

### 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.



CNC machine initial set up

#### 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, 1911 Antoine, Houston, TX 77055-1803. Prior to acceptance for enrollment, each prospective student must:

- Submit a completed application form.
- Submit a registration fee of \$100. (This may be paid after enrollment)
- Tour School facilities.
- Submit a High School Diploma, an Official Transcript, or GED.
- Be at least 17 years of age.
- Be computer literate (CNC Machining and EFI Calibration programs only).
- Satisfactorily complete all tests required.

The tests are the property of the School and will not be returned to the applicant. The School will notify the applicant of action taken on his/her admission request. If the student does not begin class, the registration fee will be refunded upon request.

**ADMISSION/ENROLLMENT**

The student must be a high school graduate or pass the General Education Development Test (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC) and must be at least 17 years of age, (under 18 requires parental consent). In addition, the School requires the Bennett Mechanical Comprehension Test with a passing score of 39, which is the mean score for a 12th grade student, as an entrance exam. A student that fails the test shall wait a minimum of 24 hours before the retake. In addition to these requirements, degree applicants must submit an essay explaining their career goals and obtain a Harris County Public Library card. See each program for any additional admission requirements.

**CHECKING THE VALIDITY OF A HIGH SCHOOL DIPLOMA**

A school administrator will evaluate all high school diplomas or transcripts submitted by prospective students applying for admission. If the administration has reason to doubt the validity of a high school diploma or transcript, the following procedures will be taken to verify the student's high school completion: 1) Contact the high school to confirm the validity of the student's diploma; and 2) Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. If a diploma is determined invalid, a high school equivalency exam may be required for admission consideration.

**WAITLIST POLICY**

Should enrollment capacity reach its maximum for a given program, the student may be waitlisted for up to 2 weeks from the program start date. Students on the waitlist must attend classes at the beginning of the program. If space becomes available, the waitlisted student will convert to an enrolled student. The School does not guarantee that waitlisted students will become enrolled. Waitlisted students that do not become enrolled will receive a 100% refund of any monies paid to the School.

**PREVIOUS EDUCATION/TRAINING CREDIT (INCLUDING MILITARY)**

Previous work experience and/or education must satisfactorily attest to the potential for course credit. A student provides information about previous education or experience through transcripts and employment records. Before experience earned credit can be awarded, the student must pass a hands-on proficiency assessment and a written test to determine if the student has the knowledge level for credit. Credit received through transfer or placement testing will decrease program tuition according to the number or course transfer or test approvals. Credit hours which are granted from transfer or placement testing do not count toward earned credit hours in computing the cumulative grade point average. There are no charges or fees for transferring credits or requesting placement testing credit for any course in a technical component. The minimum grade to transfer academic credit is a "C."

**GENERAL EDUCATION SECTION  
TRANSFER OF CREDIT**

Students enrolled in the Associate of Applied Science in Automotive Engine/Block & Cylinder Head Machining degree program may transfer a maximum of 7 general education credits from another institution. To receive credit, the student must supply the School with the course outline and/or catalog description, learning objectives, and transcript of credits earned. A minimum grade of "C" must be achieved to transfer general education credits from another institution. If transferring more than 3 general education credits, the cumulative average of the units must be at least 3.0.

**TRANSFER OF CREDITS TO ANOTHER INSTITUTION**

The School of Automotive Machinists & Technology will make its official transcript and copy of its applicable school catalog available to other institutions at a student's request. However, all students are reminded that acceptance of School of Automotive Machinists & Technology credits is at the complete discretion of the receiving institution. You should check with the receiving institution to determine if credits earned at the School of Automotive Machinists & Technology will transfer.

**RE-ADMISSION/APEAL**

When a student has extraordinary circumstances, an appeal may be submitted in writing to the Director. These circumstances will be considered in making a determination on satisfactory progress. The student's written appeal must document the circumstances and reason(s) the appeal should be considered. The Director will consider each case on its own individual merit and a decision shall be placed in the student's file. These standards of satisfactory progress are designed to give all students a reasonable opportunity to progress and obtain their educational objectives. In order for a student to be considered to be making satisfactory progress, he/she must meet the attendance policy below.

**TARDINESS**

A student not present at the time of checking roll will be counted absent in 30 minute increments. All missed work must be made up.

**ATTENDANCE**

Roll is checked each class period, and attendance is recorded by the instructor. Attendance is entered daily onto the master attendance record of each student.

Tardiness or leaving class early will result in absences measured in 30 minute increments. School holidays or leaves are not considered as days of absence. Under NO circumstances is an absence considered excused. Termination from training, for reasons of unsatisfactory attendance will occur if:

1. A student is absent in excess of more than 10 consecutive School days.
2. A student cannot miss more than 20% of the total course hours.
3. A student is absent in excess of any number of days if the student fails to return as scheduled from an approved leave of absence.
4. Military, being absent 20% of the total program and/or being absent five [5] consecutive days will be reported to the VA within 30 days.

A student's overall record of attendance will be evaluated in determining his/her progress during training. If the attendance of the student is interfering with academic progress, a

conference with the Director may be required to evaluate the continuance of the student in the program. A student that has been terminated for excessive absences will not be allowed to enter for a third time. The student whose enrollment is terminated for violation of the attendance policy may not re-enter before the start of the next grading period (see student evaluation). This does not circumvent the approved refund policy (see Appeal/Re-admission).

The following symbols are used:

P = PRESENT    G = GRADUATED  
 A = ABSENT    B = SCHEDULED BREAK  
 T = TARDY    X = TERMINATED  
 C = CANCEL    S = SPECIAL (make-up)  
 H = HOLIDAY    BE = BREAK in ENROLLMENT  
 L = LEAVE OF ABSENCE  
 SUSPENSION

of Causes of Termination, Attendance, or for other performance or behavior problems. Such suspensions will be for a specified period after which a student may apply for re-enrollment (see Appeal/Re-admission).

**LEAVE OF ABSENCE**

A student may request a leave of absence from the School for unforeseen circumstances such as; military obligations, personal, medical or financial, etc. 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 circumstances would prevent a student from submitting a request in advance. The School may grant two leaves of absence provided that the combined leaves of absence do not exceed 180 days within the 12-month period and that each leave of absence is properly requested by the student in accordance with the School's policy and standards set forth here. If the student does not return following the leave of absence, the School must terminate the student and apply the School's refund policy in accordance with applicable and published requirements.

**CONDUCT POLICY**

Enrollment at the School of Automotive Machinists & Technology should be personally satisfying as well as enjoyable and technically rewarding. It is equally important that each student respect the individual rights of associates within the School. Any student who is dismissed for reasons of serious misconduct has a right to ask for an administrative hearing but is advised that re-entry is difficult.

**CAUSES OF TERMINATION**

A list of serious offenses within the School includes:

1. Dishonesty or cheating.
2. Using drugs or alcohol within the building, possessing them, or distributing them as prohibited by law.
3. Stealing the belongings of other persons or the property of the School.
4. Physically abusing any person on School property or at School-sponsored activities.
5. Physically abusing School property.
6. Obstructing or disrupting teaching.
7. Abusive, vulgar, or profane language.
8. Displaying or using articles of violence on School property.

The School reserves the right to suspend and/or dismiss a student for the reasons listed above, but does not limit itself to those listed.