

# 2019 STUDENT HANDBOOK



**MECHANICAL**

**TRADES**

## **TUITION POLICIES** *Hedc 304*

The tuition charged per unit shall not be increased for the term of this contract/enrollment form. A student may cancel the enrollment agreement within 3 business days pursuant to RSA 361-B.

A school and its approved branch or satellite shall charge students enrolled in the same program or course a uniform rate of tuition and other fees, provided nothing herein shall prevent a school from making a uniform change in tuition or other fees in new enrollment agreements

**STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL:** Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

## **STUDENT GRIEVANCE PROCEDURE:** *Hedc 305*

Any person who has a complaint against a school who has first sought redress directly from said school through its complaint process, and said process has been completed and was found to be in favor of the school, may file a complaint with the office. Misconduct sufficient to support a complaint shall include any violation of any statute or rule which is administered by the commission.

Complaints shall be filed with the office by completing and submitting the online "Complaint Form", 2015 edition at <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx>

Complaints shall be filed within 3 years of the scheduled start date of the course or program that is the subject of the complaint.

## **REFUND POLICY**

**FEDERAL PROGRAM REFUND:** The refund policy for students receiving benefits from federal programs shall be in accordance with federal policy, rules and regulations.

**FULL REFUND:** Students requesting a refund due to the school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on the behalf of the school will receive a full refund within 30 days of the request.

Any student who withdraws from the program or course on or before the first date of instruction is entitled for a full refund, less an administrative fee of \$100.

**OTHER REFUNDS:** Students who withdraws or is dismissed before 50% of the instructional period shall receive a prorated refund, less an administrative fee, not to exceed \$350.

**NO REFUND:** Any student that have completed more than 50% of instruction period shall receive no refund. *All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.*

**TIMELY REFUNDS PAYMENT:** All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal, and Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

**NOTICE OF WITHDRAWAL:** Students are required to submit a letter in writing, stating the date of withdrawal and other information they wish to disclose, for the refund/dropped process to begin.

**RELEASING STUDENT RECORDS:** I give The New Hampshire School of Mechanical Trades permission to release documents that allows sharing of my performance with the State, federal agencies and my employer or sponsor.

**ATTENDANCE:** TNHSMT maintains an attendance record on each student. The school requires 100% completion of class hours in order to receive a certificate of completion for the course, unless excused by the Director of the school. If a student has not completed the required hours, they are required to arrange make up time with the instructor or the main office. Any more than five absences the instructor, or school, may dismiss the student from the course.

*See Student Conduct and Conditions for dismissal and Re-Entrance policies*

**CREDIT FOR PREVIOUS EDUCATION OR TRAINING:** The school does not accept transfer credits or hours from any other school's programs, unless approved by the director of TNHSMT or the State of NH.

**ENROLLMENT DATES:** Students may enroll at any time prior to the start of a new class. Enrollment is open until the start date of the desired course, unless the course is at maximum capacity. Starting dates are subject to change at any time.

**ENTRANCE REQUIREMENTS:** Applicants must be at least 18 years of age and hold a High School Diploma or a GED. Additional requirements might be needed for some classes that are state governed.

**GRADING SYSTEM:** A pass or fail system is used at TNHSMT. Each course is based on 100% attendance, and completion of all tests and labs at a satisfactory progress. Final grades and student evaluations can be issued at the end of each course. For students that may be failing the course, extra assistance can be provided or the student can choose to retake the course in effort to reach the expected level of performance.

*See Re-entrance policy.*

**GRADUATION REQUIREMENTS:** Students must complete mandated hours, maintain a passing grade of 78% or higher, pass the final examination at the end of the course, and have all payments completed to receive a certificate of completion for the program.

**LEAVE OF ABSENCES:** Students may request a leave of absence at any point during their studies. In order to receive a leave of absence, a student must submit a written notice to the school explaining the reason they are not able to attend classes. If a student fails to notify the school director of their leave of absence, the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to class.

**MAKE UP TIME:** Students must contact the school Monday-Thursday between 9am-4pm and Fridays before 3pm to schedule your make-up time. The day staff will provide you with a variety of options to choose from. Scheduling will not be provided during evening check in. Please direct any questions and concerns to our day staff. Check in, before and after the session, is required to receive credit for the make up time. Other related courses or events may be accepted if approved by the Director of the school.

**OUTSTANDING BALANCES:** Students with a remaining balance after the course has ended will be placed in an outstanding folder. Students with an outstanding balance will not receive a certificate of completion until balance has been paid in full. If the balance is not pay in a timely manner and no agreement has been made, TNHSMT will present this matter to the NH State Small Claims Department. Any fees accosted with this process will be added to the students balance.

*See Graduation Requirements and Releasing Student Records.*

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**STUDENT SOCIAL SECURITY NUMBERS:** Workforce Innovation Opportunity Act, a Federal grant, requires that we obtain information from students. The use of your social security number is requested in order to access wage and employment information through the state Unemployment Insurance wage information data base. You cannot be denied service for failure to provide your social security number although we strongly encourage you to do so in order to enable the program to determine employment-related outcomes. Your personal information will be kept confidential and secure, and will not be shared with any outside agencies other than New Hampshire Employment Security. By signing, you agree to participate in this initiative.

**PAYMENT PLANS:** TNHSMT provides inhouse, no interest payment plans to all of our students and payees. The Total Tuition includes tuition of the course, books (unless noted), lab materials, and registration fees. The Down Payment for the course should be paid prior to the starting date. Weekly Payments start up the first week of class, and continue for a duration of the course as noted. Payments should be completed by the last day of the course for the student to receive the certificate of completion for the program. Failure to comply can result in the dismissal of the student from the course.

**RETURNED CHECK POLICY:** If a payment is made with a check and it is returned from the bank as dishonored, a \$25 returned check fee will apply. Our bank will attempt to deposit the check for a second time, if it is returned this fee will be charged again. Students are responsible to resolve these charges so that the account can be restored to good standing.

**RE-ENTRANCE:** Any student who was terminated for conduct or damages will not be readmitted. Completing a personal interview with the school director may readmit any student who has been terminated from TNHSMT. Students with insufficient grades or attendance may retake the course, at the next available starting date for no additional cost, to obtain their certificate if first approved by the Director of TNHSMT.

**REPRINTS OF CERTIFICATES:** Certificates shall be issued within 30 days of the completion date of the course or program to those students who have met all of the completion requirements, including tuition payment of the applicable course of study. If a student needs to have their certificate reprinted due to loss or damage there will be a charge of \$25 for a new copy. The printing process may take up to one week upon request.

**STUDENT RECORDS:** *Hedc 304.04* At a minimum, a school shall maintain current, complete, and accurate student records of the following documents in a safe and secure environment for a minimum of 3 years.

*See Releasing Student Records.*

The following holidays are observed and no classes are held:

January 1st - New Years Day  
May 27th - Memorial Day  
July 4th - Independence Day  
September 2nd - Labor Day  
November 28th - Thanksgiving Day  
November 29th - Day After Thanksgiving  
December 24th - Christmas Eve  
December 25th - Christmas Day  
December 31st - New Years Eve

Other holidays will be determined If they will be observed by the teacher's discretion. Instructors will announce their decision during the previous class.

**SCHOOL CALENDAR:** TNHSMT reserves the right to amend the calendar at any given time. The hours per week vary depending if the class is academic or lab. Please refer to the program's detailed schedule.

The NH School of Mechanical Trades operates on a non traditional term. Weather will play a major role in actual class schedule. Classes canceled due to weather or other unfortunate circumstances are made up at the end of the program, extending the ending date of the program.

The School may close on occasion due to extended observation of holidays or inclement weather. Students can call the school, check out channel 9 NH, Facebook, Twitter or our website for all school cancellations or delays.