



## 2021-2023 Course Catalog

500 Innovation Drive  
Blairsville, PA 15717

**[www.newvillageinstitute.com](http://www.newvillageinstitute.com)**

Catalog Volume I

Effective June 1, 2021 – December 31, 2024

Publishing date: January 1, 2021

The contents of this catalog and of other school bulletins, publications, or announcements are subject to change without notice and such changes will not negatively affect currently enrolled students.

Certification of Accuracy

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

Gary Beeman, Corporate President  
Blairsville, PA Campus

Copyright 2020 by  
New Village Institute, LLC  
Blairsville Pennsylvania

IMPORTANT - The School reserves the right to make and designate the effective date of changes in School policies and procedures at any time such changes are considered to be desirable or necessary. Students will be notified of said changes.

## TABLE OF CONTENTS

<b>ABOUT NVI BLAIRSVILLE</b>	<b>1</b>	<b>CODE OF STUDENT CONDUCT - NVI BLAIRSVILLE</b>	<b>8</b>
NVI SCHOOLS	1	APPEAL PROCESS	9
MESSAGE TO OUR STUDENTS	1	STATEMENT OF NON-DISCRIMINATION	10
EDUCATIONAL PHILOSOPHY	1	DISABILITY	10
SCHOOL HISTORY AND DESCRIPTION	1	DISABILITY ACCOMMODATION PROCEDURE	10
TEACHING FACILITIES AND EQUIPMENT	1	DISABILITY GRIEVANCE PROCEDURES	10
SCHOOL TOURS	2	STUDENT COMPLAINT/GRIEVANCE PROCEDURE	11
INSTRUCTIONAL SUPPORT	2	ARBITRATION AGREEMENT	11
AUTOMOTIVE SERVICE EXCELLENCE		ALCOHOL AND SUBSTANCE ABUSE STATEMENT	11
CERTIFICATION	2	SEXUAL HARASSMENT	11
<b>ADMISSIONS</b>	<b>3</b>	CAMPUS SECURITY AND CRIME AWARENESS	
REQUIREMENTS AND PROCEDURES	3	POLICIES	
ARTICULATION AGREEMENT	3	DRUG AWARENESS	12
TRANSFER CREDIT FOR PROFICIENCY EXAM	3	WEAPONS POLICY	12
ADVANCED STANDING/TRANSFERRING CREDIT		CAMPUS COMPLETION RATE REPORTS	12
INTO NVI BLAIRSVILLE	3	CLOTHING AND PERSONAL PROPERTY	12
TRANSFERABILITY OF CREDITS TO OTHER		HEALTH/MEDICAL CARE	13
INSTITUTIONS	3	TRANSCRIPTS AND DIPLOMAS	13
<b>ACADEMIC STANDARDS</b>	<b>4</b>	NOTIFICATION OF RIGHTS UNDER FERPA	13
DEFINITION OF CLOCK AND CREDIT HOUR	4	RETENTION OF STUDENT RECORDS	13
OUT OF CLASS ASSIGNMENTS	4	<b>FINANCIAL INFORMATION</b>	<b>14</b>
GRADING SYSTEMS AND PROGRESS REPORTS	4	TUITION AND FEES	14
GRADING PERIODS	4	HOUSING CHARGES	14
WITHDRAWAL	4	CANCELLATION AND REFUND POLICIES	14
MAKE-UP WORK	4	BOOKS AND TOOLS	15
REMEDIAL COURSES AND PASS/FAIL GRADES	4	<b>FINANCIAL AID</b>	<b>15</b>
GRADUATION REQUIREMENTS	5	FINANCING OPTIONS	15
CLASS SIZE	5	ALTERNATIVE FINANCING OPTIONS	15
ATTENDANCE REQUIREMENTS	5	<b>STUDENT SERVICES</b>	<b>15</b>
READMISSION	5	CAREER SERVICES	15
CANCELLATION OF CLASSES/COURSES	5	CARE STUDENT ASSISTANCE PROGRAM	16
LEAVES OF ABSENCE (LOA) POLICY	5	STUDENT ACTIVITIES	16
RETAKING PASSED COURSEWORK	6	STUDENT LOUNGE	16
RETAKING FAILED COURSEWORK	6	STUDENT HOUSING	16
UPDATE TRAINING	6	STUDENT CENTER	16
ACADEMIC APPEALS POLICY.....	10	<b>PROGRAM OFFERINGS</b>	<b>16</b>
REINSTATEMENT FOLLOWING SUSPENSION ...	10	AUTOMOTIVE TECHNOLOGY PROGRAM	17
DISMISSAL.....	10	DIESEL TECHNOLOGY PROGRAM	17
APPLICATION OF GRADES AND CREDITS.....	11	<b>COURSE DESCRIPTIONS</b>	<b>18</b>
TRANSFER CREDIT.....	11	<b>STATEMENT OF OWNERSHIP</b>	<b>19</b>
<b>STUDENT ACADEMIC APPEALS POLICY.....</b>	<b>12</b>	<b>ADMINISTRATION AND FACULTY</b>	<b>20</b>
<b>COMPARATIVE INFORMATION.....</b>	<b>13</b>	<b>APPENDIX A - ACADEMIC CALENDARS</b>	<b>20</b>
<b>CANCELLATION OF CLASSES/COURSES &amp;</b>		<b>APPENDIX B - TUITION AND FEES</b>	<b>21</b>
<b>PROGRAM CHANGES.....</b>	<b>6</b>		
<b>GRADUATION CEREMONIES.....</b>	<b>6</b>		
<b>ADMINISTRATIVE POLICIES.....</b>	<b>7</b>		
CODE OF STUDENT CONDUCT - GENERAL	7		

## **ABOUT NVI BLAIRSVILLE**

### **NEW VILLAGE INSTITUTE BLAIRSVILLE LLC**

NVI Blairsville is part of New Village Initiative, and was formed to own and operate the highest quality technical schools across the nation that focus on high-demand, specialized skills. NVI's goal is to provide the industry's best state of the art technical training, mentoring, life equipping and career placement while serving our students like family. NVI provides job-oriented training in high-growth, high-technology areas of industry where long-term employer demand and high-income ranges exist and are predicted to exist for the foreseeable future. Students use modern equipment and facilities, similar to what they can expect to find on the job. NVI provides students entering or re-entering today's competitive market with practical vocation and life-skills training vital to their success.

NVI is dedicated to fully equipping and serving our students now and far into their careers.

### **MESSAGE TO OUR STUDENTS**

Today's job market requires an individual who is well trained in both technical ability and professional conduct. We believe students who complete their vocational-technical education at NVI and subscribe to the school's "Code of Student Conduct," which emphasizes professionalism, gain a substantial advantage in this job market.

Our goals are to provide our students with the quality education and the professional conduct foundation needed to gain a competitive edge and to assist them in obtaining a job in their desired career field.

We accomplish our goals by keeping our academic curriculum, equipment, and tools up-to-date and, just as importantly, adhering to a "We Care" philosophy. In short, we care about our students as students and as people. We will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

We recognize that our students are our most important asset. Our commitment is to make quality education and life experience a reality for each and every student, every day, and every month that the student is with us.

### **EDUCATIONAL PHILOSOPHY**

NVI Blairsville is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on those who are seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods
- The presentation of relevant career focused educational programs
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field

### **SCHOOL HISTORY AND DESCRIPTION**

Mr. Gary Beeman, founder of New Village Initiative and a transportation technology veteran, saw the rapid changes occurring in the vehicle industry and identified these changes as having a lasting and permanent impact on the industry through the shortage of qualified technicians.

These changes include, but are not limited to increased delivery vehicle production driven by e-commerce shipping, the move towards electric and autonomous vehicles and software technology advancements, and the forthcoming retirement of 30 million mechanical technicians over the next ten years.

Because of this predicted long-term impact, New Village Initiative was born and began seeking the perfect location and facility to launch a new career and training school focused on solving the impending problems of the vehicle industry. NVI was fortunate to find the former Wyotech campus in Blairsville, Pennsylvania which Wyotech had occupied from 2005 to 2018.

### **TEACHING FACILITIES AND EQUIPMENT**

The facilities are designed to simulate industry practices, enabling students to experience a "real-world" environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in the classroom, shop, and lab facilities to aid in the transition from theory to practical work. Student workstations contain general tool sets and special tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students' training.

### **Technical Resource Center**

The Technical Resource Center at NVI Blairsville fills a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Reference assistance is provided to aid students in learning basic research skills.

The Technical Resource Center contains collections including shop, service, crash, and troubleshooting manuals and computer and electronics manuals. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

The Technical Resource Center staff provides research assistance, and assist in special ordering requests as needed. The Technical Resource Center's hours allow for ample access for students.

Additionally, students will have access to tablets and/or laptops, provided at no additional cost to assist with in and perform out of class work.

### **Automotive Technology Department**

The Automotive Technology Department has a facility with over 42,000 square feet of classroom and shop space, including classrooms for audio-visual demonstrations and lectures and over 35,000 square feet of shop space. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, drivability diagnostic equipment, and wheel alignment equipment.

### **Diesel Technology Department**

The Diesel Technology Department has approximately 35,200 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for lab activities. The shop has over 30,000 square feet of space containing training aids, workbenches, and equipment to facilitate training in engines, fuel systems, refrigeration, manual and automatic transmissions, and electrical and hydraulic diagnosis.

## **SCHOOL TOURS**

NVI Blairsville invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00a.m. and 2:00p.m. at the campus. Advance notice of your intent to visit the school is appreciated.

## **INSTRUCTIONAL SUPPORT**

Instructional support at NVI Blairsville is comprised of curriculum production, in-house training programs, industry-based advisory committees, and training aids. Collectively, they enhance each training program.

NVI has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification in their areas of expertise, ASE and/or I-CAR, and are real industry specialists delivering high-quality and up-to-date training.

# **ADMISSIONS**

## **REQUIREMENTS AND PROCEDURES**

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. An applicant must be a high school graduate or its equivalent.

In order to be admitted to NVI, an applicant must:

1. Be interviewed and recommended for admission by a school representative;
2. Submit a Student Information Form;
3. Sign a Code of Student Conduct Agreement, including President (or designee) approval for prior felony or misdemeanor convictions;
4. Sign an Enrollment Agreement;
5. Receive acceptance notification from the school; and
6. In order to begin classroom attendance at NVI, an applicant must provide proof of standard-curriculum high school graduation or its equivalent. A transcript may be required in order to determine eligibility.

If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian.

Once an applicant has completed and submitted the application documents, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all monies paid to the School are refunded. The school reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

## **FOR PROFICIENCY EXAM**

Individuals with high school diplomas who have successfully completed secondary vocational programs (or secondary vocational coursework/classes in certain areas) at institutions certified/accredited by the National Automotive Technicians Education Foundation (NATEF) and who have within 18 months prior to enrolling at NVI achieved an 80% or higher on National Automotive Student Skills Standards Assessment Tests (NA3SA Tests) will be considered for proficiency credit in the NVI Automotive Technology or Diesel Technology programs.

### Automotive Technology Programs

Individuals meeting the following requirements and with the approval of the Campus Director (or designee) will be given credit for course 100 Basic Engine Management Systems (EMS I) If all of the following are met:

- Be a graduate of a NATEF certified Secondary/Vocational institution and
  - 1) have successfully completed an Automotive Technology, Automotive Repair or related program, *or*
  - 2) successfully completed coursework/classes in Engine Repair, Electrical/Electronic Systems, *and* Heating & Air Conditioning
- Achieved a score of 80% (32 out of 40) within 18 months prior to enrolling at NVI on the following NA3SA tests:
  - Engine Repair
  - Electrical/Electronic Systems
  - Heating & Air Conditioning

#### Diesel Technology Programs

Individuals meeting the following requirements and with the approval of the Campus Director (or designee) will be given credit for course 700 Engines if all of the following are met:

- Be a graduate of a NATEF certified Secondary/Vocational institution and
  - 1) have successfully completed a Heavy/Medium Truck, Diesel Engines or related program, *or*
  - 2) successfully completed coursework/classes in Diesel Engines
- Achieved a score of 80% (32 out of 40) within 18 months prior to enrolling at NVI on the Diesel Engines NA3SA test.

### **ADVANCED STANDING/TRANSFERRING CREDIT INTO NVI**

A petition for credit for prior training will be evaluated by the Campus Director. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of “C” from an accredited school (recognized by the U.S. Department of Education) must be achieved in order for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at NVI in order to receive a diploma from NVI. The transfer of incoming credit is given at the discretion of the Campus Director. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. Requests for credit transfer must be made prior to beginning classroom attendance at NVI.

### **TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS**

NVI does not guarantee credit transfer into or out of the school. Transferability is always at the discretion of the receiving school. The programs of the school are terminal in nature and are designed for the graduate’s employment upon graduation.

## **ACADEMIC STANDARDS**

### **DEFINITION OF CLOCK AND CREDIT 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.

A semester credit hour consists of 15 clock hours of lecture, 30 clock hours of faculty-supervised laboratory, or 45 clock hours of faculty-supervised shop training.

### **OUT OF CLASS ASSIGNMENTS**

- Students should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

### **GRADING SYSTEM AND PROGRESS REPORTS**

The student’s final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student’s home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Percentage	Letter	GPA
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-0%	F	0
	PE	Pass by Proficiency Exam
	W	Withdrawal
	WZ	Military Withdrawal
	TR	Transfer Credit

## GRADING PERIODS

The final grade for each course is comprised of lecture, laboratory, out of class assignments and professionalism grades. Failure of any required laboratory competency will result in a failing grade for that course. Students must achieve a minimum grade of “C” in each course or the course must be repeated.

## WITHDRAWAL

Notification of intent to officially withdraw from NVI should be made to the Administrative Office at the campus. Notification can be sent to the Registrar, 500 Innovation Drive, Blairsville, PA 15717.

## DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The effective date of withdrawal for refund purposes will be the student’s last date of attendance. The date of determination (DOD) is the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) if the student ceases attendance without providing written notification, the DOD shall be no more than three school days following the last date of attendance.

## MAKE-UP WORK

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence from a student’s record. Make-up tests are not allowed for final exams.

## REMEDIAL COURSES AND PASS/FAIL GRADES

NVI does not offer remedial courses on a pass/fail basis.

## GRADUATION REQUIREMENTS

1. Complete each course in the program with a minimum grade of 2.0 GPA.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at NVI.
3. Complete their program within the maximum timeframe (150% of the courses attempted which is equal to 60 semester credits) allowed for the program.

Upon graduation, shall receive their diploma.

## CLASS SIZE

Class size varies during the academic year. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. The maximum student teacher ratio is 30:1.

## ATTENDANCE REQUIREMENTS

Attendance is vital to academic achievement and the acquisition of good work habits. Graduates are screened by prospective employers, not only for academic achievement, but also for their attendance record. Attendance is recorded on each student’s file.

Each day is divided into eight hour-long sessions for attendance purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. See the charts below for the action to be taken when a student’s attendance falls below a specified level:

### Transportation Programs:

Hours	Action Taken
Student absent six percent in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent in a term/phase (10%)	Student dismissed with right of appeal

## READMISSION

Students wishing to re-enter the School following a withdrawal may apply for readmission by contacting the Campus Director. Readmission is granted on a space-available basis. The School reserves the right to refuse re-admittance based upon the attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

## **CANCELLATION OF CLASSES/COURSES**

### **Inclement Weather**

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations: Radio station KDKA AM 1020 and Television stations WTAE and WJAC. Students will also be informed via text if applicable and NVI's social media and website platforms.

## **LEAVES OF ABSENCE (LOA) POLICY**

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

1. The student must request the leave with the Campus Director, in advance whenever possible.
2. The leave must not exceed one hundred and eighty (180) calendar days during any 12-month period, excluding scheduled school breaks.
3. The leave must be approved by the Campus Director.

Failure to return from a Leave of Absence will result in official withdrawal.

## **ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES**

1. **Reprimand:** A verbal warning, which implies that further violations will result in probation or suspension.
2. **Probation:** A written warning involving a designated period of time, which implies that further violations during such time period may result in suspension. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Suspension:** The immediate withdrawal of the student from NVI. Suspension notification will be in writing and will include a date after which the student may apply for re-admittance.
4. **Dismissal:** The immediate permanent withdrawal of the student from NVI. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

## **RETAKING FAILED COURSEWORK**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. Students who fail a course must retake that course in order to graduate from the program.

## **SUCCESS OF THE STUDENT**

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application to the requirements of the school.

## **CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES**

### **Insufficient Enrollment**

The school reserves the right to cancel any course or program for which there is insufficient enrollment.

### **Alterations**

The school reserves the right to change course curricula, schedules, prerequisites, and requirements.

## **GRADUATION CEREMONIES**

Parents, relatives, and friends from all over the United States are invited to attend the NVI graduation ceremonies. These ceremonies represent the culmination of your training at NVI. This is a formal commencement and awards ceremony in which graduates are honored for their hard work and academic achievement. Please note that graduation ceremonies will be organized with the health and safety of all students and faculty as the highest priority.

## **ADMINISTRATIVE POLICIES**

### **CODE OF STUDENT CONDUCT – GENERAL**

#### **Generally**

NVI seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. NVI should be free from violence, threats, and intimidation and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.



To this end, this code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **Conduct Affecting the Safety of the Campus Community**

NVI reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on the school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **Copyright Policy**

It is the intention of NVI to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for each separate act of infringement and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

### **Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration, or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the training facilities
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on the school premises.
- Failure to comply with school policies or directives
- Any other action(s) that interferes with the learning environment or the rights of others
- Violations of local, state, provincial, or federal laws (See "Violations of Local, State, Provincial, or Federal Law")

**Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.**

### **Violations of Local, State, Provincial, or Federal Law**

NVI students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed and that the student committed it. In such instances, the Campus President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this code independent of any criminal proceeding.

### **Limitations on Students with Pending Disciplinary Matters**

Any student with pending disciplinary matter shall not be allowed to:

- 
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the Campus President

### **Inquiry by the Campus President**

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

### **Conduct Which Does Not Warrant a Suspension or Dismissal**

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this code, but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

## Conduct Which Warrants a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within five (5) calendar days of the date of the written notice

## Sanctions

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other NVI school.

**Note: Student absences resulting from suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.**

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President.

**Note: Students dismissed for violations of this code remain responsible for any outstanding balance owed to the school.**

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal:

- Community Service and/or participation in education program
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing.

## Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course
- Suspension or Dismissal from the school

## CODE OF STUDENT CONDUCT – NVI BLAIRSVILLE

As a prerequisite for admission, each NVI applicant must sign and agree to abide by certain academic and social standards indicated in our Code of Student Conduct. These standards are important in the career work place and are given point value under the heading "Professional Grading System" in the Student Handbook.

Violations of the Code of Student Conduct will result in penalties, including a grade reduction, reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations. If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school's readmission policy.

Each student, while in attendance at NVI, is expected to display the highest degree of ethical and professional conduct. All NVI employees are allowed to enforce the Code of Student Conduct.

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on NVI property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.

3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on NVI-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence that results in physical contact.
8. **Inappropriate E-mail Communications:** abusive, threatening, or otherwise inappropriate e-mail communications.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on NVI-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in NVI training areas.
17. **Public displays of affection:** are not allowed on campus, NVI training areas or facilities.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the NVI Code of Student Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus President / Campus Director.
21. **Violations of the NVI Appearance Code:** students must abide by the specific appearance policy for the student's program.
22. **Punctuality:** students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

#### **The Student:**

1. Will abide by all school policies, rules, and regulations.
2. Will abide by all local, state, and federal laws.
3. Will assist other students with clean-up of shop, lab, classroom, and all other areas.
4. Will abide by all conditions of school warnings, probation, evictions, or suspensions.

**Appearance Code -** The NVI Student Appearance Code is established to provide an atmosphere that enhances the professional development of our students, prevents disruption to the learning process and avoids safety hazards. The following are the minimum standards while on NVI facilities:

#### **All NVI students will abide by the following:**

1. Where applicable, the school uniform shall be properly worn on campus during school operating hours. Pants shall be worn in an appropriate manner. Shirts shall be tucked in to avoid injury and project professionalism. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar or obscene, or might otherwise cause disruption.
2. Hair shall be kept clean and provide a neat, well-groomed appearance.
3. Facial hair is permitted provided, it is in a clean and professional manner.
4. The wearing of dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited due to safety concerns.
5. Personal cleanliness must always be observed and maintained.
6. NVI student ID is required to be visible at all times and must be surrendered to a staff or faculty member upon request.

#### **APPEAL PROCESS**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus Director, a Program Coordinator, Director of Student Services, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses.

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction
  - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
  - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final and no further appeal is permitted.

### **Record of Disciplinary Matter**

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

### **STATEMENT OF NON-DISCRIMINATION**

NVI does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, NVI provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

### **DISABILITY**

NVI complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended.

### **DISABILITY ACCOMMODATION PROCEDURE**

NVI's disability accommodation procedure is a collaborative and interactive process between the student and staff. The student will meet with their Program Coordinator to request and submit an Accommodation Request form and discuss disability related needs. The student will provide a completed Accommodations Request form and documentation of their medical condition for review. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to their Program Coordinator with a new accommodation form marked appeal.

### **DISABILITY GRIEVANCE PROCEDURES**

A student initiates the Disability Grievance Procedure by contacting their Program Coordinator. The Program Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint should contain allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Program Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Program Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the NVI Director of Academic Services, within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the NVI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the Program Coordinator is the subject of the grievance, the student should contact the Campus Director. NVI Blairsville is licensed by the State Board of Private Licensed School and that any questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Licensed School, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Each student is encouraged to discuss and resolve any difficulty or misunderstanding with the particular faculty or staff member(s) with whom the situation exists. If the student is unable to satisfactorily resolve the grievance, students may contact the Campus Director.

NVI Blairsville is licensed by the State Board of Private Licensed School and that any questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Licensed School, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

## **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 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 for arbitration. A student desiring to file for 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 Campus President.

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

NVI does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance and associated paraphernalia by students or employees. Possession or being under the influence of these substances on campus, including NVI controlled housing, is cause for dismissal.

## **SEXUAL HARASSMENT**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the school is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101 – 542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, NVI has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor, or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.nsopw.gov/Core/PublicRegistrySites.aspx>.

## **Statistical Information**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

## **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

NVI prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Campus Director. Violation of NVI's anti-drug policy will result in appropriate disciplinary actions and may include dismissal of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

## **WEAPONS POLICY**

No weapons of any type are allowed on campus. This includes, but is not limited to handguns, rifles, knives, and any other devices used to harm or intimidate staff or students. NVI maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the school and a complaint with local law enforcement.

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

## **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

## **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the school computer system. Permanent records are kept in paper form, microfiche, or microfilm. The school maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the school are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

NVI complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All student records are confidential.

## **RETENTION OF STUDENT RECORDS**

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

# **FINANCIAL INFORMATION**

## **TUITION AND FEES**

Current tuition, fees, rent, and deposit prices can be found in Appendix B in this catalog. Tuition, fees, rent, and deposits are the same for in-state and out-of-state students.

## **HOUSING CHARGES**

Applicants who are accepted into the school, to secure their housing must pay a refundable damage deposit in the amount \$500 and first months' rent in the amount of \$625 at or before the date of registration and the balance maintained throughout enrollment. This deposit will be returned within 30 days of student separation from the school, provided housing is vacated in the same condition it was in when the student accepted the rental, less normal wear. If student applicants cancel their housing application, the cancellation and refund policy is the same as shown in below and pursuant to Pennsylvania Law.

## **CANCELLATION AND REFUND POLICIES**

**CANCELLATION POLICY:** All notices of cancellation should be made and/or delivered to the Registrar's Office. The notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

(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), (5), or (6) below:
- (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), (a)(6), or (a)(7) above do not apply.

**REFUND POLICY:** Notification of intent to withdraw should be made to the Registrar's Office.

**Institutional Policy:** In accordance with Pennsylvania statutes, for a student cancelling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee. If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

- I. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
- II. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
- III. For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
- IV. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
- V. For refund computations, a term, semester or quarter may not exceed 18 weeks.

**SPECIAL REFUND CIRCUMSTANCES:** In case of student 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 students will be paid within 30 days from the last date of attendance.

**STUDENTS CALLED TO ACTIVE MILITARY DUTY:** Continuing students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

## **BOOKS AND TOOLS**

Books are provided to students, and tools are provided to students during their program.

## **FINANCIAL AID**

### **FINANCING OPTIONS**

Private loan programs are convenient, affordable and easy to use.

- There are loans provided by private lenders and/or banks.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

## **STUDENT SERVICES**

### **CAREER SERVICES**

From the time a student enrolls at NVI, the primary emphasis is on employability and success in the professional world. The success of our graduates is vital to NVI. Placement success is greatly influenced by the student's attendance, overall attitude, academic performance, and use of self-directed job search skills acquired through working with the Career Services staff.

NVI offers students/graduates the following employment assistance services:

#### **Resume Development**

Proper resume development is the initial step in conducting a well-planned job search. Each student is asked to create an account within NVI's electronic resume development system. The staff then assists in the design and preparation to produce a professional resume.

#### **Resume Distribution**

The Career Services department assists students in identifying employment opportunities throughout the nation. Students will have an opportunity as they near graduation to send out 40 resumes to employers of their choice. Along with various forms of electronic communication, students are also able to utilize NVI's online resume development system to send resumes to employers that have posted job opportunities.



## Professional Development Workshops

NVI offers professional development workshops designed to assist students and graduates in bridging the gap between the educational and working worlds. Workshops focus on interviewing techniques, job searching skills, as well as being able to identify and promote individual strengths and weaknesses. The skills gained within these workshops will allow students to have a better understanding of the industry, and the role they play within it.

## Continuing Services

NVI offers job referrals and resume updating to graduates in good standing as part of our continuing service. Our job referral system is geared to matching graduates with current job openings in their geographic area. These services are offered to graduates throughout their careers upon request and at no additional cost. A graduate is considered to be in good standing if all school charges have been paid.

## Career Opportunities

The career opportunities in the automotive and diesel technology industries are almost unlimited. The use of automobiles and diesel trucks, as well as farming, mining, and industrial applications are a nationwide necessity. Service, maintenance, and technological changes in vehicles have created a dynamic industry. Billions of dollars a year are spent by individuals and industry on automobile and diesel maintenance. This creates tremendous opportunities in a wide range of interesting and profitable careers for capable and well-trained technicians.

A career in the automotive and diesel industries brings the personal satisfaction of performing an important and necessary job. Income in the automotive, and diesel fields, as in all vocations, varies by geographical area and particular specialties. Professional technicians have the potential to earn incomes that are well above average.

The following is a list of just a few of the occupations and work settings available in the automotive industry: Automotive Technician, Diesel Technician, Service Station Proprietor, Agricultural Technician, Service Manager, Industrial Equipment Specialist, Salvage Operations, Shop and Technical School Instructor, Transmission Specialist, Mine Equipment Specialist, and Fleet Supervisor.

NVI does not guarantee employment following graduation but does offer placement assistance to graduates. **To obtain maximum employment opportunities the student may be required to relocate outside of the area of the campus upon successful completion of the program, will likely need to obtain their own tools, have a valid driver's license and clean driving record, ASE certifications and/or valid state emissions and Pennsylvania or requisite state safety/ inspection licenses.**

## STUDENT ACTIVITIES

The Student Services staff at NVI is dedicated to making students' transition from high school to a postsecondary institution as easy and enjoyable as possible. Intramural sports, clubs, professional development programs, tutoring, resource fairs, and other extra-curricular activities are planned year-round, in addition to the support and guidance our staff offers. Students who participate in the professional development program not only gain valuable information and experience, but also earn extra credit. Staff members are available to assist with medical appointments, roommate conflicts, financial budgeting, and housing. Student Services recognizes the special needs of non-traditional and married students and is available to lend assistance in these areas as well.

## STUDENT LOUNGE

The NVI Student Lounge serves as a gathering place for morning, lunch, afternoon, and evening breaks. A selection of sandwiches and snacks are available in the Lounge. A relaxing atmosphere provides students the opportunity to unwind, have a snack, hang out with friends, or do some last-minute studying.

## STUDENT HOUSING

NVI offers school-managed and supervised housing for students. Housing units are designed with four single occupancy rooms. Each unit includes a kitchen and two bathrooms. Units are approximately one mile from campus and bus transportation is available. One student is assigned to each room. In addition, Student Services staff will assist students in finding local housing. Additional information on housing can be obtained by contacting the Student Services Department at the campus.

## PROGRAM OFFERINGS

Program	Program Length	Semester Credit Hours
<b>Diploma Programs</b>		
Automotive Technology	6 mo.	40.0
Diesel Technology	6 mo.	40.0

## AUTOMOTIVE TECHNOLOGY PROGRAM

<b>AUTOMOTIVE TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,000	40.0	6 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Program Total</b>		<b>1,000</b>	<b>40.0</b>

## DIESEL TECHNOLOGY PROGRAM

<b>DIESEL TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,000	40.0	6 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel/automotive fields. The student receives up-to-date training as a modern diesel technician plus specialty training in any two of the four Automotive core courses. Theory lectures and labs are used. The program consists of approximately 47% theory and 53% lab

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>

## COURSE DESCRIPTIONS AND OBJECTIVES

<b>Course 100: Basic Engine Management Systems</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces the students to principles of electricity and testing, batteries, starting and charging systems, engine theory, engine component inspection and R&amp;R, under hood noise diagnosis, cooling and lubrication systems, environmental management and service information systems. Out-of-class activities will be assigned and assessed as part of this module. Upon successful completion of the course a student will be able to:</p> <ul style="list-style-type: none"> <li>• Describe his/her responsibilities regarding environmental management, including protecting the environment, reducing waste generation, compliance with applicable state and federal environmental laws and regulations, prevent future liability associated with non-compliance and improper disposal of hazardous wastes, and improve profitability through pollution prevention techniques</li> <li>• State the principles of operation of an automotive engine</li> <li>• Use a service manual to diagnose modern automotive systems</li> <li>• Write a work order for work being done in the lab</li> <li>• Describe, diagnose and repair the engine's lubricating system</li> <li>• Describe, diagnose and repair the engine's cooling system</li> <li>• Describe under hood noises and how to diagnose them effectively</li> <li>• Use a multi-meter to troubleshoot and analyze automotive electrical malfunctions</li> <li>• Maintain, evaluate, and replace when necessary, an automotive battery</li> <li>• Describe, diagnose and repair an automotive charging system</li> <li>• Describe, diagnose and repair an automotive starting system</li> </ul> <p>Prerequisite: None. Lecture Hours: 130. Lab Hours: 120.</p>	
<b>Course 200: Drivability Diagnostics</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces the students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, fuel injection systems, electric and hybrid electric vehicles, exhaust emission, systems, customer relation techniques and electronic accessories. Out-of-class activities will be assigned and assessed as part of this module. Upon successful completion of the course a student will be able to:</p> <ul style="list-style-type: none"> <li>• Perform basic diagnostics and repairs on ignition systems</li> <li>• Describe the operation of fuel injection systems</li> <li>• Describe advantages of alternate fuels and alternate fuel systems</li> <li>• Use an automotive oscilloscope to monitor and diagnose automotive engines and engine management system functions</li> <li>• Describe the purpose of various emission control devices</li> <li>• Visually inspect, test and repair various emission systems</li> <li>• Describe the operation of OBD systems found on newer vehicles</li> <li>• Diagnose OBD systems using a scan tool and appropriate service manual</li> <li>• Describe the operation of basic automotive computer systems used for powertrain control</li> <li>• Describe the operation of electric and hybrid electric vehicles and safety precautions when working with high voltage</li> <li>• Describe various skills needed to establish and maintain good customer relations</li> <li>• Describe the operation of electronic accessories and be able to diagnose and repair various systems</li> </ul> <p>Prerequisite: 100. Lecture Hours: 113. Lab Hours: 137.</p>	
<b>Course 300: Drivetrain Systems</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmissions and transaxles, four wheel drive and all-wheel drive, and differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and drivelines. Out-of-class activities will be assigned and assessed as part of this module. Upon successful completion of the course a student will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the operation of a torque converter</li> <li>• Describe the operation of various planetary gear sets</li> <li>• Describe fundamental hydraulic principles used in transmissions</li> <li>• Describe the mechanical, electrical and hydraulic principles of operation for the 4T60E Transaxle</li> <li>• Remove and reinstall a manual or automatic transaxle assembly</li> <li>• Describe the operation of various manual transmissions and transaxles</li> <li>• Diagnose and service manual transmissions</li> <li>• Diagnose and service various manual clutch assemblies</li> <li>• Demonstrate the function and use of various precision measuring instruments</li> <li>• Describe the operation of drivelines, universal joints, and C.V. joints</li> <li>• Diagnose and service driveline malfunctions</li> <li>• Describe the operation of four-wheel drive and all-wheel drive systems</li> </ul>	

- Diagnose and service four-wheel drive and all-wheel drive systems
- Describe the operation of an automotive differential
- Inspect and diagnose operational problems in a differential
- Diagnose various electronic transmission malfunctions

Prerequisite: None. Lecture Hours: 128. Lab Hours: 122.

#### **Course 400: Chassis**

**10.0 Semester Credit Hours**

This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment and fasteners. Out-of-class activities will be assigned and assessed as part of this module. Upon successful completion of the course a student will be able to:

- Service wheel bearings and four-wheel drive hubs
- Diagnose and service front and rear suspension and steering systems
- Describe the operation of supplemental inflatable restraint systems
- Diagnose and service various supplemental inflatable restraint systems
- Repair a tire and perform a wheel balance
- Describe the operation of various braking systems including anti-lock brakes
- Diagnose and service various braking systems
- Describe the operation of a heating system
- Diagnose and service various heating systems
- Describe the operation of an air conditioning system
- Diagnose and service an air conditioning system
- Prepare a vehicle for a wheel alignment
- Describe various methods of adjustment used to obtain alignment angles
- Restore a vehicle to proper alignment specifications

Prerequisite: None. Lecture Hours: 121. Lab Hours: 129.

#### **Course 600: Fluid Power and Electrical Systems**

**10.0 Semester Credit Hours**

Theory and lab in basic hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, torque Convertors, Allison transmissions, basic DC electricity and electrical systems, repair and troubleshooting of hydraulic systems, pumps and cylinders, and mobile electrical systems. Reading of hydraulic and electrical diagrams. Use of flowmeters, pressure gauges, multimeters and starter/alternator/battery test equipment. Upon successful completion of the course a student will be able to:

- Explain, by means of a written test, the basic concepts of basic electrical theory, including Ohm's law, series and parallel circuits and the reading and diagnosis of wiring diagrams; the basic concepts of hydraulic principles, including Pascal's law, and reading and diagnosis of hydraulic diagrams; and the basic operating principles and basic diagnosis of automatic transmissions and torque Convertors.
- Demonstrate the ability to rebuild an automatic transmission with the use of a service manual, proper tools, and a lab project sheet.
- Demonstrate the ability to rebuild a torque Convertor with the use of notes, proper tools, and a lab project sheet.
- Demonstrate the ability to rebuild hydraulic pumps using the correct tools, notes, and a lab project sheet.
- Demonstrate the ability to service and troubleshoot skid steer loaders, using the service manuals, proper tools, and lab project sheets.
- Demonstrate the ability to use and troubleshoot with, the AVR, D-TAC, and hand held meters; battery, starting, and charging circuits using lab project sheets, tools, and instruments.
- Demonstrate the ability to rebuild hydraulic cylinders using notes, proper tools, and lab project sheets.
- Demonstrate the ability to build and test electrical circuits, using test equipment, tools, diagrams, and lab project sheets.
- Demonstrate the ability to connect, operate, and explain multiple circuits on a hydraulic training board, using the hydraulic training board, hydraulic hoses, and lab project sheet.
- Demonstrate the ability to test an automatic transmission using the proper manuals, handouts, hydraulic test stand, and lab project sheet.

Prerequisite: 700/900 Lecture Hours: 112 Lab Hours: 138

#### **Course 700: Engines**

**10.0 Semester Credit Hours**

Theory and lab in diesel engine rebuild, identification, manual usage, turbochargers, failure analysis, measuring, diagnostic troubleshooting, engine brakes and tune-up. The engines covered are Caterpillar, Detroit and Cummins. The use of engine dynamometers to evaluate engine performance is also demonstrated. Upon successful completion of the course a student will be able to:

- Explain by means of a written lab test the following: knowledge of manual usage, precision measuring, basic engine theory, general rebuild procedures, Caterpillar, Cummins, Detroit diesel identification, rebuild, tune-up, auxiliary vehicle braking systems and turbochargers.
- Demonstrate the ability to properly use precision measuring instruments to determine whether or not engine parts are reusable.
- Demonstrate the ability to properly perform basic rebuild procedures on mock-up Caterpillar, Cummins, and Detroit diesel engines.
- Demonstrate the ability to use service manuals to determine correct procedures and specifications for both rebuild and tune-up for Caterpillar, Cummins, and Detroit diesel engines.
- Demonstrate the ability to properly perform tune-up procedures on Caterpillar, Cummins, and Detroit diesel engines.
- Demonstrate the proper procedure for determining torque and horsepower using engine dynamometers, service manuals, and handouts.

Prerequisite: None. Lecture Hours: 92. Lab Hours: 158.

<b>Course 800: Engine Management Systems and Refrigeration</b>	<b>10.0 Semester Credit Hours</b>
--	-----------------------------------

Theory in low and high-pressure pumps and injectors. Theory and lab in tanks, filters, transfer pumps, nozzles, and operation of fuel systems such as Caterpillar, Cummins, and Detroit Diesel. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC and V-Mac, EPA RCRA, Sec 608, 609. Also covered in this area are the operation testing and servicing of cab air conditioning and transport refrigeration, basic hand tools and fasteners. Upon successful completion of the course a student will be able to:

- Explain, by means of a written lab test, the following: The difference between a nozzle and injector. The difference between a low-pressure and high-pressure fuel system and the basic principles of governor and delivery value operation. Define terms and abbreviations used, including electronic fuel systems. Explain basic electrical concepts. Explain basic fuel system troubleshooting procedures.
- Demonstrate the ability to use a multimeter and apply basic electrical system fundamentals to test and troubleshoot various relays, diodes, electrical components and systems.
- Demonstrate the ability to use precision measuring instruments and record accurate readings from these instruments.
- Identify and explain the operation of the Cummins Select Electronic fuel system including the ability to troubleshoot the system using proper manuals and test equipment.
- Identify and explain the operation of the Detroit Diesel Electronic fuel system including the ability to troubleshoot the system using proper manuals and test equipment.
- Identify and explain the Caterpillar Electronic fuel system including the ability to troubleshoot the system using proper manuals and test equipment.
- Demonstrate the ability to identify, explain, charge, discharge, and troubleshoot cab air conditioning and Transport refrigeration systems, including Carrier and ThermoKing, using the proper manuals and test equipment.
- Demonstrate the ability to comply with EPA laws and service procedures. Demonstrate the ability to identify and use the proper Hand Tools for different jobs.
- Demonstrate the ability to identify and use the proper Fasteners for different applications.

Prerequisite: 700/900 Lecture Hours: 137.5. Lab Hours: 112.5.

<b>Course 900: Power Trains</b>	<b>10.0 Semester Credit Hours</b>
---------------------------------	-----------------------------------

Theory in antilock brake systems. Theory and lab in operation failure analysis, troubleshooting, repair and adjustments of the following components: manual transmissions, single reduction, through drive, and double reduction differentials, manual clutches and flywheels, 121 air brake systems, axle and driveline alignment, power take off units and wheel bearings. Upon successful completion of the course a student will be able to:

- Explain, by means of a written lab test, the following: The operation of a truck and trailer air brake system, both manual and ABS. The operation and servicing of clutches and flywheel assemblies. The operation and servicing of differentials used in heavy duty vehicles. The purpose and procedures for checking axle and driveline alignment. The operation and servicing of Eaton transmissions.
- Demonstrate an understanding of Basic Power Train systems.
- Demonstrate the ability to identify and properly rebuild single reduction differentials to industry standards using hand-outs, proper service manuals, and special tools.
- Demonstrate the ability to reline 'S' cam brakes to industry standards using hand-outs and special tools to make measurements and adjustments.

- Demonstrate the ability to identify and properly rebuild an Eaton transmission to industry standards using hand-outs, proper service manuals, and special tools.
- Demonstrate the ability to install and adjust backlash of a PTO to industry standards.
- Demonstrate the ability to remove, inspect, replace, and properly adjust a pull type clutch to
- industry standards using hand-outs and special tools. Demonstrate the ability to perform a Preventative Maintenance Inspection on a Class 8 Semi-tractor.

Prerequisite: None. Lecture Hours: 117. Lab Hours: 133.

## **STATEMENT OF OWNERSHIP**

New Village Institute Blairsville LLC is a Florida corporation and is New Village Initiative affiliate. All corporate offices are located at 500 Innovation Drive, Blairsville, Pennsylvania. Gary J. Beeman, Corporate President and CEO.

DRAFT

## ADMINISTRATION AND FACULTY

Administration			
<b>Campus Director</b>	Chris Barton	<b>Director of Student Services</b>	TBD
<b>Vice President</b>	TBD	<b>Director of Admissions</b>	TBD
<b>Academic Dean</b>	TBD	<b>Director of Student Accounts</b>	TBD
<b>Assistant Academic Dean</b>	TBD	<b>Housing Manager</b>	TBD
<b>Director of Career Services</b>	TBD	<b>Registrar</b>	TBD
<b>Director of Student Finance</b>	TBD		

Automotive Department		<b>Status</b>	<b>Degree/Qualification</b>	<b>Awarding Institution</b>
<b>Program Coordinator</b>	Jack Fetsko, Jr	FT	Associate	Vale Technical Institute
<b>Asst. Dept. Coordinators</b>	TBD			
<b>Instructor</b>	TBD			
Diesel Department		<b>Status</b>	<b>Degree/Qualification</b>	<b>Awarding Institution</b>
<b>Program Coordinator</b>	Jim Miller	FT		
<b>Asst. Dept. Coordinators</b>	TBD			
<b>Instructor</b>	TBD			

## APPENDIX A: ACADEMIC CALENDAR

Classes are scheduled as enrollment necessitates. Students attend class Monday – Friday from 7:00 AM to 4:15 PM. Students have regularly scheduled breaks throughout each class period. Make-up days will be scheduled as necessary to maintain 250 clock hours of training in each course session

**Classes will begin in October of 2021 and program starts will be quarterly thereafter. NVI will adhere to Federal Government holidays as adhered to by the State of Pennsylvania.**

Make-up days will be scheduled as necessary to maintain 250 clock hours of training in each course.

## APPENDIX B: TUITION AND FEES

Program Offerings	Program Length	Credit Hours	Program Tuition
<b>Diploma Programs</b>			
Automotive Technology	6 mo.	40.0	\$25,000
Diesel Technology	6 mo.	40.0	\$25,000

Books are provided to students, and tools are provided at no additional charge.

### Application Fee

Application fee- \$100

DRAFT