

# **Home Inspector Training Institute, LLC**

## **Policies & Expectations**

### **Governing Body**

The Home Inspection Training Course offered by Home Inspector Training Institute, LLC is approved as a pre-licensing requirement of The West Virginia State Fire Commission for Home Inspectors in the State of West Virginia.

The Home Inspection Training Course offered by Home Inspector Training Institute, LLC is accepted as a pre-licensing requirement for Home Inspectors in the State of Maryland.

### **HITI Officials**

Steve Stuart, BS, NACHI CPI  
School President /CEO/Trainer

### **Enrollment & Entry Requirements**

The most recent training schedule may be seen at <http://www.homeinspectortraining.co/training-schedule>.

Enrollment is accomplished by completing the online enrollment form found at <http://www.homeinspectortraining.co/tuition-investment>.

The entrance requirements for each training are as outlined below:

- Student must enroll during enrollment or late registration periods for each class session
- Students must pay the enrollment fee/deposit or pay full tuition at the time of enrollment
- There are no minimum requirements of education or professional background to attend Home Inspector Training Institute LLC

### **Student Identity Verification Policy**

In verifying the identity of students who participate in trainings, **Home Inspector Training Institute, LLC** may make use of a one or more methods, at the option of the institution, which may include but not be limited to: (1) requesting at least one government-issued, photo ID card (e.g., driver's license, state ID card, or Passport); (2) secure login and pass code; (3) proctored examinations; and (4) new or other technologies and practices that are effective in verifying the identity of students.

Such method(s) must have reasonable and appropriate safeguards to protect student privacy. Institutions must notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity such as separate fees charged by proctoring services, etc.

Copies of the requested document(s) will not be made or stored by **HITI**.

### **Credit for Previous Education or Training**

No credit will be given for any prior education or training other than that which is provided by Home Inspector Training Institute, LLC. The previous training must be from the same training as the new training the individual is enrolling.

### **Leave of Absence & Missed Class Sessions**

Each student is expected to be at each training on time to receive full credit. Reasonable accommodation will be considered in the event of an emergency.

If the student is late or misses a training period, the instructor must be notified as soon as the student is aware he/she will not be in attendance. If a student misses too many sessions (as determined by the instructor) to be able to stay with the class, then the student may be required to attend other session(s). Any missed time will need to be made up based on a mutually agreed upon time between the student and the instructor.

Please see the refund policy for any class withdrawals under the included Student's Right to Transfer and Cancellation Policy.

### **Student Progress/Evaluation**

There is no grading scale as this is a pass/fail course. This means either the student passes the course or he/she fails it. The factors determining if the student passes the course include attendance, beneficial participation that adds to the learning process of the entire class, preparedness for each class period, performance during field inspections and results of the in-class exam and report writing.

All student records including course completion shall be maintained for a minimum of 50 years. Each student who completes the course will receive a certificate of completion.

### **Standards of Conduct**

Each student will be expected to read all required material and be prepared for each class by respectfully listening to class lectures, taking notes as needed and participating productively in class discussion.

Each student is expected to respect the other students by refraining from using foul language or any jokes or actions of a crude manner which may be offensive to others.

Any student who violates this policy may be given a warning to respect his/her peers and if the behavior continues, he/she may be asked to leave class for the day and may include dismissal from the course. If the latter is required, the student may receive a partial refund of tuition based on the included Student's Right to Transfer and Cancellation Policy.

### **Student's Right to Transfer and Cancellation Policy**

#### **Course Session Registration Transfer**

If any student is unable to attend the course for which he or she has registered, they may transfer their registration to another course date in the future of equal or lesser value without penalty for a period of six months following the starting date of the class session for which they were originally registered.

Any request for course transfer must be made by email ([email@hiti.co](mailto:email@hiti.co)) and will be accepted up till midnight of the day prior to the start date of the course for which the student was originally registered. Please see our website [www.home-inspector-training-institute.com](http://www.home-inspector-training-institute.com) for course availability.

#### **Course Session Registration Cancellations**

All cancellations must be made by email ([email@hiti.co](mailto:email@hiti.co)) and will be accepted up till midnight of the day prior to the start date of the course for which the student was originally registered.

For registrations cancelled 15 days or more prior to the originally registered course start date, the amount of tuition paid will be refunded in full.

For registrations cancelled less than 15 days prior to the originally registered course start date, the amount of tuition paid less a \$200 service charge (to cover course materials, processing fees and administrative costs) will be refunded.

Refunds due back to the student may take up to 60 days from the date of requested refund, to be issued.

#### **Course Withdrawal Once Class Has Begun**

For course withdrawal once the class session has begun the amount of tuition to be refunded will be pro-rated according to the following schedule:

- For students who have begun a class session and withdraw after completing one day or ten percent (10%) of the term he or she is entitled to a refund of ninety percent (90%) of the tuition less the enrollment fee amount of \$2000.00.
- For students who have begun a class session and withdraws after completing one day or ten percent (10%) through two and a half days or twenty-five percent (25%) of the term he or she is entitled to a refund of seventy-five percent (75%) of the tuition less the enrollment fee of \$200.00.

- For students who have begun a class session and withdraws after completing two and a half days or twenty-five percent (25%) through five days or fifty percent (50%) of the term he or she is entitled to a refund of fifty percent (50%) of the tuition less the enrollment fee of \$50.00.
- For students who have begun a class session and withdraw after completing more than fifty percent (50%) of the term, he or she is not entitled to a refund.

Refunds due back to the withdrawn student may take up to 60 days from the date of requested refund, to be issued.

### **Course Sessions Canceled or Rescheduled by Home Inspector Training Institute, LLC**

Should a class session, by Home Inspector Training Institute, LLC be cancelled, postponed or experience a date change because of illness, weather, acts of God, labor disputes or any other reason whatsoever foreseen or unforeseen, all students will be notified as early as possible. Home Inspector Training Institute's liability will be solely limited to the return of the registration fee should a student be unable to attend the rescheduled or any other available course session.

Any money due back to the student may take up to 60 days of proper notification of course cancellation.

Students agree to these terms and conditions by registering for any course offered by Home Inspector Training Institute LLC.

### **Facilities & Equipment**

Home Inspector Training Institute LLC is currently located at:  
808 B Street; Suite E-E  
St. Albans, WV 25177

The facility is approximately 600 square feet. Three bathrooms are available.

The equipment available is Wi-Fi internet, Flat Screen TV for class presentations and tables with chairs.

The available supplies and amenities include pens, pencils, highlighters, snacks, water, coffee, microwave and a mini fridge with small freezer.

### **Notes:**

Students agree to these terms and conditions by enrolling/registering for any course offered by Home Inspector Training Institute LLC. Some or all policies are subject to change with or without notice.