

### 3 GENERAL INFORMATION



Original Ford 427 on the Dyno

purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund;

7. Refunds based on enrollment in residence and synchronous distance education courses or programs be totally consummated within 60 days after the effective date of termination;
8. Refunds for asynchronous distance education courses or programs will be computed on the basis of the number of lessons in the course or program;
9. The effective date of termination for refund purposes in asynchronous distance education courses or programs will be the earliest of the following:
  - (a) The date of notification to the student if the student is terminated;
  - (b) The date of receipt of written notice of withdrawal from the student; or
  - (c) The end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that the student wishes to remain enrolled;
10. If tuition and fees are collected before any courses for a program have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school or college;
11. In cases of termination or withdrawal after the student has begun the asynchronous distance education course or program, the school or college may retain \$50 of tuition and fees, and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of courses completed and serviced by the school or college bears to the total number of courses in the program; and
12. Refunds based on enrollment in asynchronous distance education schools or colleges will be totally consummated within 60 days after the effective date of termination.
  - (a) A career school or college shall record a grade of "incomplete" for a student who withdraws during the portion of a

course or program for which the student is not eligible to collect a refund under Subsection (b)(4) if the student requests the grade at the time the student withdraws and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of "incomplete" may re-enroll in the course or program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

- (b) A program that is 40 hours or less of program time, or a seminar or workshop, is exempt from the 72-hour rule provided by Subsection (a). The career school or college shall maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the program or withdraws or is discontinued from the program at any time before completion of the program as provided by this section. The policy must provide that:
  - (1) Refunds are based on the period of enrollment computed on the basis of course or program time;
  - (2) The effective date of termination for refund purposes is the earlier of:
    - (i) The last date of attendance; or
    - (ii) The date the school or college receives written notice from the student that the student is withdrawing from the class; and
  - (3) The student will be refunded the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the program for which the student has been charged.
13. If this Contract is sold, assigned, or transferred by the School of Automotive Machinists & Technology with or without recourse, the above refund policy will continue to apply.
14. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the School or college who withdraws from the School or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the

student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

15. See Supplement B for Return of Title IV Funds Policy.

#### SEMINARS

##### Taking the Mystery Out of CAM Degreeing and Valve Timing (non-credit)

Attendees will be introduced to CAM Pro Plus, a software and sensor package for measuring and analyzing motion profiles. Along with looking at lobe profiles, duration, lobe separation, centerlines and lift can be identified. The effects of varied CAM timing events and their relationship to engine performance will be thoroughly explored. See Supplement A for more details.

#### ADMISSION POLICIES/DISABILITY SERVICES

The School of Automotive Machinists & Technology is an equal opportunity School and is dedicated to a policy of non-discrimination in employment and training. Prospective students will not be denied admission on the basis of race, color, national origin, sex, religion, handicap, age or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary for proper and efficient administration).

#### ADMISSION/APPLICATION PROCEDURES

Persons seeking admission should apply in person, e-mail to [admissions@samtech.edu](mailto:admissions@samtech.edu), or by writing to the Admissions Department, The School of Automotive Machinists & Technology,



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