



Wyotech

2007-2008 Catalog

Bedford 090107

150 Hanscom Drive
Bedford, MA 07130
(800) 292-3228
(781) 274-8490 (fax)

www.wyotech.com

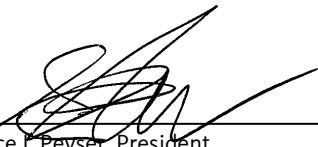
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Certification of Accuracy

As of the date of publication, the information in this catalog is true and correct to the best of my knowledge.



Lawrence J. Peysen, President

WyoTech
150 Hanscom Drive
Bedford, MA 07130
(800) 292-3228

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

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MESSAGE TO OUR STUDENTS

As a WyoTech student, you have the potential to join the ranks of an elite crowd, one known and respected worldwide. Upon completion of your training at WyoTech, you will be more confident, more employable, and more valuable to yourself, your family, and your community. We recognize that you had many choices for your training needs, and we are thrilled you have chosen us! We look forward to having the opportunity to provide you with top-notch training in the field of aviation maintenance. The opportunities available upon graduation are abundant, and the respect you will garner when you tell someone you are an FAA Certified Aviation Maintenance Technician may shock you. The best part of being a professional is knowing you are a craftsman who can make a difference and a contribution every day, anywhere in the world.

Welcome!

ABOUT WYOTECH

PHILOSOPHY AND PURPOSE

WyoTech is committed to providing a top-notch technical education and to providing students with the marketable skills necessary to secure one of many exceptional career opportunities in aviation and related industries.

The WyoTech philosophy is to provide quality programs that are sound in concept and implemented by a competent and dedicated faculty. Our program is geared to serving those seeking a solid foundation and the knowledge and skills required to obtain employment in the chosen field. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer optimal long-term employment opportunities. To provide students the training and skills that will lead to successful employment, the School will

- continually evaluate and update educational programs;
- provide modern facilities and training equipment accepted in the aviation industry;
- select instructors with professional experience in the vocations they teach; and
- promote self-discipline and motivation so that students may enjoy success on the job and in society.

SCHOOL HISTORY AND DESCRIPTION

On a clear, crisp September day in 1996, John T. Griffin, Sr. stood before a gathered group of students, faculty, family, and friends to accept another industry honor. The School had just acquired a new building to house its administrative offices, classrooms, and a very sizable hangar. The building was being dedicated to Mr. Griffin, a recognized pioneer in aviation history. He was almost ninety, but his commanding presence was just as sharp as it was when he founded what was then known as East Coast Aero Tech (ECAT), in 1932.

Mr. Griffin originally formed the School to teach flying. However, as the fleet of airplanes grew, it became nearly impossible to find mechanics sufficiently skilled in aircraft maintenance. He solved the problem by starting an apprenticeship program for mechanics. The growth of this program paralleled the growth of the flying operation. Ultimately, the decision was made to devote the teaching activity solely to aviation maintenance technology. With a highly experienced staff in place, and many returning from military service, the reorganized school was dedicated to becoming equal to or better than any school of its type in the country.

Mr. Griffin retired in 1977, and his son, John Jr., succeeded him. The School was acquired by Wentworth Institute of Technology in 1986. On its 60th anniversary in 1992, the School was the recipient of a Northwest Airlines Boeing 727 jet airliner. It also received a United Technologies Pratt & Whitney JT9D High Bypass Turbine Engine that had hung from the wing of a Boeing 747. These generous donations are among many training aids on which our students work.

In March of 1996, new management purchased the School from the Wentworth Institute of Technology, and in August of 2003, the School was acquired by Corinthian Colleges, Inc. On July 1, 2004, the School changed names from East Coast Aero Tech to WyoTech. Encouraged by the enthusiastic support throughout the industry, particularly from alumni, and inspired by the leadership of WyoTech's founder, management is firmly committed to the high standards of quality training that make WyoTech preeminent among schools of its type.

ACCREDITATIONS AND AFFILIATIONS

Accreditation

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

Memberships

Aviation Technician Education Counsel (ATEC)
Aero Club of New England (ACONE)
Massachusetts Association of Private Career Schools (MAPCS)
Better Business Bureau (BBB)

State Agencies

Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, (800) 227-5695 or (317) 232-1320; advertising code AC-0249.

Registered with the Ohio State Board of Career Colleges and Schools, registration number 05-03-1755T, 35 East Gay Street, Suite 403, Columbus, OH 43215.

Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Approvals

- U.S. Department of Transportation—Federal Aviation Administration (FAA), Air Agency Certificate number EC6To68K
- U.S. Department of Education—approved to participate in the Title IV Financial Aid Programs
- Commonwealth of Massachusetts Department of Education
- Commonwealth of Massachusetts Department of Education and Training

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, and licensing. Requests should be addressed to the institution's president.

NONDISCRIMINATION POLICY

WyoTech does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital or veteran status, age, disability or handicap. The School complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Applicants should apply for admission as soon as possible in order to be officially accepted for the desired start date. To begin the application process, the applicant should write, telephone, or visit the School. In order to begin classroom attendance at WyoTech, an applicant must provide proof of high school graduation or its equivalent, or successfully pass an Ability to Benefit test.

In order to be admitted to WyoTech, an applicant must

- be interviewed and recommended for admission by a school representative,
- submit an Application for Admission,
- sign a Student Conduct Code Agreement,
- sign an Enrollment Agreement and pay a tuition deposit,
- receive an acceptance notification from the School, and
- provide proof of high school graduation or its equivalent, or successfully pass an Ability to Benefit test prior to the beginning of classroom attendance.

ABILITY TO BENEFIT POLICY

Students in diploma programs who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

Ability to Benefit students are not eligible for admission into degree programs.

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT) by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41.

Retesting Requirements

An applicant who has failed the CPAT may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAT

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days

have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

CAMPUS VISITS

WyoTech welcomes individual students, family members, counselors, and student group field trips to tour the campus. During the tour, visitors will have the opportunity to personally observe the facilities, equipment, and program resources.

The Admissions Office is open Monday-Thursday 9:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m., and Saturday by appointment. Please call (800) 292-3228 for additional information.

CREDIT FOR PRIOR TRAINING

Applicants transferring from an accredited institution (recognized by the U.S. Department of Education) offering similar curriculum or having civil or military experience may apply for credit earned for prior training. In each case, credits will be granted by the Director of Education in accordance with evaluation criteria outlined in the Federal Aviation Regulations (FAR part 147.31). The applicant will be required to take an examination, on which a minimum grade of 70% must be attained. A student must complete at least 25% of program requirements at WyoTech to receive a diploma from WyoTech. If credit for prior training is granted, the student will not be required to take those portions of the curriculum for which qualification has been determined. Tuition will be reduced according to the amount of credit awarded for prior training. All testing for advanced standing must be completed prior to the first day of attendance in the program.

TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

WyoTech does not guarantee credit transfers in to or out of the School. Transferability is always at the discretion of the receiving school. The Aeronautical Maintenance Technology Diploma Program is terminal in nature and is intended for the graduate's potential employment upon completion.

ACADEMIC POLICIES

ATTENDANCE/TARDINESS POLICY

Attendance is taken every day in class and the program's hours must be accounted for in order to graduate. Students are expected to be present and on time for all classes and labs. Tardiness is counted on a 15-minute basis toward the missed time total in each phase. A student is notified in writing and placed on attendance probation when he/she has missed over 10% in any one phase. Missed time in excess of 15% in any one phase shall be cause for students to be withdrawn from the program. Attendance is recorded on each student's permanent record card and becomes part of the academic transcript.

Students who are withdrawn for this reason and wish to continue their training will be required to wait until the beginning of the next phase before they can re-register, re-apply for financial aid, and repeat the phase from which they missed the time.

MAKE-UP POLICY

All time and shop projects missed in any subject must be made up. Time and projects can be made up after school, on phase break days, and any other time scheduled by the director of education. If, at the end of the phase, students have incomplete work or missed time in any subject area, they will be given a grade of I (Incomplete). All missed time must be made up by the end of the subsequent phase. Missed time is measured cumulatively, and time made-up will not remove an absence from a student's record or be credited towards time missed. Missed work must be made up within five days of the end of the phase in which it was missed. Extensions of the five-day period for missed projects will be granted at the discretion of the director of education for extenuating circumstances. Students who make up time and/or work/projects within the required timeframe will have the grade of I (incomplete), replaced with a percentage grade. Students who do not make up missed time and work within the specified timeframe will be issued a failing grade for the phase.

Students will be responsible for obtaining the material missed due to an absence and must show satisfactory mastery of the missed material by passing exams that apply to the subject missed. Students who receive a grade of less than 70% or miss a phase exam will have five school days to retake the exam. Exams can only be retaken once, and retaken exams will receive a maximum grade of 70%.

Students in their graduating phase will have five calendar days from phase-end in which to make up all work and time missed from that phase. Students not completing all makeup work and time within this time frame will be issued a failing grade and will be required to retake the entire phase of training.

DEFINITION OF A CLOCK HOUR

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty supervised laboratory, or faculty supervised shop training within a 60-minute period.

GRADING SYSTEM

90-100%	A	W	Withdraw
80-89%	B	I	Incomplete
70-79%	C	Cr	Prior Credit
0-69%	F		

A cumulative grade average of 100% is equivalent to a 4.0 Grade Point Average (GPA), and 70% is equivalent to a 2.0 GPA.

GRADING PERIODS

The program at WyoTech is divided into fifteen 140 clock hour phases. The final grade for each phase is comprised of a lecture and a laboratory grade.

Note: Failure of any required laboratory project will result in a failing grade for that phase.

STUDENT PROGRESS REPORTS

Grades are posted at the end of each phase. A progress report is given to the students upon completion of all clock hours and coursework in the phase.

GRADUATION REQUIREMENTS

All students must maintain certain standards of academic performance in order to complete the program. These standards refer to acceptable grade levels, satisfactory academic progress in the program, and attendance. In order to graduate, students must have passed all subjects with a 70% or higher grade, be current with all financial obligations to the school, and have attended all program hours. Students must have completed their program within the maximum timeframe (150% of the program length). Upon graduation, the student will be awarded a WyoTech diploma in Aeronautical Maintenance Technology and, therefore, will be eligible to take the Federal Aviation Administration's written, oral and practical examinations for Airframe and Powerplant ratings, all of which are administered on campus.

GRADUATION CEREMONY, HONORS, AND AWARDS

Awards are given to recognize students for attaining a high grade point average and/or an excellent attendance record during their training at WyoTech. Any student who meets the established criteria can earn the following awards:

High Honors Award (Dean's List): this award is presented at graduation to students who achieve a final grade average of 92.5% or higher for the entire program.

Honors Award (Dean's List): this award is presented at graduation to students who achieve a final grade average of 88.5% through 92.4% for the entire program.

Perfect Attendance Award: given to those students who complete the entire program without being tardy or absent.

Outstanding Attendance Award: given to those students who complete the entire program being absent a total of seven hours or less.

Federal Aviation Administration Award: presented at graduation to the student with the highest GPA.

John T. Griffin, Sr. Award: presented to the member of the graduating class voted by the faculty to be the outstanding all-around graduate.

Parents, relatives, and friends are invited to attend WyoTech graduation ceremonies. These ceremonies represent the culmination of the student's training at WyoTech. This is a formal commencement and awards ceremony where graduates are honored for their hard work and academic achievement.

SCHOOL SCHEDULE/CLASS SIZE

The total program consists of 2,100 clock hours, over a period of approximately 60 weeks. The maximum lecture class size is 50 students, and a maximum of 25:1 student to instructor ratio is maintained during any lab/shop component of a phase.

CANCELLATION OF CLASSES/COURSE AND PROGRAM CHANGES

In the event that school must be cancelled due to weather or other unforeseen difficulties, a decision will be made to either delay the opening of school for a period of two hours or cancel classes for the day. An announcement will be made on WCVB Channel 5, WHDH Channel 7, and WRKO Radio AM/680. This announcement is usually broadcast between 5:30 and 8:30 a.m. For out-of-area students, the School's answering service—(800) 292-3228—can be contacted to determine if classes have been delayed or cancelled.

SATISFACTORY ACADEMIC PROGRESS

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each phase. These standards apply to all regular students.

Required Grades

If, upon completion of a phase, a student has a final grade of less than 70% in any subject area or phase, the student will be required to repeat that phase in order to successfully complete the program.

If the student fails to achieve a minimum grade of 70% in any subject area or phase for a second consecutive phase, the student is notified in writing and placed on academic probation. Once placed on academic probation, a student must achieve a minimum grade of 70% in all subjects and phases attempted in order to be returned to good academic standing.

Students failing three consecutive phases are not considered to be making satisfactory academic progress; Title IV funds will be suspended, and they will be withdrawn from the program for up to 180 days before they can re-register and re-apply for financial aid.

Repetitions, Incompletes, and Withdrawals

If a student fails a phase, he/she must repeat the phase. When a student repeats a phase, the second grade will be substituted for the first for GPA calculation purposes. Both the failed phase and the repeated phase are counted in the phases attempted. A phase may not be repeated more than twice. A student failing the same phase three times will be withdrawn.

A grade of I (Incomplete), is issued for a phase of instruction in which a student has missed time or work/projects. For phases in which a student receives an Incomplete, the incomplete phase is not counted in the grade average but is counted in the phases attempted. An Incomplete grade will be replaced by the percentage grade earned when the student completes the missed time and/or work within the required timeframe. If the student fails to complete the missed time and/or work within the required timeframe, a failing grade will be issued for the phase.

A student who withdraws from a phase will be given a grade of W. This status is not counted in the grade average but is counted in the phases attempted.

Maximum Time Frame

A student must progress toward completion of a program within a specified timeframe. A student's completion rate is measured at the end of each phase and the student must complete the program within one and a half times the published program length. In order to be considered satisfactorily progressing toward completion of the program within the specified timeframe, the student must complete the 15-phase program in no more than 22 phase attempts.

The student will be evaluated at the end of the 7th phase attempt, and must have successfully completed 4 of those attempts; at the end of the 15th phase attempt, the student must have successfully completed 10 of those attempts; and at the end of the 22nd phase attempt, the student must have successfully completed the entire program.

Attendance in any portion of a phase will be counted as a phase attempted. A student called to immediate active military duty will not have the phase from which he or she withdrew counted as an attempt for the purposes of calculating the rate of progress. If, at any time, the School determines the student is unable to graduate from his or her program without exceeding the maximum time frame, the student will be dismissed from the program.

Reinstatement of Aid

Students suspended for lack of satisfactory academic progress may apply for readmission after a six-month waiting period. If accepted for readmission, the student will be enrolled for a probationary grading period. With respect to financial aid, the student must complete the probationary grading period with a minimum grade of 70% before financial aid eligibility will be re-established. This procedure applies only to students suspended for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

Appeal Process

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the director of finance and the director of education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student will be notified. The decision of the director of finance and the director of education is final.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue;
- The date of the decision;
- The reason(s) the student believes the decision was incorrect;
- The informal steps taken to resolve the disagreement over the decision;
- The resolution sought.

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Coordinator. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;

3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension as of the date of the suspension letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

ADMINISTRATIVE POLICIES

ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES

Reprimand: a verbal warning which implies that further violations will result in probation or withdrawal.

Probation: a written warning, involving a designated period of time which implies that further violations during such time period will result in the student being withdrawn. Further, the student must abide by any specific stipulations prescribed by the probationary action.

Withdrawal: the immediate withdrawal of the student from WyoTech. Withdrawal notification will be in writing and will include a date after which the student may apply for readmittance.

Dismissal: the immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

ARBITRATION AGREEMENT

The student agrees that any dispute arising from enrollment at the school, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Both the student and the school irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the school shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this agreement. The costs of the arbitration filing fee, arbitrator’s compensation and facilities fees will be paid by the school, to the extent these fees are greater than a Superior Court filing fee. The arbitrator’s decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration. Nothing in this agreement prohibits the student from filing a complaint with the state regulatory agency. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing an arbitration. A student desiring to file an arbitration should first contact the school President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file an arbitration should then contact the AAA which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA. A student may, but need not, be represented by an attorney at the Arbitration. The student acknowledges that they understand both they and the school are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding, and not merely advisory. The student also acknowledges that they may at any time, before or after their admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the school President.

COMPARATIVE INFORMATION

Comparable program information relating to tuition charges and program length may be obtained by contacting the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

LEAVES OF ABSENCE

Occasionally situations arise, such as family tragedies or medical emergencies, which make it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request leaves of absence under the following conditions:

- The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.
- The leave(s) must not exceed 180 calendar days during any 12-month period.
- The leave must be approved by the director of education.

Any portion of a phase attempted but not completed due to an approved leave of absence, will not count as an attempt for the purposes of calculating the rate of progress. Failure to return from a leave of absence will result in official withdrawal.

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules. Federal loan programs provide students with a grace period which delays the student's obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the School failed to comply with the requirements of FERPA. For additional information regarding FERPA, please see the Financial Services Department.

READMISSION POLICY

Students who wish to re-enroll after a withdrawal must first obtain approval from the director of education and the director of finance. If approved to re-enroll, the director of education will review past school performance to determine how much credit will be granted. Academic credit may be granted only for phases completed with passing and complete grades. Students re-entering after an approved leave of absence or after acquiring a withdrawn status must make up any and all failing and/or incomplete grades from previously completed phases, and make up any previously missed time, within the timeframe allowed. In order to receive credit for classes taken at WyoTech, students who wish to re-enter the program after a withdrawal that exceeds one calendar year must adhere to the policies outlined in the section of this catalog titled Credit for Prior Training.

The student must make the necessary arrangements with the Financial Services Department and the Business Office to ensure that his/her student account is current and in good standing. This will include, at a minimum, completing a new Enrollment Agreement. All financial aid paperwork must be completed and approved prior to receiving re-enrollment authorization from the director of finance.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

A complaint that is academic in nature should first be brought to the attention of the student's phase instructor. If the student does not feel the matter has been properly addressed, the director of education may be contacted for further discussion. A complaint that is administrative in nature should be brought to the attention of the appropriate department director. Grievances which are not satisfactorily resolved should be outlined in writing and directed to the school president, who will review the matter with the Executive Staff Committee. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or studentrelations@cci.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the commission's Complaint Form is available at the School and may be obtained by contacting the director of education.

STUDENT CONDUCT CODE, APPEARANCE CODE, AND SAFETY

Conduct Code

All students are required to adhere to the standards of conduct we believe are necessary for maintaining a positive and productive learning environment. Students we have referred for local housing are expected to conduct themselves in a manner that reflects well on the School. Peer discrimination toward fellow classmates will not be tolerated. Common courtesy is expected toward all faculty, staff, and management. Compliance with all school regulations is required. Refusal to comply with school regulations may be cause for disciplinary action up to and including immediate dismissal from the program. Specific rules of conduct will be posted on school bulletin boards. Each student, while in attendance at WyoTech, is expected to demonstrate the highest degree of ethical and professional conduct. All WyoTech employees are authorized to enforce the conduct code. The following constitute violations of the Student Conduct Code:

Dishonesty: willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information.

The possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school-sponsored event. Offenders may be subject to prosecution by local law enforcement agencies.

Profanity: the use of any language or gesture that is offensive and creates an uncomfortable environment.

Theft and Vandalism: the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident, or other student's property.

Unsafe Conduct: students will observe all EPA/DEQ safety regulations, utilize eye and hearing/ear protection in designated areas; will be mindful of the safety of others, and adhere to the proper use of tools, equipment, and motorized vehicles.

Threatening Behavior/Physical Assault: involvement in hazing, or threatening the physical safety and comfort of others, or a display of violence that results in physical contact.

Weapons: students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (other than small, pocket types), or weapons of any kind on WyoTech-controlled property.

Disorderly Conduct: behaving in a manner which disturbs the peace of others, or disrupts, interferes, or prevents a staff member from performing their duties.

Aiding and Abetting: assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.

Sexual Harassment: any unwelcome action, whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.

Sexual Assault: the use of force or threat of force to engage a person in sexual activities without the person's willing consent.

Tobacco Use: allowed in designated areas only.

Unauthorized Entry: entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.

Personal Electronic Devices: use of personal electronic devices during class or shop activity is prohibited. Personal electronic devices include, but are not limited to, pagers, cell-phones, laptop computers, video games, or digital cameras.

Public Displays of Affection: are not allowed on campus, WyoTech training areas, or facilities.

Recreational Activities: are allowed only in designated areas on campus or WyoTech training facilities during scheduled breaks.

Discrimination: any verbal or nonverbal discrimination towards any individual or group.

Computer, Internet, and Network Use: use of school computers, the Internet, and networks in a manner that constitutes a violation of the WyoTech Student Conduct Code or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.

Gambling: of any sort is strictly prohibited on WyoTech-controlled property or at any school-sponsored event.

The student will

- Abide by all school policies, housing rules and regulations;
- Abide by all local, state and federal laws;
- Assist other students with clean up of shop, lab, classroom and all other areas; and
- Abide by all conditions of school warnings, probation, evictions, or withdrawals.

Appearance Code

The WyoTech Student Appearance Code has been established to promote an atmosphere that enhances the professional development of our students, prevents disruption to the learning process, and avoids safety hazards.

All WyoTech students will abide by the following minimum standards while at WyoTech facilities:

The school uniform shall be worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Clothing must be clean, without holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene, or might otherwise cause disruption.

Students who wish to have a beard must keep it clean and neatly trimmed.

Hair shall be kept clean to present a neat, well-groomed appearance. Students may have long hair provided it is pinned up while the student is participating in shop/lab activities.

Jewelry around the neck cannot hang outside of the shirt. Rings, which are limited to a single ring on each hand, and wrist watches, may be worn, but must be removed upon request of an instructor or WyoTech administrative personnel. (A wedding band may be worn at all times; however, students are cautioned that there are many documented instances of rings causing serious injury.) Earrings may be worn but should not dangle; studs are recommended.

Personal cleanliness must be observed and maintained at all times.

A WyoTech student ID must be carried at all times and must be surrendered to a staff or faculty member upon request.

A WyoTech uniform shirt and solid color work pants or WyoTech issued coveralls must be worn. The shirt is to be worn buttoned, with the exception of the top button/snap. Shirttails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt.

Full shoes or oxfords with full socks are required. Athletic shoes (i.e., sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe, and/or high-heeled shoes are prohibited.

A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities, with the exception of in the classroom. No other headwear may be worn while in WyoTech training facilities.

SAFETY PROCEDURES

Safety is taught in all shops, laboratories, and classrooms. Each shop, piece of equipment, and job has a safety procedure that must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action up to and including dismissal. Safety glasses must be worn in any and all areas where an eye injury hazard exists. The faculty will inform students when conditions require the use of safety glasses. Some shops will require hearing protection.

WITHDRAWAL

Notification of intent to officially withdraw from WyoTech must be made to the Registrar's Office: WyoTech, 150 Hanscom Drive, Bedford, MA 01730

FINANCIAL INFORMATION

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

GRANTS AND SCHOLARSHIPS

MASSGrant Program

The MASSGrant Program provides need-based financial assistance to undergraduate students who reside in Massachusetts. Students must be enrolled in and pursuing a program of higher education in any approved public or independent college, university, school of nursing, or any other approved institution furnishing a program of higher education. The MASSGrant Program provides financial assistance to Massachusetts students demonstrating the greatest financial aid need.

U.S. Armed Services Scholarship

With deep gratitude to the men and women who serve our country, all WyoTech schools, with the exception of the Blairsville campus, are pleased to provide to all active duty members of the U.S. Military Forces, guard and reserve, as well as all honorably discharged veterans, a scholarship equal to 15% of the tuition for their entire program of study.

Ford AAA Scholarship

Members of the 1st, 2nd and 3rd place winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Members of the 1st, 2nd and 3rd place National Award winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Scholarship must be used within one year of High School graduation.

Skills USA

Members of the 1st, 2nd and 3rd place winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Members of the 1st, 2nd and 3rd place National Award winning teams will be eligible for a full scholarship equivalent to tuition for the Aviation Maintenance program.

Scholarship must be used within one year of High School graduation.

HOUSING CHARGES

Rent is payable in advance on a monthly basis.

TUITION

Tuition, fees, rent, and deposits are the same for in-state and out-of-state students.

VOLUNTARY PREPAYMENT PLAN

The School provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Services Department.

CANCELLATION AND REFUND POLICIES

WyoTech adheres to applicable state cancellation and refund requirements.

Cancellation Policy

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Registrar's Office at WyoTech, 150 Hanscom Drive, Bedford, MA 01730.

- (a) The student applicant will be returned all monies paid if:
 - (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five calendar days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five calendar days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five calendar days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five calendar days after signing the agreement and (a)(5) or(a)(6) above do not apply.

Refund Policy

Notification of intent to withdraw should be made to the Registrar's Office at WyoTech, 150 Hanscom Drive, Bedford, MA 01730. The school will prepare the Massachusetts Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

A student who withdraws after five days of scheduled class attendance but before or upon completing 75% of the program will receive a refund in accordance with the following Massachusetts Policy (as per M.G.L.C.255 Sec. 13K), less the application fee (if applicable):

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

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the program. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following Institutional Policy:

1. A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

2. A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any

unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

Administrative Costs

Administrative costs are equal to \$50.

Payment of Refunds

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Entrance Requirements

Applicants must provide proof of high school graduation or its equivalent, or successfully pass an Ability to Benefit test, prior to the beginning of classroom attendance.

Late Registration

Late registrations will be accepted within three days from a scheduled start date.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of

- the amount of SFA program funds that the student did not earn, or
- the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate

- any SFA loan funds in accordance with the terms of the loan; and
- the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Financial Aid office will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his/her parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

- Unsubsidized Federal Stafford Loan Program
- Subsidized Stafford Loan Program
- Federal PLUS Loan Program
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Other federal, state, private and/or institutional sources of aid
- The student

STUDENT SERVICES

CAREER DEVELOPMENT

The primary goal of the program is to prepare and to assist students in furthering their careers in Aeronautical Maintenance Technology or in a related field. Toward that end, WyoTech maintains an active Career Services Office that offers continuing placement assistance to all graduates at no cost. We do this in a number of ways: we offer sessions to help students and alumni prepare resumes, search for employment opportunities, and sharpen their interviewing skills.

We are constantly in touch with prospective employers, many of whom have been drawing on our pool of graduates for years.

Students may be invited to a recruiting company's headquarters for an interview and to tour their facilities. If a meeting can be more conveniently held at our campus, we will gladly provide the space to assist an employer in interviewing, hiring, and processing applicants. We offer a variety of on- and off-campus recruiting events with a host of companies that have local, regional, national, and international reach.

DISABLED STUDENT SERVICES

Academic accommodations, tutorial assistance, and testing accommodations are available to students with documented disabilities. Students who have questions or who want to request available disabilities services should contact the director of education.

HOUSING AND COMMUTING ASSISTANCE PROGRAM

WyoTech provides housing for single students. Housing units are designed to accommodate four students and are equipped with some furnishings, cooking facilities, and bathroom facilities.

Staff personnel assist students in their daily commute by arranging car-pooling groups. This allows a number of students who live in neighboring towns to "team up" to reduce the cost of traveling to and from school. Car pools also offer opportunities for social interaction with other students, innovative study time, and student camaraderie.

TUTORING

WyoTech instructors and student peers provide tutoring outside of regularly scheduled classes for students requiring additional assistance with particular subjects.

WYOTECH STAFF ASSISTANCE

The interest and welfare of students are of great importance to the faculty and staff. Capable personnel are available to advise, guide, and assist students during their education at WyoTech. The staff is prepared to help students with issues involving academics, study habits, and motivation. WyoTech staff members are available to help students obtain financial assistance, assist with housing needs, arrange for transportation, and assist with finding part-time jobs for students while they are in training.

AERONAUTICAL MAINTENANCE TECHNOLOGY PROGRAM

Program Total: 65 Weeks, 2100 Clock Hours

The objective of this diploma program is to prepare the student for the Federal Aviation Administration written, oral, and practical examinations for the Airframe and Powerplant ratings. The curriculum trains students for employment as FAA certified, entry level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills. Possession of the federal certificate is a prerequisite for employment as an Aviation Maintenance Technician.

Course Listing

The program conveys the entire academic and laboratory theory as well as the practical experience required to qualify the student for employment in the aviation industry. The curriculum is approved by the Federal Aviation Administration and compatible subjects are included in each phase. Each school day is devoted to theory and laboratory instruction.

General I	140 Clock Hours	Lecture Hours 70 Lab Hours 70
Theory and lab experience in aircraft drawing, applied aviation mathematics, basic physics, and mechanic privileges. (G101 Aircraft Drawing; G102 Mathematics; G103 Basic Physics; G104 Mechanic Privileges)		
General II	140 Clock Hours	Lecture Hours 60 Lab Hours 80
Theory and lab in basic electricity and material/processes. Students study Ohm's Law and related electrical laws. Students solder, safety wire, string electrical harnesses, and become familiar with various measuring instruments. In addition, students are instructed about the various materials and processes that are used in aircraft construction and repair. (G201 Basic Electricity; G202 Materials/Processes)		
General III	140 Clock Hours	Lecture Hours 84 Lab Hours 56
Theory and lab instruction in Non-Destructive Testing (NDT), maintenance publications, and turbine and reciprocating engines. Students use dye penetrants, magnetic particle inspection, ultrasonic, eddy current inspection and boroscopes. (G301 Nondestructive Testing; G302 Maintenance Publication; G303 Intro to Turbine and Reciprocating Engines)		
Airframe I	140 Clock Hours	Lecture Hours 60 Lab Hours 80
Theory and lab in sheet metal and welding. Students study the art of riveting, fastening, bending, forming, cutting, welding, inspect the airworthiness of sheet metal structures, and study metal fatigue and stresses. (A101A Sheet Metal; A102 Welding)		
Airframe II	140 Clock Hours	Lecture Hours 78 Lab Hours 62
Theory and lab in hydraulic and pneumatic power systems, the construction of fluid lines and fittings, and aircraft landing gear systems. Students work on aircraft or mock-ups that demonstrate how these systems work. (A201A Hydraulic and Pneumatic Power Systems; A202 Fluid Lines/Fittings; A203 A/C Landing Gear Systems)		
Airframe III	140 Clock Hours	Lecture Hours 58 Lab Hours 82
Theory and techniques that are used in building and repairing wood structures and aircraft covering. The phase also includes theory and lab in aircraft finishes, cleaning and corrosion protection and repair, and non-metallic structures such as carbon fiber, Kevlar, and other exotic materials. (A301A Wood Structures; A302 Aircraft Covering; A303 Aircraft Finishes; A304 Non-metallic Structures; A305 Cleaning/Corrosion)		
Airframe IV	140 Clock Hours	Lecture Hours 75 Lab Hours 65
Theory and lab experience in airframe assembly, rigging, fuel systems, and weight and balance are covered. Students work with an array of special tools and training aids, including a single engine airplane and helicopter to complete the instruction. (A401A Assembly/Rigging; A402 Aircraft Fuel Systems; A403 Weight Balance)		
Airframe V	140 Clock Hours	Lecture Hours 65 Lab Hours 75
Theory and Lab experience in maintenance forms and records, airframe inspection, cabin atmosphere, and ice and rain Control. Students will perform 100-hour inspections on one of the school's various single or multi-engine aircraft. (A501 Maintenance Forms/Records; A502 Airframe Inspection; A503 Cabin Atmosphere; A504 Ice/Rain Control)		
Electrical I	140 Clock Hours	Lecture Hours 69 Lab Hours 71
Theory and lab including aircraft AC and DC power distribution, lighting systems, and position and warning systems. The phase emphasizes electrical troubleshooting using live electrical system mock-ups. (E101B Aircraft Electrical Systems; E102 Position/Warning Systems; Prerequisite: General II)		
Electrical II	140 Clock Hours	Lecture Hours 86 Lab Hours 54
Theory and lab instruction concentrating on navigation systems and equipment, communications systems, and aircraft instruments. (E201B Navigation and Communications Systems; E203 Aircraft Instruments Systems; Prerequisite: Electrical I)		
Powerplant I	140 Clock Hours	Lecture Hours 65 Lab Hours 75
Theory and lab experience in analyzing, troubleshooting, and repairing ignition and starting systems for reciprocating and turbine-powered aircraft engines. (P101 Ignition/Starting Systems)		

Powerplant II	140 Clock Hours	Lecture Hours 70 Lab Hours 70
Theory and lab instruction offered in fuel metering systems, engine fuel systems, induction and air flow systems for reciprocating engines. (P201 Fuel Metering Systems; P202 Engine Fuel Systems; P203 Induction Systems)		
Powerplant III	140 Clock Hours	Lecture Hours 68 Lab Hours 72
Theory and lab experience on how to remove, repair, and install propellers and propeller control systems. Additional theory and lab offered in engine instrument systems and fire protection systems. (P301 Engine Instruments; P302 Propellers; P303 Engine Fire Protection)		
Powerplant IV	140 Clock Hours	Lecture Hours 79 Lab Hours 61
Theory and lab in reciprocating engines, engine inspection, lubrication systems, engine cooling and exhaust systems, and ground equipment are covered. During the aircraft operation subject, students operate aircraft engines and learn the principles of aircraft movement and ground operations.(P401 Reciprocating Engines; P402 Engine Inspection; P403 Lube Systems; P404 Engine Cool/Exhaust Systems; P405 Ground Operation and Servicing)		
Powerplant V	140 Clock Hours	Lecture Hours 70 Lab Hours 70
Theory and lab offered in turbine engine construction and operation. The student will operate a turbine engine. Additionally, the student will remove and install a turbine engine on an aircraft or mock-up.. Other subjects include theory in auxiliary power units, engine exhaust, thrust reversers, and unducted fans. (P501 Turbine Engines; P502 Unducted Fan; P503 A P U; P504 Engine Exhaust and Thrust)		

TEACHING FACILITIES AND EQUIPMENT

WyoTech is housed in a complex of three buildings with a total of 45,000 square feet of space for labs, shops, classrooms, and administrative offices. All campus buildings are within easy walking distance of each other and there is plenty of parking available. The largest of these buildings is the John T. Griffin, Sr. Building, named for the School's founder. This building houses the School's administrative offices, bookstore, library, several classrooms, shops, and labs. Shops and labs are inside the George W. Thomas Hangar. The Catherine A. Mayo Building houses classrooms and labs. Classrooms are equipped with modern multi-media teaching aids. Shops and labs are equipped with aircraft and aircraft system mock-ups used to train students in the repair of today's aircraft. Computers for student use with Internet access are available in the School's computer lab located in the student services area in the Griffin building.

Within the labs and shops of WyoTech, students will find reciprocating engines; turbine engines; aircraft landing gear systems; aircraft instrument systems; engine instrument systems; fuel control systems; propellers; aircraft sheet metal; aircraft materials and processes; non destructive inspection and testing; aircraft fuel system; aircraft and engine electricity; aircraft assembly and rigging; composite technology to include Kevlar, graphite and honeycomb structures.

INSTRUCTIONAL SUPPORT

Industry-Focused Education

Instructional support at WyoTech is comprised of an FAA-approved curriculum, industry-based advisory committees, and training aids. Collectively, they constitute the FAA-approved Aeronautical Maintenance Technology Training Program.

WyoTech maintains a Technical Reference Center that contains technical and maintenance-related reference materials on nearly all aircraft currently in use today by air carriers, as well as many of those in the general aviation industry. WyoTech's curriculum requires that the student become proficient in the use of the Technical Reference Center and in the interpretation of the information contained in the reference volumes and on computer databases.

Program Advisory Committee

To maintain our commitment to high quality, career-oriented training, and the maximum employability of our graduates, WyoTech has established a Program Advisory Committee, comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Program Advisory Committee is to help ensure that our curriculum keeps pace with the latest trends and technologies. Program Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.

CORINTHIAN COLLEGES, INC

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Ashmead College

Everett, WA (branch of Ashmead College, Seattle, WA)
 Fife, WA (branch of Ashmead College, Seattle, WA)
 Portland (Tigard), OR (branch of Ashmead College, Seattle, WA)
 Seattle, WA (main campus)
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

Bryman College

Lynnwood, WA (branch of Everest College, Renton, WA)

Everest College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 City of Industry, CA (branch of WyoTech, Long Beach, CA)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everett, WA (branch of Everest College, Bremerton, WA)
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Los Angeles (Wilshire), CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 West Los Angeles, CA (branch of NIT, Long Beach, CA)

Everest Institute

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Atlanta (Downtown), GA (main campus)

Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)
 Chelsea, MA (branch of Everest College, Alhambra, CA)
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest Institute, Atlanta, GA)
 Newport News, VA (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Florida Metropolitan University

Tampa (Brandon), FL (branch of FMU Tampa, FL)
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)

Las Vegas College

Henderson, NV (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

WyoTech, Bedford, is owned by ECAT Acquisition Corporation, which is a wholly owned subsidiary of Titan Schools, Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Terry Hartshorn	Jack D. Massimino	Chief Executive Officer
David G. Moore	Peter Waller	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Jack D. Massimino	Beth A. Wilson	Executive Vice President, Operations
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	William Murtagh, Jr.	President, CSI Division
Robert Lee	David Poldoian	President, Online Learning Division
	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Frank Stryjewski	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary
ECAT ACQUISITION, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Peter Waller	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: INFORMATION FOR OUT-OF-STATE STUDENTS

DELAWARE AND KENTUCKY STUDENTS

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:

- (1) The school rejects the applicant;
- (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
- (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
- (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
- (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
- (6) The student applicant cancels at any time after signing this agreement and within five business days following the day of the first class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled after the latter of (a)(4), (a)(5), or (a)(6).

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

(a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

(b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

INDIANA STUDENTS

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:

- (1) The school rejects the applicant;
- (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
- (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
- (4) The student applicant cancels this agreement within six business days after signing the agreement and making an initial payment;
- (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
- (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than six business days after signing the agreement and (a)(5) or (a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Indiana Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (1) A student who withdraws after six days of scheduled class attendance of the first academic year will receive a refund in accordance with the following Indiana Policy, less the application fee (if applicable):

Time Attended	Percent of Refund
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (2) A student who withdraws during a subsequent academic year will receive a refund applicable to the subsequent academic year in accordance with the following schedule:

Time Attended	Refund Percent
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following Institutional Policy:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

MARYLAND STUDENTS

Maryland students have the right to contact the Maryland Higher Education Commission at 839 Bestgate Road, Suite 400, Annapolis, MD 21401, (410) 260-4582, regarding grievances against the solicitor or the school the solicitor represents.

OHIO STUDENTS

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or (a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

COMMENTS OR COMPLAINTS

Any comments or complaints may be directed to the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215; (614) 466-2752.

OREGON STUDENTS

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or (a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement. The school will prepare the Oregon Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (f) (1) A student who withdraws after five days of scheduled class attendance of the first academic year will receive a refund in accordance with the following Oregon Policy:
A student who withdraws after five days of scheduled class attendance but before completing 50% of the first academic year will be refunded a prorated amount of tuition, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 50% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.
The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (2) A student who withdraws during a subsequent academic year but before completing 50% of the subsequent academic year will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 50% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.
The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (g) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following Institutional Policy:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Director of Education.
5. The Director of Education will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed by the student, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Department of Education, Public Service Building; Mailing Address: 255 Capitol Street NE, Salem, Oregon 97310-0203 or by calling (503) 378-3600 Ext. 2671.

SOUTH CAROLINA STUDENTS

WyoTech, Bedford, is licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Student complaints should be addressed to the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201.

The institution ensures that qualified instructors, under professional and capable direction, effectively deliver educational and training services.

Qualifications of Instructional Personnel: Instructional personnel possess the appropriate combination of educational credential(s), specialized training and/or certification, work experience, and demonstrated teaching and classroom management skills, which qualifies them for their training assignments.

Supervision of Instruction: Individuals with relevant education and experience in instructional delivery and management supervise instructional personnel. Supervisors of instructional personnel demonstrate good practice in the evaluation and direction of instructors. Classroom observations, along with student, peer, and supervisory feedback, are effectively utilized.

Instructor Orientation and Training: The institution develops and implements a written policy for the effective orientation and training of instructional personnel to ensure a consistent, high level of instruction. The institution has an effective policy for the continued professional development of instructional personnel that is systematically implements, monitored and documented.

NOTE: For South Carolina students, the programs at WyoTech, Bedford lead to a certificate rather than a diploma.

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

(a) The student applicant will be returned all monies paid if:

- (1) The school rejects the applicant;

- (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

LICENSING AGENCY

Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, (803) 737-2260.

INSTRUCTOR QUALIFICATIONS

WyoTech will abide by non-degree program minimum requirements as stated in the Standards of Accreditation: All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience in the subject area(s) taught.

WASHINGTON STUDENT INFORMATION

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement.

- (a) The student applicant will be returned all monies paid if:
 - (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or(a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.
The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.
The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the campus for further details that may affect the return of federal funds.

INSTRUCTOR QUALIFICATIONS

At a minimum each faculty member shall possess at least one of the following qualifications:

- 1) graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or
- 2) hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
- 3) hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
- 4) hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

A detailed listing of names, titles, education and experience for all instructors and instructional supervisors is displayed in the Career Services Department at WyoTech.

The Street Rod & Custom Fabrication with Automotive Technology and Automotive Technology with Advanced Automotive Diagnostics programs at the Sacramento campus will not be available to Washington students until they have been submitted to and received approval from the Washington Workforce Training and Education Coordinating Board.

WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY

WyoTech is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until September 30, 2008, and authorizes WyoTech to advertise and recruit for the following programs: Associate in Specialized Technology in Automotive Technology and Management; Associate in Specialized Technology in Automotive Technology with Chassis Fabrication and Management; Associate in Specialized Technology in Automotive Technology with Street Rod and Management; Associate in Specialized Technology in Collision/Refinishing Technology and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Chassis Fabrication and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Street Rod and Management; and Associate in Specialized Technology in Diesel Technology and Management. Any person desiring information about the requirement of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430

WISCONSIN STUDENT INFORMATION

CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at the respective campus indicated on the front of this agreement. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

- (a) The student applicant will be returned all monies paid if:
 - (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;

- (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
 - (4) The student applicant cancels this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5) or (a)(6) above do not apply.

REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at the respective campus indicated on the front of this agreement.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.
- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year. The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last clock hour of recorded attendance.

PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Financial Aid department at the respective campus for further details that may affect the return of federal funds.

WISCONSIN STUDENTS

Career Services Assistance: The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. NOTICE: Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Special Refund Circumstances: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

Payment Of Refunds: Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Unexplained absences from school for a period of 10 consecutive school days constitutes constructive notice of withdrawal. Refunds due to the student will be paid within 30 calendar days from the date of withdrawal.

Progress Reports: Progress reports/academic transcripts are defined as a single page report containing, at a minimum, the student's name, ID number, dates of attendance, course of instruction, amount of credit attempted, credit awarded, grade and attendance by subject, status (enrolled, completed, graduated, or withdrawn), date of status, and designation of degree or diploma conferred. These same transcripts are maintained at the school indefinitely.

Installment Payments: If circumstances require a student to make installment payments, payments may be made in no more than three installments.

Definition of a Clock Hour/Contact Hour: The WEAB defines "clock hour" as a 60 minute period, and a "contact hour" as 50 minutes of supervised or directed instruction in a 60 minute period.

Transferability of Credits: The admissions office of the receiving school should be consulted regarding transferability of credits from WyoTech.

Application Deadline: Registration day of each class start is the latest a student can apply for that particular start date. It is recommended that application be made as early as possible to ensure acceptance and space availability.

Attendance Policy: The attendance policy does not distinguish between excused or unexcused absences or tardies.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 30 W. Mifflin Street, 9th Floor, Madison, Wisconsin 53703, (608) 266-1996.

APPENDIX B: FACULTY AND STAFF

Administration	
President	Lawrence Peyser
Director of Education	David Kehoe
Director of Finance	Brian Jones
Director of Admissions	Vacant
Director of Career Services	Paul Stacy

Faculty

Technical instructors at WyoTech have, at minimum, an Airframe Certificate, a Powerplant Certificate, or an Airframe and Powerplant Certificate, with at least three years of related practical experience.

Instructor	Qualification
Gerard Archambault	A & P Certificate
Thomas Botts	A & P Certificate
James Czerwiecki	A & P Certificate
Warren Eyring	A & P Certificate
David Forney	A & P Certificate
John Graveson	A & P Certificate
Alan Hayes	A & P Certificate
Rodmen Hill	A & P Certificate
Michael Huth	A & P Certificate
Dallas Hutsell	A & P Certificate
David Kehoe	A & P Certificate
Robert Maucieri	A & P Certificate
Kevin McNeely	A & P Certificate
James Mitchell	A & P Certificate
Richard Powers	A & P Certificate
Kenneth Roberts	A & P Certificate
Ronald Robichaud	A & P Certificate
Louis Romano	A & P Certificate
Philip Shoemaker	A & P Certificate
Kenneth Wilbur	A & P Certificate

APPENDIX C: TUITION AND FEES

TUITION	
Academic Year 1 (1050 clock hours)	\$14,485
Academic Year 2 (1050 clock hours)	\$14,485
Total Program	\$28,970
Effective date: 01/01/2007	

APPENDIX D: CLASS SCHEDULE AND ACADEMIC CALENDAR

CLASS SCHEDULE

Day classes are held Monday through Friday, from 7:30a.m. to 3:00 p.m., and night classes are held Monday through Friday, from 4:30 p.m. to 11:30 p.m.

CALENDAR	
2007	
Monday, August 27	New Class Begins—Class 807
Monday, September 3	Labor Day/No Classes
Tuesday, September 25	Phase Break/No Classes
Wednesday, September 26	New Class Begins—Class 907
Monday, October 8	Columbus Day/No Classes
Thursday, October 25	Phase Break/No Classes
Friday, October 26	New Class Begins—1007
Thursday and Friday, November 22 & 23	Thanksgiving Break/No Classes
Tuesday, November 27	New Class Begins—Class 1107
Monday, December 24 – Tuesday, January 1, 2008	Winter Break
Wednesday, January 2, 2008	Classes Resume
WyoTech-Boston	
2008	
Tuesday, January 1	New Years Day / No Classes
Wednesday, January 2	New Class Begins – Class 108
Monday, January 21	Martin Luther King / No Classes
Thursday, January 31	Phase Break / No Classes
Friday, February 1	New Class Begins – Class 208
Monday, February 18	Presidents' Day / No Classes
Monday, March 3	Phase Break / No Classes
Tuesday, March 4	New Class Begins – Class 308
Tuesday, April 1	Phase Break / No Classes
Wednesday, April 2	New Class Begins – Class 408
Monday, April 21	Patriots' Day / No Classes
Thursday, May 1	Phase Break / No Classes
Friday, May 2	New Class Begins – Class 508
Monday, May 26	Memorial Day / No Classes
Monday, June 2	Phase Break / No Classes
Tuesday, June 3	New Class Begins – Class 608
Tuesday, July 1	Phase Break / No Classes
Wednesday, July 2	New Class Begins – Class 708
Friday, July 4	Independence Day / No Classes
Summer Break	July 21 to July 25, 2008
Thursday, August 7	Phase Break / No Classes
Friday, August 8	New Class Begins – Class 808
Monday, September 1	Labor Day / No Classes
Monday, September 8	Phase Break / No Classes
Tuesday, September 9	New Class Begins – Class 908

Tuesday, October 7	Phase Break / No Classes
Wednesday, October 8	New Class Begins – Class 1008
Monday, October 13	Columbus Day / No Classes
Thursday, November 6	Phase Break / No Classes
Friday, November 7	New Class Begins – Class 1108
Tuesday, November 11	Veterans' Day / No Classes
Thursday & Friday, November 27 & 28	Thanksgiving Break / No Classes
Wednesday, December 10	Phase Break / No Classes
Thursday, December 11	Phase Start
Winter Break	Thursday, December 25 to Thursday, January 1, 2009
Classes resume on Friday, January 2, 2009	