriate tools should be used (i.e., knives should not be used as screwdrivers, blades for wire strippers, channel locks instead of pipe wrenches, etc.)
- Foul language and horseplay will not be tolerated. Keep in mind that tours are given daily
- All benefits and privileges offered by HVAC Technical Institute will be revoked if the student fails to be paid up to date
- Providing false, altered, fraudulent records, or misrepresenting information is a serious violation and may be grounds for expulsion

Clery Act

To comply with the *Jeanne Clery Disclosure of Campus Security and Crime Statistics Act*, and to give a safe and healthy education, HVAC Technical Institute has created an Annual Security Safety Report. This act is a federal law that requires all institutions of higher education in the United States to disclose campus security information, including crime statistics for the campus and surrounding areas. The law is named after Jeanne Clery, a freshman at Pennsylvania's Lehigh University who was sexually assaulted and murdered in 1986 in her campus residence hall room. The university failed to inform students of 38 violent crimes on campus in the three years preceding her murder.

All post-secondary institutions that participate in federal student aid programs are required to:

- Publish an annual report every year by October 1st that contains three years of campus crime statistics.
- Disclose crime statistics for the campus, public areas adjacent to or running through the campus.
- Provide "timely warning" notice of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public log "any crime that occurred on campus or within the patrol jurisdiction of the campus security department and is reported to the security department."

A copy of the report is available to current and prospective students as well as the public online on our website. A printed copy of the report can be obtained at our office upon request.

This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement, faculty, and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus. The crime statistics included in this report have been reported January 1st to December 31st of the past three years. If you have any questions regarding this report, please contact our office at 773-927-9562.

As an institution, HVAC Technical Institute is committed to providing a safe campus free of harassment and discrimination. HVAC Technical Institute has zero tolerance for any sexual assault, discrimination, or sexual misconduct committed in our campus.

Our Sexual Misconduct Policy was created to ensure the safety of all who participate in campus; it applies to all students, staff, faculty, and visitors. This policy is included in our Annual Security Report and describes how to file a complaint, file a report, and has a list of resources that can offer more professional help in the unfortunate event of a sexual crime occurring. In the event of any crime, we urge our students, staff, and faculty to promptly report this to the appropriate authorities.

To be prepared for all types of emergencies/crises, HVAC Technical Institute has established the following crisis management procedures. The procedures are to provide an orderly program of action in response to specific situations which may occur. In certain situations, the director/designee may assign instructors and/or staff members to assist in actions that deviate from normal operating procedures.

A code will be cancelled by the director or his designee announcing "**CODE - ALL CLEAR**".

Code RED	Active Threat/Shooter
Code ORANGE	Behavioral emergency; fight/disturbance; student suicide threat
Code BLACK	In case of fire, explosion, gas leak, or chemical spill
Code BLUE	Medical emergency: any condition which could be/become life threatening
Code YELLOW	Weather-related emergencies, such as tornado warning or severe thunderstorm warning

Note: *To read the entire Annual Security Report go to our website at: https://www.hvac-tech.com/consumer and select Clery Annual Report.*

Gramm-Leach Bliley Act (Privacy Notification)

In 1999, Congress enacted the Gramm-Leach Bliley Act (Public Law 106-102). This Act requires the lenders to provide certain information to their customers regarding the collection and use of nonpublic personal information. Because you have a loan held by the U.S. Dept. of Education and/or HVAC Technical Institute, we are obligated to provide you with our Privacy Notification.

In general, the categories of nonpublic personal information collected about, your education at HVAC Technical Institute, and consumer reporting agencies, include: your address and other contract information, demographic background, loan and educational status, family income, social security number, employment information, collection and repayment history, and credit history. We disclose nonpublic personal information to third parties as necessary to process and service your loan and as permitted by the Privacy Act of 1974. The Privacy Act permits disclosure to third parties as authorized under certain routine uses. Examples of disclosures permitted under the Privacy Act including disclosure to federal and state agencies, private parties such as relatives, present and former employers, and creditors, and our contractors for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation, and for use in connection with audits or other investigations.

We do not sell or otherwise make available any information about you to any third parties for marketing purposes. We protect the security and confidentiality of nonpublic personal information by implementing the following policies and practices. All physical access to nonpublic personal information is maintained and monitored by the HVAC Technical Institute office administration. Our computer systems offer a high degree of resistance to tampering and circumvention. We authorize our employees to retrieve your information only when it's needed to do their work, and we require companies that work with us to follow the same protective measures we use for your information. All interactions by individual users with the systems are recorded.

Job Placement Assistance

HVAC Technical Institute has job placement assistance that helps all students and graduates. HVAC Technical Institute cannot guarantee employment but will provide everyone with complete employment services. HVAC Technical Institute provides job placement assistance by:

- Speaking with students about their employment needs & assisting them to create a resume
- Surveying employers for hiring opportunities
- Developing relationships with key employers to help fulfill their hiring needs on the regular
- Contacting people in the industry to enhance our institute's reliable source of trained employees

HVAC Technical Institute strives to assist students in obtaining the types of career positions for which they are qualified and geographical areas that they prefer to work in.

Students that would like to use these services will need to authorize HVAC Technical Institute to release their grades and attendance. Once a student or past graduate is employed, he/she must inform the job developer of the company name, starting salary, date of employment and position to update the student's file.

Students must comply with the following stipulations to receive job placement assistance:

1. Schedule an appointment with the job developer to review their resume
2. Complete exit counseling with the job developer
3. Maintain contact with the job developer regarding results of job interviews, acceptance, or rejection of offers and subsequent job offers (student or graduate must have an explanation of why a job was rejected).
4. Pursuing job leads from the job developer and report to all scheduled appointments. Students or graduates should not miss any scheduled interviews or appointments.
5. Must not be terminated from an employer due to stealing, illegal substance abuse, excessive tardiness, absence, or failure to give two weeks' notice before departure.
6. Fill out all the forms required by the accrediting institution.

Failure to comply with the above will result in denial of the job placement assistance services.

Job Description For Technicians

HVAC Technical Institute trains all students to be technicians involved with the installation, maintenance and possible design of heating, ventilation air conditioning and electrical systems. Some technicians will specialize in only one of these areas, while others may do them all.

In general technicians do the following:

- Installation of HVAC units, ductwork, wiring, control, and lighting systems
- Installation/repair of copper tubing, gas lines, e.g., brazing, soldering, bending, and cutting
- Troubleshooting, diagnose, and repair of HVAC units, wiring, equipment, or fixtures
- Identify electrical problems with a variety of testing devices
- Installation and/or repair of fuel and water supply lines and/or gas lines
- Conservation, installation & recycling of CFC &/or HCFC refrigerants
- Read blueprints and/or technical diagrams
- Inspect transformers, circuit breakers, etc.

To perform these duties, technicians must also be physically capable of:

- Climbing an 8ft ladder while carrying a minimum of 15lbs
- Crawling a minimum of 10ft
- Climbing a minimum of two flights of stairs (stories)
- Lifting a minimum of 28 pounds while walking a minimum of 20ft
- Kneeling for a minimum of 20 minutes
- Driving for extensive hours upon a daily basis

Working conditions are not ideal for all technicians. Work may take place in cramped, dirty, dusty, cold, or hot conditions. Respiratory precautions may also be taken because of exposure to refrigeration chemicals and high temperatures. A career as a technician is a great choice for someone with mechanical aptitude who wants to join a great profession with strong growth possibilities.

Note: The institution is responsible for providing reasonable accommodation for students identified as having special needs. However, students represent and guarantee that they are solely responsible for determining whether they are physically fit, able, or skilled enough to:

a) Enter the HVAC Technical Institute facility

b) Participate in all training, classes/activities offered by HVAC Technical Institute

c) Adequately face the risk posed by their involvement and participation in HVAC/R and electrical technician training.

Students furthermore represent and guarantee that they are over the age of 18 (unless otherwise approved by HVAC Technical Institute) and have no physical or mental limitations or impairments which will pose a direct threat to them or others because of their entry into the HVAC Technical Institute facility or through their participation in any training. Students represent and understand that they are not employees or agents of HVAC Technical Institute, that they have not been guaranteed any employment with anyone in connection with their decision to enter HVAC Technical Institute and/or seek to enroll in the training and that they could have chosen to enroll in another training school.

Alcohol & Substance Abuse Policy

HVAC Tech expects all members of its community; students, faculty, and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. HVAC Tech forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

During orientation, students will receive a pamphlet explaining our Alcohol and Substance Abuse Prevention Policy along with the risks and penalties of being under the influence. The pamphlet also contains information about various organizations that can help those who have an alcohol and substance abuse problem. Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

Alcohol & Substance Abuse Policy (Continues)

HVAC Tech complies with the requirements of the Drug Free Schools and Communities Act. HVAC Tech will review its policy on an annual basis to determine its effectiveness and to ensure that the standards of conduct and disciplinary sanctions have been consistently enforced.

The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on any premises owned or controlled by HVAC Tech. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities. Violators against the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion and may lose Financial Aid eligibility.

HVAC Technical Institute students who have a drug or alcohol problem may call upon the institution for assistance. HVAC Tech can provide a confidential referral to a drug or alcohol treatment program. The following agencies provide information on substance abuse:

- **Alcoholics Anonymous:** (800) 371-1475 (24hr answering service)
- **Center for Substance Abuse Treatment and Refer Hotline:** (800) 662-HELP (4357)
- **Focus on Recovery for Alcohol & Substance Abuse:** (800) 888-9383 (24hr help line)

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by people under 21 years of age is illegal under state law.

Penalties for conviction under state and federal law include incarceration and fines varying between $100 and $100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All student loans and grants may be denied to those convicted of a violation of a criminal drug statue.

HVAC Technical Institute's new employees are told about the Drug-Free Workplace Policy and are given a copy of the entire Human Resources Policy Guide; the Human Resources Department updates this Policy Guide annually. All policy changes are highlighted, and all employees are required to sign an acknowledgement form indicating that they have read, understand, and will comply with the provisions of the Policy Guide.

If a student approaches any employee about an alcohol/drug issue, employees are informed to refer students to agencies that can provide students with substance abuse information and help; students are offered several counseling options.

Return Of Title IV Funding

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Counselor in person. Should any aid be disbursed prior to the start of the class, all funds will be returned in full to the appropriate agency.

Return of Title IV Funding (Continues)

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawing can include those students who officially or unofficially withdrew:

1. A student who did not return from an approved or unapproved Leave of Absence
2. Those who were terminated from enrollment
3. Those who withdrew from the program and notified the school
4. The school was notified by a second party due to circumstances beyond the student's control.

All R2T4 calculations are based on the students' last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percentage of completion of the payment period is as follows:

- The school will determine the actual date the student started the payment period and the last date of attendance and will figure out the scheduled clock hours within that period.
- The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine the percentage completed.
- Days a student was on a Leave of Absence are not included in this calculation.
- Students who owe an overpayment of Pell grants because of withdrawing from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of:
    - ❖ Date the school sends the student notification of the over award
    - ❖ The date the school was required to notify the students of overpayment.
- Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay.
- The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take positive action by the forty fifth (45^{th}) day following notification from the school.
- The students will have the option of paying the overpayment in full or arranging a repayment agreement with the Department of Education.
- If the student fails to act and repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180-day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

Return Of Title IV Funding (Continues)

The R2T4 does not dictate the school's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from HVAC Tech's Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating our Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one hundred and eighty (180) days from the date the school determined the student withdrew.

If the school's Institutional Refund Calculation indicates the student still owes the school, the debt must be paid in full before the release of transcripts (unless your state law indicates otherwise). The law specifies how schools must determine the amount of Title IV program assistance that students earn if they withdraw from school.

The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student receives more assistance than was earned, the excess funds must be returned by the school and/or the student in the following order:

- Federal Unsubsidized Direct Stafford Loan
- Federal Subsidized Direct Stafford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Iraq and Afghanistan Service Grant

Return Of Title IV Funding (Continues)

The amount of assistance that a student has earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, the student earns 30% of the assistance originally scheduled to be received. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance scheduled to be received for that period.

If the student did not receive all the funds earned, there may be due to a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all the loan funds so that additional debt is not incurred. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees and room and board charges. The school will need the students' permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce personal debt at the school. It should be noted that there are some Title IV funds that were scheduled to be received and cannot be disbursed to the student once withdrawn because of other eligibility requirements. If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: The student's institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds.

Funds must be returned even if the school did not keep the student's Title IV program funds. If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period. Any amount of unearned grant funds that the student must return is called overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must decide with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from the institution's refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student has received funds from the state or an outside agency or received institutional funds, the student will be billed for any amount of funds that is considered an advanced payment. The Financial Aid Office must follow the guidelines specified by those organizations regarding withdrawals. For most aid types a prorated return is required.

Refund Policy

HVAC Technical Institute adheres to the Illinois Board of Higher Education rules on tuition refunds contained by the refund policy. If accepted by the school, the school's catalog, this agreement, and its addenda state all the terms and conditions of enrollment and are not subject to alteration except as follows:

A. The student has the right to cancel this contract until midnight of the fifth business day after the date of enrollment but prior to the first day of class all application-registration fees, tuition, and any other charges shall be refunded.

B. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the closing of business on the student's first day of class attendance, the school may retain no more than the registration fee ($100.00).

C. When notice of cancellation is given after the student's completion of the first day of class attendance, the school may retain 15% of the program of instruction. All books/supplies and tools provided to the student will become non-refundable.

D. A student, who, on personal initiative and without solicitation enrolls, starts, and completes a program of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

E. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 45 calendar days after the determination of non-acceptance is made.

F. Registration fees shall be chargeable at initial enrollment and shall not exceed $100.

G. Deposits or down payments are considered part of tuition.

H. 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. Acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

I. All student refunds shall be made by the school within 45 calendar days from the date of receipt of the student cancellation.

J. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For cancellation, the date shall be the last day of attendance.

K. A school shall refund all monies paid to it in any of the following circumstances (a) the school does not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog or bulletin (b) the school cancels or discontinues the program of instruction in which student has enrolled (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

L. If cancellation occurs after the first day of class, the student forfeits the registration fee, and the following charges prevail:

Refund Policy (Continues)

Percentage of days in class completed by student at notice of cancellation:	Percentage of tuition and other instructional charges which the school may retain:	Percentage of days in class completed by student at notice of cancellation:	Percentage of tuition and other instructional charges which the school may retain:
After the first day of class - 10%	15%	In excess of 50% - 55%	60%
In excess of 10% - 15%	20%	In excess of 56% - 60%	65%
In excess of 16% - 20%	25%	In excess of 61% - 65%	70%
In excess of 21% - 25%	30%	In excess of 66% - 70%	75%
In excess of 26% - 30%	35%	In excess of 71% - 75%	80%
In excess of 31% - 35%	40%	In excess of 76% - 80%	85%
In excess of 36% - 40%	45%	In excess of 81% - 85%	90%
In excess of 41% - 45%	50%	In excess of 86% - 90%	95%
In excess of 46% - 50%	55%	In excess of 91% - 100%	100%

M. If cancellation occurs after the first day of class, determination of program completion will be based on the last day of attendance.

N. All students receiving Title IV funding (Financial Aid), should also refer to the R2T4 section of this handbook.

HVAC Technical Institute Closure Policy

If HVAC Technical Institute were to ever close its doors permanently and cease to offer training after students have enrolled, or if a program is canceled after students have enrolled and training has begun, the school will work with the student to:

- Receive a pro-rata refund of tuition
- Dispose of School records in accordance with state law
- Submit to the Council of Education (COE) and the Illinois Board of Higher Education (IBHE) a list of all students who were enrolled at the time of closure and indicate in it the arrangements made for each student
- HVAC Technical Institute will provide notice to students of teach out if necessary and diligently advertise availability
- Teach out shall not cost the student more than the original cost the school is entitled to under the Student Enrollment Contract for which the student has not paid

Grievance Policy

All HVAC Technical Institute Students have the right to appeal adverse academic decisions or actions through a formal Grievance process that is fair, takes a reasonable amount of time, and provides the student with requisite levels of due process. The grievance process will include at least two stages: (1) the student makes a sincere attempt to resolve their complaint informally with the Respondent (except in complaints or grievances that include complaints of unlawful discrimination or sexual misconduct, where an attempt at informal resolution is not required); (2) the Student/Grievant files a formal Academic Grievance with the school director, which he will attempt to resolve. Decisions of the school director are final and cannot be appealed except in matters where a claim of sexual misconduct or unlawful discrimination has been made by the Student in the Academic Grievance and reviewed by the school director, or were the student has alleged that a significant procedural error(s) occurred in the Academic Grievance process that could substantially affect the outcome of the decision.

Any grievances reach stage 2 concerning an instructor, school condition, school policy or program assignments **must be submitted in writing to the school director**. If the student is not satisfied, an appointment with the school director must be made.

School Director:

Mario Recio
4400 W. 46th Street
Chicago, IL 60632
773-927-9562 Ext. 100

If The Student Is Still Not Satisfied, Correspondence Should Be Made With:

Illinois Board of Higher Education

1 North Old State Capitol Plaza (Ste. 300)
Springfield, Illinois 62701-1394
Phone (217) 782-2551
Fax: (217) 782-8548
www.ibhe.org

***Council On Occupational Education (COE)**

7840 Roswell Road (Bldg. 300, Ste. 325)
Atlanta, Georgia 30350
Phone (770) 396-3898
Fax: (770) 396-3790
www.council.org

** HVAC Technical Institute is accredited by the Commission of the Council on Occupational Education.*

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.

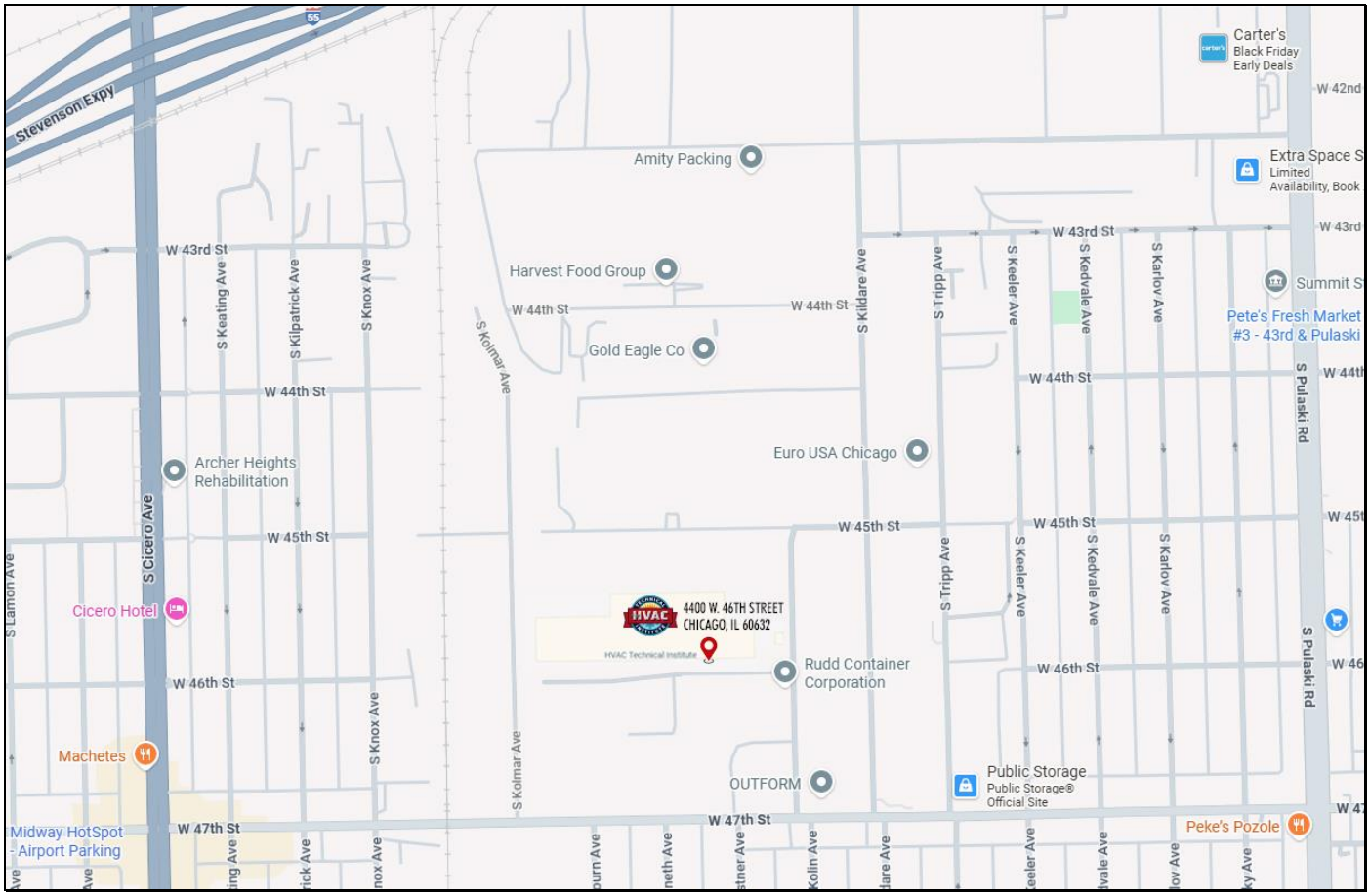
} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} 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.

Location

HVAC Technical Institute is located at 4400 W. 46th Street, just minutes away from Midway Airport, on the southwest side of Chicago. Please be advised that in accordance with the American Disabilities Act and state law, visitors seeking to request accommodations due to a disability must do so by contacting the school director. Advance notice may be necessary for visitors who may require accommodation.

For more information, please contact us at: 773-927-9562.
Or visit our website at: https://www.hvac-tech.com/



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

2026 TRAINING SCHEDULE

HVAC/R SCHEDULE (ENGLISH)

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

START DATE	END DATE	INSTRUCTOR
1/12/2026	9/22/2026	Will Serment
3/9/2026	11/12/2026	Kendrick Robinson
6/1/2026	2/17/2027	Paulo Perez
8/31/2026	5/19/2027	Kendrick Robinson
10/12/2026	6/30/2027	Will Serment
11/30/2026	TBA	Paulo Perez

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

START DATE	END DATE	INSTRUCTOR
1/26/2026	2/10/2027	Will Serment
4/6/2026	4/21/2027	Paulo Perez
8/10/2026	8/25/2027	Kendrick Robinson
11/30/2026	12/15/2027	Paulo Perez

Note: 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
4/6/2026	12/10/2026	Bill Budz

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

START DATE	END DATE	INSTRUCTOR
6/1/2026	6/23/2027	Bill Budz

Note: All Class Start Dates And Scheduled Times Are Subject To Change

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
11/2/2026	11/17/2027	Gilberto Dimas

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

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

2026

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	**2**	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	20	21	22	23	24
25	26	27	28	29	30	31

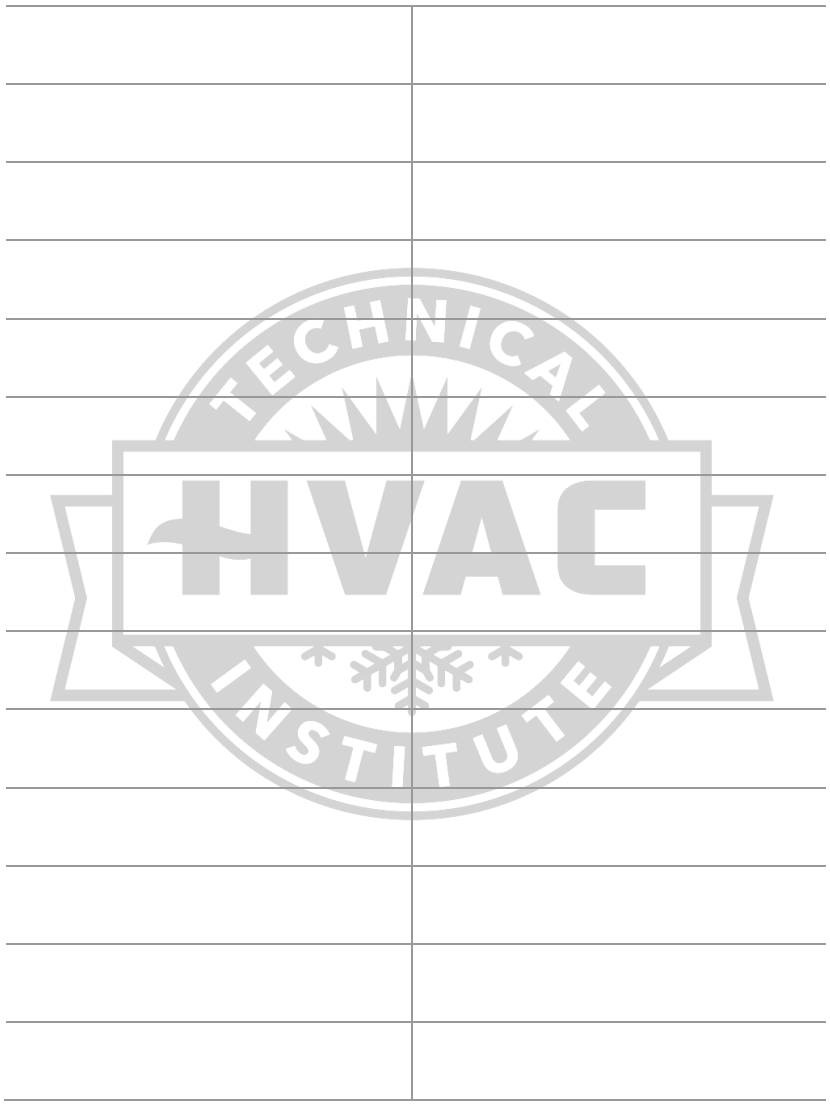
FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	28
29	30	31	1	2	3	4

NOTES



APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	**25**	26	27	28	29	30

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Note: All Bolded Numbers Are Observed Holidays

2026

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	**6**	**7**	**8**	**9**	**10**	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

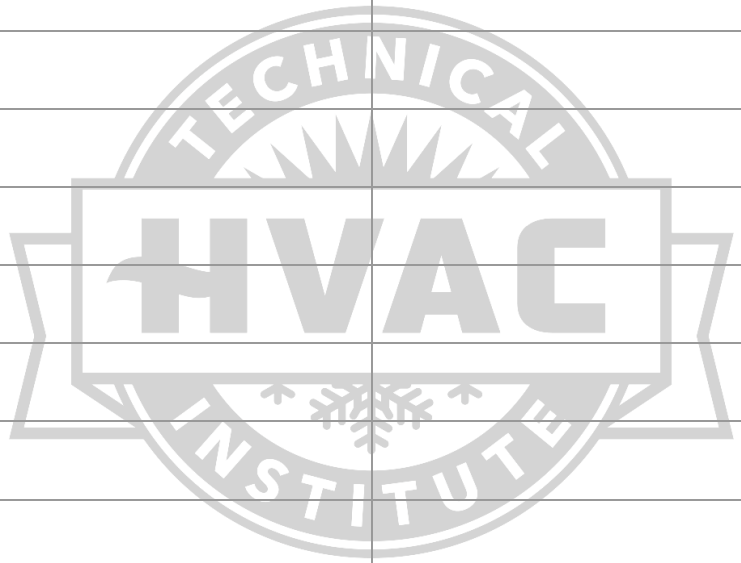
AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	1	2	3	4	5

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	**7**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	**11**	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	**27**	28
29	30	1	2	3	4	5

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	26
27	**28**	**29**	**30**	**31**	**1**	2

Note: All Bolded Numbers Are Observed Holidays

NOTES

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HVAC TECHNICAL INSTITUTE

"THE HANDS-ON HEATING & A/C SCHOOL"

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