

# Welcome to



## Trade School

### Course Catalog

**2024-2025**

**Volume 32**

**05/01/2024**

# Enhance Your Career Today!

**I certify this catalog is true and correct in content and policy**

Antoine Chamoun, President

A handwritten signature in cursive script, appearing to read 'Antoine Chamoun'.

05/01/2024





**Technology Learning Center**  
**11 Buffum Dam Rd, Oxford MA 01540**  
**[www.TLCedu.com](http://www.TLCedu.com)**  
**(508) 987-1852**

## A Message from Our President

Dear Student,

Thank you for your interest in the Technology Learning Center. As the job market becomes more competitive, we believe it is essential to optimize your practical skill sets and educational training in order to find the most sustaining career that is right for you. At Technology Learning Center we strive to make that possible for all our students. As a team of educational professionals, my staff and I will work hard to give you the tools specific to every program necessary to exceed your expectations.

Our flexible class schedules and online courses complement your lifestyle and work schedule. We will provide you with a professional curriculum and opportunities for practical training and application. Our main objective is to offer you specialized instruction in pursuit of your goal to advance your skill set in business or as a licensed operator, technician, or specialist in your field.

Sincerely,

**Tony Chamoun, President**

A handwritten signature in black ink, appearing to read "Tony Chamoun". The signature is fluid and cursive, with a long horizontal stroke at the end.

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## **Our Mission**

Technology Learning Center is committed to offering excellence in education by providing men and women innovative and quality coursework in trade skill sets, with focus on theory and practice.

## **Our Vision**

At the heart of Technology Learning Center is our commitment to teaching through theory and collaborative practice. To be an educational facility that best understands the needs of the student, we strive for excellence in offering:

- A student-centered, hands-on practical approach to quality education by retaining and graduating more students.
- Highly qualified professionals that motivate, inspire, validate, accept and guide individuals toward their academic and professional goals.
- Continued commitments toward up-dated technologies; coursework strategies and building community awareness to incorporate more service learning and civic engagement activities into our curriculum.
- A wide range of innovative courses that promote individual achievement and personal success.
- Classroom technologies that promote enhanced learning at affordable prices.
- Technology Learning Center values insightful, professional, integral partnerships among faculty, staff, student and the community to serve the educational needs of those inspired to develop and enhance their business and technical skill sets.

## School History

Established in 2001, Technology Learning Center provides continuing education to individuals that wish to develop a new skill set or enhance an existing one. Our trade school offers flexible class schedules that are designed to work around our students' busy schedules. Over the past decade we have continued to grow, due to the success of our highly motivated students and instructors that bring their unique teaching styles and valuable expertise to the classroom. Each instructor offers professional instruction based on an abundance of workplace experience and will remain dedicated to guiding our students to success. We provide a professional curriculum and opportunities in both theory and practical training and application. Our goal is to prepare our students for success.

## Location and Facility

Technology Learning Center 11  
Buffum Dam Road Oxford, MA  
01540

Our 8,270 sq. foot, facility consists of a 3270 square foot of shop and lab space and 5000 sq ft of classroom and office space. The Lab and shop space houses:

- 4 Residential Heating Boilers and Furnaces
- 4 Central AC units
- 3 Heat Pump
- 3 Solar Water Heating Systems
- Five Refrigeration systems
- 2 Roof-Top Cooling and heating Systems
- One Refrigeration and Heat Pump actual simulator
- One Refrigeration Computer based simulator.
- One Oil Heating Computer based simulator.
- Steam Turbine
- Industrial Boiler
- 10 Oil Burners
- 6 Welding machines and associated equipment
- Metal Cutting Band Saw
- Welding Rod Oven
- 3 Metal grinding Wheels

Our classroom spaces are equipped with overhead projectors, computers, and dry erase boards, and hold a maximum of 25 students per classroom. The facility meets all state and local codes and is handicapped accessible.

## **Administrative Staff List**

Antoine Chamoun - President [tlc@techlearningcenter.com](mailto:tlc@techlearningcenter.com)

Kristen Chamoun Dasilva – Operation Manager  
[kristen@techlearningcenter.com](mailto:kristen@techlearningcenter.com)

Alyson Avoglia - Admissions Director  
[alyson@techlearningcenter.com](mailto:alyson@techlearningcenter.com)

Christina Mullen - Financial Aid Administrator  
[christina@techlearningcenter.com](mailto:christina@techlearningcenter.com)

## **Faculty List**

Chris Cabral - HVACR Instructor

Antony J. (Jim) Martinez - HVACR Instructor

Domenic Paolini - HVACR Instructor

Patrick McCurdy - HVACR Instructor

Cody Rose - HVACR Instructor

Gary Watts - Welding Instructor

Robert Pierangeli - Welding Instructor

Taylor Laskoski - Welding Instructor

Kevin Pires - Welding Instructor

Antoine Chamoun - Steam Engineering Instructor

Frederick Wicker - Steam Engineering Instructor



## 2024 -2025 Cohort Start & End Dates

HVACR 101 (HVACR Technician Program)	Mon, Tues, Wed, Thurs	7/8/2024	11/14/2024	Day
		9/9/2024	1/23/2025	Evening
		11/18/2024	4/3/2025	Day
		1/27/2025	6/5/2025	Evening
		4/7/2025	8/21/2025	Day
HVACR 103 (HVACR and Facilities Maintenance Program)	Mon, Tues, Wed, Thurs	7/8/2024	5/22/2025	Day
		11/18/2024	9/25/2025	Day
		4/7/2025	2/27/2026	Day
Welding Technology	Mon, Tues, Wed, Thurs	5/28/2024	9/28/2023	Evening
		1/6/2025	7/24/2025	Day
		1/6/2025	7/24/2025	Evening

\*Schedule subject to change

## School Holidays

Memorial Day	Monday, May 27, 2024
Independence Break	Monday, July 1, 2024 <i>through</i> Friday, July 5, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Winter Break	Monday, December 23 <i>through</i> Friday, December 27, 2024
New Years Day	Wednesday, January 1, 2025
Patriot's Day	Monday, April 21, 2025
Memorial Day	Monday, May 26, 2025
Independence Break	Monday, June 30, 2025 <i>through</i> Friday, July 4, 2025

## Admission Procedures

If you have questions, please feel free to contact [tlc@tlcedu.com](mailto:tlc@tlcedu.com) for help. You are also welcome to call the school at 508-987-1852 for specific programs.

For those ready to apply, click our Online Application for Admissions to begin the process or call and we will schedule your admissions interview.

- You will meet with the Director to discuss the program you have chosen and thoroughly review all information regarding the course/program.
- Payment plan options will be explained.
- An enrollment and registration form will be filled out by the student and the Director.

For all programs and courses offered students must be 18 years of age and must be fluent in English.

Please bring a copy of your High School Diploma or its equivalent.

A high school diploma or its equivalent is required for the Programs under the scope of ACCSC

TLC does not deny admission or discriminate against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, age, disability or national original. The school is handicapped accessible.

Technology Learning Center complies with the Section 103 of the Veterans Benefits and Transition Act of 2018 as stated below

### **Veteran Benefits and Transition Act. Title 38 USC 3679 (e) Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)**

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill<sup>®</sup> benefits. GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the U.S. government Web site @<https://www.benefits.va.gov/gibill>
- Technology Learning Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- Covered individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Technology Learning Center a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - The date on which payment from VA is made to Technology Learning center.
  - 90 days after the date Technology Learning Center certified tuition and fees following the receipt of the certificate of eligibility.

## Payment Methods

At Technology Learning Center we try to make paying for your education as trouble free as possible. Depending on your needs, payment options may vary.

- Unemployed Students  
Unemployed students may be eligible for education funds through workforce development.
- Employed Students  
For students who are already employed, their employers may pay for them to advance their license or take continuing education through their employer's education reimbursement program.
- Pay-as-you-go  
Another well-liked payment option offered is the easy pay as you go plan.

## Payment Plans

We offer student loan programs, and payment plans

### Approved for VA Education Benefits & GI Bill

For more details and questions about which payment plan is best for you please call our office at **508-987-1852**.

## Course Incompletion

If a student does not complete the course in its entirety, they are ineligible for their certificate.

The student may request additional time to complete the course, not to exceed 1.5 times the length of the program.

## Course Repetitions

For a legitimate reason such as military service, sickness, family emergencies requiring a leave of absence, a student may be allowed to repeat a specific course.

Students who fail to achieve 70% will be placed on probation and must repeat that course.

Any student who is on probation for more than one course during one semester will be terminated.

# School Policies

## Withdrawal

If a student withdraws from a Program in accordance with the school's withdrawal policy, the school shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately.
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

If a student stop attending School but does not withdraw in accordance with the school's withdrawal policy, the school shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity.

- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest.
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the school determines the effective date of termination under 230 CMR 15.04(8)(b).

## Attendance

Attendance is essential, students are required to complete all hours of the program and assigned material. It is required that students maintain 90% attendance for vocational courses and 80% attendance for avocational courses during each term. Students who cannot maintain the required attendance during a specific program or course will be subject to dismissal.

2. An attendance book is provided with each class date for documentation.
3. The students print their name, enter time in/time out and sign the book.
4. Students may not sign-in for another student.
5. The instructors make sure that all students sign the attendance book.
6. The operation manager will collect the signup books on a daily basis and enter the attendance records in the students' database.
7. The students will be informed anytime their attendance falls below 90%.
8. The students' attendance records will be included in the progress report.
9. The students who have less than the required attendance will not be allowed to graduate unless they make up the missed classes and submit the required homework.

## Make-up Work

Make-up work is applicable for students that miss classes due to an excusable reason such as sickness or family emergencies. Make up classes cannot exceed 10% of the program load.

## Transfer of Credits

TLC will review academic credits for all students including military and will apply transfer credits from an accredited institution, if applicable. Credit transferring within TLC programs is allowed with a passing grade of 70% or better for courses completed within the past five years.

## Student Records Policy

All student records are maintained on TLC campus.

All student files are confidential and are double locked in secured cabinets and secured room. Only TLC's administrative officials have access to this room.

## Class Cancellation Policy

In the event of a snowstorm, other inclement weather or an emergency, students will be notified via text messaging and email of any class cancellation.

## Emergency Preparedness

The school's Emergency Preparedness Plan is reviewed with students at orientation. A floor plan with emergency exits and fire pulls is posted by the main entrance of the building, and at the top of the stairs of the 2nd floor. A full copy of the Emergency Preparedness Plan can be requested from the School Director.

## Code of Conduct

### When does the code apply?

The Student Code of Conduct applies to any student enrolled at Technology Learning Center. The Code applies to conduct that occurs on or near the premises of Technology Learning Center.

#### Prohibited conduct.

Prohibited conduct under the Code includes but is not limited to:

- Assaulting, harassing, intimidating, or threatening another individual or group.
- Endangering the health or safety of others
- Stealing, misusing, destroying, defacing, or damaging school property or property belonging to someone else
- Disrupting school activities
- Using the school's facilities, equipment, services, or computers without authorization
- Making false accusations against any member of the school
- Supplying false information to the school or forging, altering, or misusing any school document or record
- Storing, possessing, or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on school premises
- Using, possessing, or distributing illegal drugs
- Violating provincial liquor laws or school alcohol policies
- Hazing
- Encouraging, aiding, or conspiring in any prohibited conduct
- Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code.

All Municipal, Provincial and Federal Laws apply at the school.

### Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

- Written warning or reprimand
- Probation, during which certain conditions must be fulfilled and good behavior must be demonstrated.
- Payment of costs or compensation for any loss, damage or injury caused by the conduct.
- Issuance of an apology made publicly or privately.
- Loss of certain privileges
- Restriction or prohibition of access to, or use of, school facilities, services, activities, or programs
- Fines or loss of fees
- Suspension
- Expulsion

Supervisors and School Directors have the authority to determine what constitutes appropriate or inappropriate conduct and require students to make corrections.

### **Warnings**

Students in violation of the code of conduct will receive a written warning. Once given the warning the student will be placed on a probationary period.

### **Probation procedure**

School Directors will communicate in writing a probationary period not exceeding 5 business days to the student in violation of the code of conduct.

### **Means to improve**

Within the student's probationary period School Directors will inform the student in violation of a means to improve plan based on the violation.

Failure to make these improvements within this probationary period can lead to disciplinary actions including suspension, or dismissal.

Conduct which endangers other students, the student him or herself, the school, its faculty or staff is prohibited. Violation of this regulation will result in the student's suspension or dismissal and, if appropriate, notification to the proper authorities without a warning, probationary period, and without the right to appeal.

### **Appeal procedure**

If a student is determined as failing to comply with code of conduct directives or is terminated for not following code of conduct guidelines, the student may appeal the negative determination.

The student must submit a written appeal to the school administration within five (5) business days of receiving the written notice. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal the student will be automatically re-entered into the school.

## **Standard of Academic Progress Policy**

### **Quantitative And Qualitative Factors**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

- Minimum cumulative grade point average (GPA) of 70%.
- Minimum cumulative attendance level of 90% for vocational and 80% for avocational of contact hours
- GPA of 70% is required for graduation as well as attaining satisfactory progress.

To determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date. A student who has not achieved the minimum cumulative GPA of 70% or who has not successfully completed at least a cumulative rate of attendance of 90% is not eligible for Title IV assistance, if applicable.

### **Completion Of Course Within Designated Period of Time**

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

Upon successful completion of any program or course, students will receive a certificate.

### **Maximum Time Frame**

Students must complete the educational program within the maximum time frame which is based on attending at least 90% of the scheduled hours for vocational programs and 80% for avocational courses. Maximum completion time cannot exceed one and a half times the length of the program. In the case of Leave of Absence (LOA), the student will be allowed to repeat any courses of the program to meet the maximum allowed completion time. To determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date. A student who has not achieved the minimum cumulative GPA of 70% or who has not successfully completed at least a cumulative rate of attendance of 90% is not eligible for Title IV assistance, if applicable.

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

- Completion of Course within designated period.
- The minimum cumulative attendance level of 90% for vocational programs and 80% for avocational courses of contracted hours. Examinations are given in all subjects and grades (both manual and electronic) are kept as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability.

## **Evaluation Procedures and Required Level of Achievement**

A written progress report will be provided to students by the time 50 percent of the course has been completed, either in person or via an online student portal. The Progress Reports are issued to each student to track his/her progress towards meeting satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program. Examinations are given in all subjects and (both manual and electronic) grades are kept as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability:

Theory, Practical Grading Section

90 - 100% = A/Excellent

80 - 89% = B /Above Average 75 - 79% = C /Average

70 - 74% = D /Below Average 69-& below = F/Unsatisfactory

### **Determination Of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students receive a hard copy of their Satisfactory Progress determinations at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted.

### **Warning, Probation and Re-Establishment of Satisfactory Progress**

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point.

During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

A student may appeal the decision if he/she has a documented reason for the unsatisfactory progress, and the underlying circumstances have changed. The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file. The school must determine that Satisfactory Academic Progress Standards can be met by the end of the subsequent evaluation period for appeal to be approved. If the school grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

To re-establish satisfactory progress and Title IV aid (as applicable) the student must meet the minimum attendance and academic requirements at the next evaluation period. If the student has not met academic or attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.



## **Appeal Procedure**

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined to make satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

## Leave of Absence Policy

1. If a student is away from their education while still maintaining the status of being a student, that period is considered a leave of absence (LOA).
2. The student must contact the Director, stating the reason for the leave of absence. The period of the leave of absence may not begin until the student has submitted, and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstance would prevent a student from submitting a request in advance.<sup>1</sup>
3. The Technology Learning Center Director may grant more than one leave of absence if unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12- month period.
4. Students on a leave of absence will be credited for money paid and subjects completed when they return.
5. If the student does not return following the LOA, the school will terminate the student and comply with the refund policy, found on the Enrollment Agreement.
6.
  - (1) If Technology Learning Center grants a leave of absence to a student who could not provide a request prior to the leave of absence period due to unforeseen circumstances, TLC will secure the request and the reason(s) for the leave of absence later. Documentation to show that the leave of absence could not have been requested and approved in advance must be provided. The beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

## Guidance and Counseling Policy

The school provides Guidance and Counseling at the level of career related matters such as job search assistance, interviewing skill building, and resume development. This type of guidance and counseling is available to students currently or recently enrolled at the school. The school is not obligated to offer this service to students who at a previous time, had participated in this service and gained positive results nor is obligated to offer it to students who graduated more than a year ago unless they have taken time off due to illness, or any other reason that justifies their delay in participating in this service.

## Complaint Resolution Policy

Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

### Step 1:

An informal complaint from a student will be brought up to the instructor. The instructor will resolve the issue within three days.

### Step 2:

If the issue is not resolved within the three-day period or if the student is not satisfied with the solution, the student can make a formal complaint to the school director.

### Step 3:

The school director will arrange for a meeting within one week of receiving the formal complaint. The student will be asked to give the school two days to address the complaint.

The student has the right to contact the (DOL) Massachusetts Division of Occupational Licensure, Office of Private Occupation Schools:

Phone: 617-701-8719 or E: mail: [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov)

## Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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:

**Accrediting Commission of Career Schools & Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

**(703) 247-4212**

**[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)**

**A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting**

**[complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.**

## Refund Policies

### State of Massachusetts Refund Law as per M.G.L. Chapter 225, Section 13K

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.

## Return to Title IV Policy

The law specifies how Technology Learning Center must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from the Technology Learning Center institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges. A student may withdraw from Technology Learning Center at any time by notifying the Financial Aid office in writing of his/her decision to withdraw.

Date of Determination that you are withdrawn will be determined as follows:

1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to Technology Learning Center in person or the date of termination by Technology Learning Center.
2. Unofficial Withdrawal –
  - a. - after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn.
  - b. - failure to return on the approved return date of a Leave of Absence.

In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speaks to a Financial Aid Administrator prior to withdrawing.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period. For example, if the student withdrew at 223 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s).

In returning unearned funds, Technology Learning Center is responsible for returning the portion of the excess equal to the lesser of:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post- withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is granted only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option. Technology Learning Center has 30 days from the date of Technology Learning Center's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date Technology Learning Center sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Technology Learning Center will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Technology Learning Center's notification. Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew.

The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Direct Loan
4. Federal Pell Grant

## **Per Massachusetts Regulations**

If the School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

## Graduate Employment Assistance and Student Services

### **Employment Assistance:**

Students who wish employment assistance will receive help with preparing a new resume, updating their resume when changes occur, cover letters, and reference lists. We also provide students with a listing of job openings in the area. In some cases, when applicable, set up job interviews. This service is provided to all students enrolled at the school and recent graduates as defined on page 17 of this catalog under the Guidance and counseling policy.

It is the intention of our school to assist students in finding employment opportunities within their field of study, but it does not guarantee employment.

The school maintains student 1<sup>st</sup> employment records for a period of two years for the purpose of completing graduation and employment reports to various governmental and accrediting agencies as required.

### **Student Services:**

TLC provides a variety of traditional textbooks and CD's/DVD's with interactive material specific to TLC teaching modalities. Multiple computers with electronic resources and internet access for an on-line library and simulation programs of HVACR equipment are available.

Students are encouraged to carpool to school when possible.

## **Institutional Approvals**

Technology Learning Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Technology Learning Center is licensed by the Commonwealth of Massachusetts Division of Occupational Licensure, Office of Private Occupational Schools.

The HVACR and Steam Engineering licensing programs are approved by the Department of Professional Licensure and the Department of Fire Services

The Wastewater Treatment Courses are approved by the Massachusetts Department of Environmental Protection.



**Vocational Programs recognized by ACCSC.  
(Accrediting Commission of Career Schools and Colleges)  
&  
Approved by the Massachusetts DOL  
(Division of Occupational Licensure, Office of Private Occupational Schools)**

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<b>Program No.</b>	<b>Program Name</b>
HVACR 101	HVACR 101 (HVACR Technician Program)
HVACR 103	HVACR 103 (HVACR and Facility Maintenance Program)
WT 103	Welding Technology
FM2F	FM2F 2 <sup>nd</sup> Class Fireman/Boiler Operator
HVACR 03/05/06	HVACR 03/05/06 (HVACR Combined AC & Refrigeration)
HVACR 01 & 02	Combined Oil & Gas Heating Technology Program

## HVACR 101 (HVACR Technician Program)

### Combines:

- **HVACR 01 & 02** (Combined Oil and Gas Heating Technology Program)
- **HVACR 03/05/06** (HVACR Combined AC & Refrigeration)

**Objective:** Students will learn the basics of heating, ventilation, air conditioning and refrigeration. Including, system sizing, installation, service, repair and maintenance applied to both residential and commercial applications. The course includes the Refrigerant Transition Recovery EPA certificate and upon completion of this course students will be prepared for the Massachusetts State Licensing exams.

The program can be completed in 17 weeks.

**Course Contact Hours: 350 Clock Hours**

**Schedule:** Day or Evening, Full Time - 4 days per week

**Tuition:** \$6,930

**Tools:** \$630

**Books and handouts:** \$470

**License fee:** \$75

**Lab fee:** \$380

## HVACR 103 (HVACR and Facility Maintenance Program)

### Combines:

- **HVACR 01 & 02** (Combined Oil and Gas Heating Technology Program)
- **HVACR 03/05/06** (HVACR Combined AC & Refrigeration)
- **HVACR04** (Electrical Code for Refrigeration)
- **HVACR08** (Geothermal Heating and Cooling)
- **REN 101** (Renewable Energy Technology)
- **WWT 101** Wastewater Treatment, Plant Operation, Levels 1,2,&3
- **FM2F** Boiler Operator/2<sup>nd</sup> Class Fireman
- **WEM 101** (Welding & Equipment Maintenance)
- **OSHA 10 Hour Construction**

**Objective:** This program offers the essential theory, along with related hands-on training in various energy system technologies. It covers Heating, Ventilation, and Air Conditioning (HVAC) systems, Commercial Refrigeration, Energy Facility Maintenance and Operation and Renewable Energy Technology

The students will be prepared to work in operation and maintenance of energy generation facilities, institutional and Biotech physical plants and in the fields of Energy Conservation, Heating Ventilation and Air Conditioning (HVAC) system design, HVAC equipment Troubleshooting and Repair, and Commercial Refrigeration

The program can be completed in 42 weeks.

Graduates will qualify to test for Industrial Boiler Operator license (2nd Class Fireman), The Industrial Waste Water Operator License, the Oil Burner Technician license, EPA certification for handling refrigerants, and will earn 100 clock hours of Refrigeration Theory, and 150 hours of Electrical Code recognized by the state of Massachusetts, to qualify for refrigeration licensing exam.

**Course Contact Hours:** 826 Clock Hours

**Schedule:** Day or Evening, Full Time - 4 days per week

**Tuition:** \$17,190

**Books and handouts:** \$1040

**License fees:** \$180

**Lab fee:** \$1,260

**Tools:** \$630

## Welding Technology

### Combines:

- **WELD01 Fundamentals of Welding**
- **WELD02 Gas and Arc Welding Theory**
- **WELD02L Gas and Arc Welding Lab**
- **WELD03 Technical Blueprint Reading**
- **WELD04 MIG Welding Theory**
- **WELD04L MIG, GMAW**
- **WELD05 TIG Welding**
- **WELD06 Pipe Welding**
- **WELD06L Pipe Welding Lab**
- **Flux Cored Arc Welding Lab**

**Objective:** This program covers general tasks performed by welders; including safety procedures applied during welding and cutting operations. Students will learn to read and interpret welding symbols provided from construction drawings. This program will provide students with the necessary tools to safely set up and operate oxygen and acetylene torches, preheat and torch cut steel, and learn the basics of welding metals by fusion and adding filler metal, along with hand eye coordination and good puddle control.

Students will be able to apply skills learned to both construction and manufacturing industries. This program will cover Gas and Arc Welding Theory as well as Technical Blueprint Reading. Students will be able to understand both theories of MIG, TIG, GMAW, and FCAW welding.

The program can be completed in 27 weeks.

**Course Contact Hours:** 540 Clock Hours

**Schedule:** Day or Evening - Full Time - 4 days per week

**Tuition:** \$15,000

**Lab Fees:** \$3,000

**Books:** \$185

## FM2F 2nd Class Fireman/Boiler Operator

**Objective:** Students will be prepared for the Massachusetts state licensing exam for high pressure boiler operation.

### Course Outline

- Boiler theory and operation.
- Boiler construction and design.
- Steam systems and controls.
- Water supply systems and controls.
- Fuel systems and controls.
- Draft and flue gas systems.
- Boiler operation and maintenance.
- National and local codes and regulations pertaining to boilers and pressure vessels.

The program can be completed in 10 weeks.

**Course Contact Hours:** 60 Clock Hours

**Schedule:** Day or Evening two days per week

**Tuition:** \$1,630

**Books and Handouts:** \$150

## **HVACR 03/05/06 HVACR Combined AC & Refrigeration**

**Objective:** Students will learn the basics of air conditioning and refrigeration as applied in residential, commercial and industrial applications. This course prepares students for the EPA certificate for transition and recovery of refrigerants. The certification test is part of the course and will be conducted in-house.

### **Course Outline**

- 100 clock hours of refrigeration theory as required by the Massachusetts Division of Professional Licensure for technician and contractor licensing.
- EPA Certification for transition recovery of refrigerants.
- Air distribution and duct sizing
- Air quality and control
- 10hour OSHA card

**Course Contact Hours:** 180 Clock

**Schedule:** Two days or nights per week

**Tuition:** \$4,150

**Books and Handouts:** \$150

**Lab fee:** \$170

## **HVACR 01 & 02 Combined Oil & Gas Heating Technology Program**

**Objective:** Students will learn the basics of residential oil & gas heating and oil and gas burner technology, installation, service, repair and maintenance.

### **Course Outline**

- Introduction to oil and gas fired burners
- Gas piping and venting
- Combustion and flue gas analysis
- Basic electricity trouble shooting and controls
- Heating systems
- Preventive maintenance and tune up.
- Oil and gas burner installation and repair
- State of Massachusetts oil Burner codes and licensing prep exam

**Course Contact Hours:** 170 Clock Hours

**Schedule:** Classes meet twice a week

**Tuition:** \$3,150

**Books and handouts:** \$160

**License fees:** \$75

**Lab fee:** \$190

**Avocational Courses recognized by ACCSC  
(Accrediting Commission of Career Schools and Colleges)  
&  
Approved by the Massachusetts DOL  
(Division of Occupational Licensure, Office of Private Occupational Schools)**

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*The following courses have occupational prerequisites and are only to be taken as continuing education in a current occupation.*

<b>COURSE NAME</b>	<b>INSTRUCTIONAL CLOCK HOURS</b>
EN1E (1 <sup>st</sup> & 2 <sup>nd</sup> Class Engineer License Preparation)	48
EN3E (1 <sup>st</sup> Fireman & 3 <sup>rd</sup> Class Engineer License Preparation)	48
PF 101 (Steam Pipe Fitting I)	100
PF 102 (Steam Pipe Fitting II)	100
PF 103 (Steam Pipe Fitting III)	150
Master Pipefitting	200
WELD 101 Welding Basics	80
WEL-CERT Welding Certification	30
HVACR 04 (Electrical Code for Refrigeration)	150
WWT 101 (Wastewater Treatment Plant Operation, Industrial Levels 1, 2 & 3)	52

## EN1E Power Plant Engineer 1st and 2<sup>nd</sup> Class Engineer

*An advanced stationary engineering course for individuals that meet the requirements as listed in Chapter 146 Section 50 of the Massachusetts General Law and have been employed in steam plant operation.*

**Objective:** This course prepares students for the 1<sup>st</sup> and 2<sup>nd</sup> Class Engineer exams to operate and manage steam power plants. Additionally, students will receive a 30-hour Continuing Education Certification for license renewal.

### Course Outline

- Math, simplified physics, chemistry, and thermodynamics.
- Combustion, metallurgy, and chemical treatment.
- Power plant calculations: efficiency, heat rate, steam rate, horsepower, steam pipe sizing, heat recovery, blow down equipment sizing and more.
- Construction, operation, repair and maintenance of boilers, steam turbines, gas turbines and generators.
- Pump principles: selection, application, and maintenance.
- American Society Mechanical Engineers (ASME) applicable codes, National Board Inspection Code (NBIC) and related Massachusetts laws, regulations, and codes.
- Water treatment.
- Turbines, condensers, and generators.
- Oral Exam preparation and practice.

This course can be completed in 16 weeks.

**Course Contact Hours:** 48 Clock Hours

**Schedule:** In-person or Online

**In-Person Tuition:** \$2,160

**Online Tuition:** \$1,500

**Books and Handouts:** \$150

## EN3E Power Plant Operator 1st Class Fireman & 3rd Class Engineer

*An intermediate stationary engineering course for individuals that meet the requirements as listed in Chapter 146 Section 50 of the Massachusetts General Law and have been employed in steam plant operation.*

**Objective:** Students will be prepared for the 3rd Class Engineer license exam or the 1st Class Fireman exam to operate steam power plants. Upon completion of this course, students will receive a 30-hour Continuing Education Certificate for license renewal in Massachusetts.

### Course Outline:

- 1.Steam use and applications.
- 2.Basic mathematics.
- 3.Fuel and combustion.
- 4.Burners and controls.
- 5.Steam traps and heating systems.
- 6.Water treatment.
- 7.Turbines, condensers, and generators.
- 8.National and local codes and regulations pertaining to boilers and pressure vessels.

This course can be completed in 17 weeks.

**Course Contact Hours:** 48 Clock Hours

**Schedule:** In-person or Online

**In-Person Tuition:** \$2,160

**Online Tuition:** \$1,500

**Books and Handouts:** \$150

## **Continuing education courses offered to individuals already employed in the field as apprentice pipefitters.**

### **Pipe Fitting Principles and Codes**

**Objective:** After successful completion students will receive certificates of completed hours required by the State of Massachusetts for pipefitting licenses

#### **PF 101 (Steam Pipe Fitting I) - 100 Hours (online)**

##### **Course Outline:**

- Introduction to heating and power boilers.
- Massachusetts regulations 522 CMR 1-17
- Massachusetts regulations 528 CMR 10
- Introduction to Section I of the ASME boiler and pressure vessel code.
- Mandatory Homework (4 hours/week).

**Tuition:** \$1,200

#### **PF 102 (Steam Pipe Fitting II) - 100 Hours (online)**

##### **Course Outline:**

- Review of section I of ASME boiler and pressure vessel code.
- Introduction to section IV of ASME boiler & pressure vessel code
- Math for pipe fitters.
- Steam system piping and support.
- Mandatory Homework (4 hours/week).

**Tuition:** \$1,200

#### **PF 103 (Steam Pipe Fitting III) - 150 Hours (online)**

##### **Course Outline:**

- Review of ASME/ANSI B 31.1 power piping code.
- Review of simple pipe stress analysis.
- Math and physical science as related to steam systems.
- Introduction to section IX of the ASME boiler and vessel pressure code.
- Installation, repair, alteration and maintenance of steam piping systems rated at 7000,000 BTU/hour or greater.
- Mandatory Homework (4 hours/week).

**Tuition:** \$1,800

#### **PF 200 Master Pipefitting - 200 Hours (online)**

##### **Course Outline:**

- 100 hours of additional Pipefitting Theory
- 100 hours of ASME code for Master Pipefitting License

**Tuition:** \$1,800

## **WELD 101 Welding Basics**

**A continuing education course for individuals employed in facility maintenance.**

### **Objective:**

This introductory course to welding, students will learn basic welding theory and welding technique, including safety procedures applied during welding and cutting operation.

### **Course Outline:**

- Intro to Stick welding.
- Shielded Metal Arc Welding (SMAW)
- Intro to MIG welding
- Intro to Gas Metal Arc Welding (GMAW)
- Learn how to weld plates & pipes.
- Learn & practice in Flat, Vertical & Horizontal Positions, for Plates & Pipes.

**Course Contact Hours:** 80 Clock Hours

**Schedule:** Classes meet twice a week

**Tuition:** \$2,250

**Lab fees:** \$450

## **WEL-CERT Welding Certification Objective**

**Continuing education course offered to skilled welders.**

### **Objective:**

This course is for the advanced welder looking to receive a certification in one or more of the core welding techniques. The course will prepare students for the AWS certification test in the code they are working under. The instructor will assist welders in ensuring proper welding and cutting techniques as required by certification test procedures. Certifications earned by a welder increase the skills needed to perform a wide range of welding jobs. All materials are included, and the course provides one certification test per student.

### **Prerequisite:**

experienced welder, and ability to pass a basic skills test AWS certifications offered: D1.1 SMAW (Stick) D1.1 GMAW (MIG) D1.1 GTAW (TIG) D1.1 FCAW (Flux Core)

**Course Contact Hours:** 30 Clock Hours

**Schedule:** Classes meet twice a week

**Tuition:** \$1,500 includes one certification test Additional \$275 for re-takes or each additional certification



## **HVACR 04 Electrical Code for Refrigeration**

### **Continuing education course offered to refrigeration Technicians.**

**Objective:** Students will earn 150 clock hours of electrical code required for Massachusetts Technician Licensing.

**Course Outline:**

- Basic Electricity
- Massachusetts Electrical Code for refrigeration

The program can be completed in 20 weeks.

**Course Contact Hours:** 150 Clock Hours

**Schedule:** Classes meet twice a week

**Tuition:** \$2,250

**Books and handouts:** \$180

## **WWT 101 (Waste Water Treatment Plant Operation, Industrial Levels 1, 2 & 3)**

### **A continuing education course for individuals employed in facility maintenance.**

**Objective:** License preparation course for the Wastewater Treatment .

**Course Outline:**

- Operation and maintenance of wastewater treatment facilities
- Regulatory requirements
- Waste monitoring and flow measurement
- Preliminary treatment, chemical treatment process and filtration
- Treatment of metal waste streams
- Instrumentation, safety and maintenance

**Course Contact Hours:** 52 Clock Hours

**Schedule:** Online

**Tuition:** \$650

**Books and handouts:** \$50

**Avocational Continuing Education Courses for license renewal  
recognized by ACCSC**

**(Accrediting Commission of Career Schools and Colleges)**

**Not required to be approved by the Division of Occupational Licensure's Office of Private  
Occupational Schools.**

<b>COURSE NAME</b>	<b>INSTRUCTIONAL CLOCK HOURS</b>
Continuing Education for Engineers and Fireman <i>(Approved by Massachusetts Department of Fire Services for boiler operation licensing renewal)</i>	6-30*
TCH for Wastewater Treatment Plan Operators <i>(Approved by Massachusetts Department of Environmental protection for wastewater operator licensing renewal)</i>	10-20*
Hoisting Continuing Education <i>(Approved by Massachusetts Department of Professional licensure for hoisting machinery operator licensing renewal)</i>	4*

**\*Continuing education hours vary based on the student's license and are not required to be approved by the Division of Occupational Licensure's Office of Private Occupational Schools.**

**\*These courses are for licensing renewal as required by Massachusetts State Regulations.**

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