

Welcome to



Trade School

Course Catalog

2023-2024

Volume 27

06/06/2023

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'.

06/06/2023



Technology Learning Center
11 Buffum Dam Rd, Oxford MA 01540
www.TLCedu.com
(508) 987-1852

A Message from Our President

Dear Student,

Thank you for your interest in 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 of 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 complements your lifestyle and workschedule. 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', with a stylized, flowing script.

Table Of Contents

Our Mission and Vision	5
School History	6
Location & Facility	6
Faculty List	7
School Calendar	8
School Holidays	8
Admission Procedures	9
Payments	10
School Policies	
Attendance	11
Make up work	11
Transfer of Credits	11
Student Records	11
Code of conduct	12
Standard of Academic Progress	14
Leave of Absence	17
Complaint Resolution	18
School Refund	19
Return to Title IV	20
Graduation Employment Assistance & Student Services	22
Institutional Approvals	23
Programs Recognized by ACCSC	
HVACR101 (HVACR Technician Program)	26
HVACR103 (HVACR and Facilities Maintenance Program)	26
Welding Technology Program	27
Avocational/Continuing Education Courses outside the scope of ACCSC	
HVACR 01/02	33
HVACR 03/05/06	33
HVACR 03	34
HVACR 04	34
HVACR 05	34
HVACR 06	34
WELD 101	35
WEL-CERT	35
PF101	36
PF102	36
PF103	36
WWT101	37
EN1E	39
EN3E	40
FM2F	41

Our Mission

Technology Learning Center is committed to offering excellence in education by providing men and women innovative and quality coursework in both trade and business 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 have the ability to 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 20 students per classroom. The facility meets all state and local codes and is handicapped accessible.

Administrative Staff List

Antoine Chamoun - President
tlc@techlearningcenter.com

Kristen Chamoun Dasilva - Assistant Director
kristen@techlearningcenter.com

Alyson Avoglia - Admissions Director
alyson@techlearningcenter.com

Christina Mullen - Financial Aid Administrator
christina@techlearningcenter.com

Faculty List

Marc Vray - HVACR Instructor
Antony J. (Jim) Martinez - HVACR Instructor
Domenic Paolini - HVACR Instructor
Gary Watts - Welding Instructor
Robert Pierangeli - Welding Instructor
Antoine Chamoun - Steam Engineering Instructor
Frederick Wicker - Steam Engineering Instructor

2023 Cohort Start & End Dates

HVACR 101 (HVACR Technician Program)	Mon, Tues, Wed, Thurs	1/2/2023	5/11/2023	Day
		2/13/2023	6/22/2023	Evening
		5/15/2023	9/28/2023	Day
		7/10/2023	11/16/2023	Evening
		10/2/2023	2/15/2024	Day
		11/20/2023	4/4/2024	Evening
HVACR 103 (HVACR and Facilities Maintenance Program)	Mon, Tues, Wed, Thurs	1/2/2023	11/2/2023	Day
		2/13/2023	12/14/2023	Evening
		5/15/2023	3/21/2024	Day
		7/10/2023	5/9/2024	Evening
		10/2/2023	2/15/2024	Day
		11/20/2023	4/4/2024	Evening
Welding Technology	Mon, Tues, Wed, Thurs	3/13/2023	9/28/2023	Evening
		6/12/2023	12/21/2023	Evening
		9/18/2023	3/28/2024	Evening

*Schedule subject to change

SCHOOL HOLIDAYS

Patriot's Day	Monday, April 17, 2023	
Memorial Day	Monday, May 29, 2023	
Independence Day Break	Monday, July 3, 2023	- Friday, July 7, 2023
Labor Day	Monday, September 4, 2023	
Thanksgiving Day	Thursday, November 23, 2023	
Holiday Break	Monday, December 25, 2023	- Friday, December 29, 2023

Admission Procedures

If you have questions, please feel free to contact 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 origin. 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® benefits. GI Bill® 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:
 - o The date on which payment from VA is made to Technology Learning center
 - o 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 affordable tuition and easy payment plans
We offer student loan programs

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

Withdrawal

The student may be eligible for a refund depending on the withdrawal timeline of the course, according to the school refund policy mandated by the regulations of the State of Massachusetts

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

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 during each term. Students who cannot maintain 90% 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 associate director will collect the sign-up 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 90% 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 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.

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

Student in violation of the code of conduct will receive a written warning. Once given the warning the student will be placed in 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 in 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% of contracted 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. 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 of time
- Minimum cumulative attendance level of 90% 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

Progress Reports, occur at the midpoint of every term or sooner based on the student's attendance and academics.

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 of 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 as making 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.¹
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 subject 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.

(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.

Complaint Resolution Policy

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 Massachusetts Division of Professional Licensure, Office of Private Occupation Education:

Phone: 617-727-5811 or E: mail: occupational.schools@state.ma.us

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 | complaints@accsc.org

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

complaints@accsc.org or at <https://www.accsc.org/Student%20Corner/Complaints.aspx>.

School Refund Policy

Policy as per M.G.L. Chapter 225, Section 13K

2. You may terminate this agreement at any time.
3. If you terminate this agreement within five days you will receive a refund of all monies paid.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least 50% of the tuition.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least 25% of the tuition
7. If you wish to terminate this agreement, you must inform the school of your decision. The school can also terminate this agreement if you fail to show-up for five consecutive days. A refund will be issued based on the school refund policy terms and conditions listed in this agreement, within three days
8. 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 grant 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

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. Technology LearningCenter offers access to GradCast, an online service, at no cost to the students. We will forward their resume to employers of their choosing from a list compiled by GradCast. 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 graduates.

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 employment records for a minimum of five years and will confirm student attendance and course or program taken for prospective employers.

Students may call or stop by the office when they are ready to begin their search for employment.

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 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 Professional Licensure Office of Private Occupational School Education.

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

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

PROGRAMS RECOGNIZED

By

ACCSC

(Accrediting Commission of Career Schools and Colleges)

PROGRAMS RECOGNIZED BY ACCSC

(Accrediting Commission of Career Schools and Colleges)

<i>Program No.</i>	<i>Program Name</i>	<i>Course Content</i>	<i>Admission Requirement</i>
HVACR 101	HVACR 101 (HVACR Technician Program)	HVACR 01, 02, 03, 05 & 06 OSHA 10 Hour Construction	18 Years of Age High School Diploma or its equivalent.
HVACR 103	HVACR 103 (HVACR and Facility Maintenance Program)	HVACR01,02,03,04,05,06 REN 101, WWT 101, FM2F, WEM 101	18 years of Age High School Diploma or its equivalent
WT103	Welding Technology	WELD01, WELD02, WELD02L, WELD03, WELD04, WELD04L, WELD05, WELD06L, WELD07	18 years of Age High School Diploma or its equivalent

HVACR 101 (HVACR Technician Program) ***(Recognized by ACCSC)***

Combines HVACR 01, 02, 03, 05, 06 & OSHA 10 Hour Construction

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: \$320

License fee: \$75

Lab fee: \$380

Level of Employment: Student qualifies for an HVACR & Facilities Maintenance entry level position.

HVACR 103 (HVACR and Facilities Maintenance Program) ***(Recognized by ACCSC)***

Combines: HVACR 01, 02, 03, 04, 05, 06, REN 101, WWT 101, FM2F, WEM 101 & 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: \$660

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, and FCAW Welding Lab, WELD05 TIG Welding, WELD06 Pipe Welding, WELD06L Pipe 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: Evening - Full Time - 4 days per week

Tuition: \$15,000

Lab Fees: \$3,000

Books: \$400

Level of Employment: Student qualifies for a Welding Technician position

AVOCATIONAL/CONTINUING EDUCATION COURSES

OUTSIDE THE SCOPE OF

ACCSC

(Accrediting Commission of Career Schools and Colleges)

COURSES OUTSIDE THE SCOPE OF ACCSC

(Accrediting Commission of Career Schools and Colleges)

Course No.	Course Name	Course Content	Admission Requirement
HVACR 01/02	HVACR Residential Oil & Gas Heat Technology & Services	Basics: Residential gas and oil heating burner technology, installation, service, repair & maintenance. Students will be prepared for State Oil Burner Technician License Exam	18 Years of Age
HVACR 03/05/06	HVACR Combined AC & Refrigeration	Basics: AC and refrigeration as applied in residential, commercial and industrial applications. Students will be prepared for the EPA certificate for transition and recovery of refrigerants.	18 Years of Age
HVACR 03	Refrigeration Principles	Basics: Refrigeration technology, as applied in residential, commercial & industrial applications. 100 credit hours of advanced refrigeration theory required by MA Dept. of Public Safety.	18 Years of Age
HVACR 04	HVACR Electricity & Electrical Code for Refrigeration	150 Credit hours of electrical code required for MA Refrigeration Tech Licensing.	18 Years of Age
HVACR 05	Air Distribution & Quality	Principles of conditioned air quality, air distribution & duct sizing.	18 Years of Age
HVACR 06	Refrigeration Transition Recovery and Environmental Protection Agency (EPA) Certificate	Upon completion, students will receive the EPA Certificate for transition recovery of refrigerants. Certification test will be conducted in-house.	18 Years of Age

COURSES OUTSIDE THE SCOPE OF ACCSC

(Accrediting Commission of Career Schools and Colleges)

Course No.	Course Name	Course Content	Admission Requirement
WELD 101	Welding Basics	Introductory course, basic welding theory and welding technique	18 Years of Age
WEL-CERT	Welding Certification	Advanced welding preparatory course for AWS certification.	18 Years of Age
PF 101	Pipe Fitting I	ASME and state Codes and related pipefitting materials100 hours	18 Years of Age
PF 102	Pipe Fitting II	ASME and state Codes and related pipefitting materials 100 hours	18 Years of Age
PF 103	Pipe Fitting III	ASME and state Codes and related pipefitting materials150 hours	18 Years of Age
WWT 101	Waste Water Treatment, Industrial Levels 1, 2, 3 & 4	License prep course for theWaste Water Treatment Operators Exam.	18 Years of Age

COURSES OUTSIDE THE SCOPE OF ACCSC

Power Plant/Steam Engineering Programs

(Accrediting Commission of Career Schools and Colleges)

Course No.	Course Name	Course Content	Admission Requirement
EN1E	Power Plant Engineer, 1 st & 2 nd Class Engineer	Prepares students for the 1 st & 2 nd class engineer exams to operate and manage steam power plants. Students will receive a 30-Hour continuing education certification for license renewal in MA.	18 Years of Age
EN3E	Power Plant Operator, 1 st Class Fireman & 3 rd Class Engineer	Prepares students for the 3 rd class engineer license exam or the 1 st class fireman exam to operate steam power plants. Upon completion of the course, students will receive a 30-Hour Continuing Education Certificate for license renewal in MA.	18 Years of Age
FM2F	Boiler Operator, 2 nd Class Fireman	Students will be prepared for the MA state licensing exam for high pressure boiler operation.	18 Years of Age
SPL 101	Special Licenses for Boiler Operators	This course is customized to meet special equipment requirements and will be held on customer site.	18 Years of Age

The Boiler Operator position is the entry level industrial training position. Each higher position requires new testing and certification. Through continued testing, certification and experience you can become a 1st Class Engineer.

COURSES OUTSIDE THE SCOPE OF ACCSC
Continuing education courses for licensing renewal

(Accrediting Commission of Career Schools and Colleges)

Course No.	Course Name	Course Content	Admission Requirement
CE 101	Continuing Education for Boiler Operators and Power Plant Engineers	30 Hours of continuing education for license <u>renewal</u> .	Must already have a Boiler Operator or PowerPlant Engineers license
WWT 102	Continuing Education for Waste Water Treatment	20 Hours of continuing education for license <u>renewal</u> for waste water license.	Must already have a Waste Water license



HVACR 01/02 Combined Residential Oil & Gas Heat Technology & Services

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



Upon completion of this course students will be prepared for the State Oil Burner Technician License exam.
Course emphasis on both hands-on practice and theory
The program can be completed in 17 weeks

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

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. Certification test is part of the course and will be conducted in-house.

Enrolled students will earn 100 clock hours of refrigeration theory as required by the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education for technician and contractor licensing.

Course Contact Hours: 180 Clock Hours

Schedule: Two nights per week

Tuition: \$4,150

Books and Handouts: \$150

Lab fee: \$170

HVACR 03 Refrigeration Principles

Objective: Students will learn the basics of refrigeration technology, as applied in residential, commercial and industrial applications.

Enrolled students will earn 100 clock hours of refrigeration theory as required by the Massachusetts Department of Professional Licensure for technician and contractor licensing.

The program can be completed in 11 weeks

Course Contact Hours: 110 Clock Hours

Schedule: Classes meet twice a week

Tuition: \$3,150

Books and handouts: \$110

Lab fee: \$130

HVACR 04 Electricity and Electrical Code for Refrigeration

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

The program can be completed in 20 weeks

Course Contact Hours: 150 Clock Hours

Schedule: Classes meet twice a week

Tuition: \$1,260

Books and handouts: \$130



HVACR 05 Air Distribution and Quality

Objective: Students will learn the principles of conditioned air quality, air distribution and duct sizing. This course is not offered as a standalone course, it must be taken along with the HVACR03.

Course Contact Hours: 40 Clock Hours

Schedule: Classes meet twice a week

Tuition: \$950

Books and handouts: \$50

Lab fees: \$100

HVACR 06 Refrigeration Transition Recovery and Environmental Protection Agency (EPA) Certificate

Objective: Upon completion of this course, students will be prepared for the EPA certificate for transition and recovery of refrigerants. Certification test is part of the course and will be conducted in-house.

Course Contact Hours: 30 Clock Hours

Schedule: Classes meet twice a week

Cost: \$260

WELD 101 Welding Basics

Objective: In this introductory course, students will learn basic welding theory and welding technique, including safety procedures applied during welding and cutting operation.

It includes the following: Intro to Stick welding - Shielded Metal Arc Welding (SMAW), Intro to MIG welding – 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: 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 increases 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 (FluxCore)

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

Pipe Fitting Principles and Codes

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

PF 101. Pipe Fitting I. 100 Clock Hours

Course Outline:

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

Schedule: Call for details

Tuition: \$1,200

PF 102. Pipe Fitting II: 100 Clock Hours

Course Outline:

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

Schedule: Call for details

Tuition: \$1,200

PF 103. Pipe Fitting III: 150 Clock Hours

Course Outline:

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

Schedule: Call for details

Tuition: \$1,800

WWT101 Waste Water Treatment, Industrial Levels 1, 2, 3 & 4

Objective: License preparation course for the Waste Water Treatment Operators' exam.

Schedule: Online and in-class programs available.

Tuition: \$650

Book(s) and handouts: \$50

Note: Waste water treatment operators must complete 20 technical contact hours (TCH) every 2 years in order to maintain licensing.

We offer 11 approved topics for TCH. Refer to our Technology Learning Center website for further info & registration

POWER PLANT / STEAM ENGINEERING COURSES OUTSIDE THE SCOPE OF ACCSC

(Accrediting Commission of Career Schools and Colleges)

- 1st Class Engineer
- 2nd Class Engineer
- 3rd Class Engineer
- 1st Class Fireman (Advanced Boiler Operator)
- 2nd Class Fireman (Boiler Operator)

The Boiler Operator position is the entry level industrial training position.

Each higher position requires new testing and certification.

Through continued testing, certification and experience you can become a 1st Class Engineer

For continuing education for license renewal refer to our Technology Learning Center website for further info & registration

EN1E Power Plant Engineer 1st and 2nd Class Engineer

Objective: This course prepares students for the 1st and 2nd 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

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

The program can be completed in 16 weeks

Course Contact Hours: 48 Clock Hours

Schedule: Call for details

Tuition: \$2,160

Books and Handouts: \$150

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

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.

The program can be completed in 17 weeks

Course Contact Hours: 48 Clock Hours

Schedule: Classes meet once per week

Tuition: \$2,160

Books and Handouts: \$150

FM2F Boiler Operator, 2nd Class Fireman

Objective: Students will be prepared for the Massachusetts state licensing exam for highpressure boiler operation.

Course Outline:

1. Boiler theory and operation.
2. Boiler construction and design.
3. Steam systems and controls.
4. Water supply systems and controls.
5. Fuel systems and controls.
6. Draft and flue gas systems.
7. Boiler operation and maintenance.
8. National and local codes and regulations, pertaining to boilers and pressurevessels

The program can be completed in 10 weeks

Course Contact Hours: 60 Clock Hours

Schedule: Classes meet twice a week

Tuition: \$1,630

Books and Handouts: \$150

Our Location:

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