

**SCHOOL OF AUTOMOTIVE
MACHINISTS & TECHNOLOGY**

**STUDENT CONSUMER
INFORMATION MANUAL
2023**

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INTRODUCTION

The School of Automotive Machinists & Technology (SAM Tech) strongly feels that an informed student is absolutely necessary for an effective and productive educational environment. The school administration, faculty, and staff strive to disclose all policies, procedures, and facts about the school's programs and services through written publications and in accordance with federal regulations set forth by *The Higher Education Act of 1965*, as amended.

SAM Tech also believes in a welcoming environment where students and parents are comfortable when voicing questions, concerns, and/or suggestions. All offices of the school, including the Executive Director, Associate Executive, and Director of Education, are readily open to all prospective and current students, and their parents to address any issue that may arise.

In this manual, SAM Tech provides important information necessary to become an informed student.

If you need additional assistance obtaining this information, please contact SAM Tech at:

1911 Antoine Drive
Houston, Texas 77055
(713) 683-3817

ACADEMIC INFORMATION

Accreditation

Accrediting Commission of Career Schools and Colleges

The School of Automotive Machinists & Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award certificates of completion and an associate degree. Contact the Accrediting Commission of Career Schools and Colleges at 2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201 or call (703) 247-4212 for questions about the accreditation of the School of Automotive Machinists & Technology.

Other Approvals and Authorizations

- SAM Tech is approved to operate by the Texas Workforce Commission (TWC), Career Schools and Colleges, 101 E. 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- SAM Tech holds a *Certificate of Authorization* acknowledging oversight of the Texas Higher Education Coordinating Board (THECB).
- SAM Tech is approved by the Texas Veterans Commission for the training of veterans and other eligible persons under the provisions of Title 38, United States Code.
- SAM Tech is authorized under federal law to enroll non-immigrant alien students and issue INS form I-20.

Approval documents are on display at the school. Additional information regarding approvals and/or accreditation can be obtained by contacting the Executive Director.

Memberships

SAM Tech is affiliated with the following professional organizations.

- Automotive Engine Rebuilders Association (AERA)
- Texas Association of Student Financial Aid (TASFAA)
- Automotive Parts & Services Association (APSA)
- Specialty Equipment Manufacturing Association (SEMA)
- Career Colleges and Schools of Texas (CCST)

Academic Programs

The School of Automotive Machinists & Technology offers an Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining. It requires 92.5 semester credit hours for completion.

The School of Automotive Machinists & Technology offers the following five (5) certificate programs.

1. Automotive Engine/Block Machining
2. Automotive Engine/Cylinder Head Machining
3. Automotive Engine/Block & Cylinder Head Machining
4. CNC Machining
5. EFI Calibration

The curriculum promotes a well-rounded perspective of the performance engine building profession.

Campus Facilities

The School of Automotive Machinists & Technology occupies 16,000 square feet of floor space which includes spacious air-conditioned classrooms, teaching laboratory, educational resource center, student lounge, faculty and administrative offices.

The classrooms are designed and equipped for academic instruction within the faculty-student ratio for occupational training as specified by state regulatory authorities. The laboratory equipment is the same as found in a typical industry working environment. The laboratory provides an area for practical demonstration and hands-on experience to reinforce the academic theory. Moreover, each classroom contains reference materials for use during class hours. These materials are maintained in a locked bookcase.

A student lounge is available for social contact during class breaks. Vending machines for light refreshments are located in the student lounge area. Parking is available at the School's campus and additional parking is adjacent to and behind the School.

Faculty

SAM Tech employs an adequate number of qualified, experienced full-time and part-time faculty members to support its institutional mission and to ensure the quality and integrity of its programs. Collectively, the faculty at SAM Tech supports the institutional mission in the areas of teaching effectiveness, curriculum and professional development, and service.

SAM Tech seeks to recruit and employ competent and qualified instructors, both full-time and part-time, who possess the professional and scholarly preparation necessary to meet the institution's mission and policies; the School assesses each instructor's overall qualifications, including academic credentials, teaching and industry-related work experience, and other relevant characteristics to ensure that all faculty members meet the required competence, effectiveness, and capacity necessary for instructional effectiveness.

A list of faculty members follows:

Technical Faculty

Judson Massingill

Certified, Specialized Training - ITS
ASE Master Machinist
BS, Social Science, University of Houston
51 years of experience

Andrew Hachmeister

Certified, Specialized Training
AAS, Automotive Engine/Block & Cylinder Head Machining
School of Automotive Machinists & Technology
7 years of experience

James Maynus

Certified, Specialized Training
Holley Certified, Mastercam Certified
AAS, Para medicine, Red Rocks Community College
AAS, Fire Science Technology, Red Rocks Community College
13 years of experience

Darren Smithers

Certified, Specialized Training
Holley Certified Instructor
Mastercam Certified
BA, Philosophy, State University of New York at Oswego
AAS, Automotive Engine/Block & Cylinder Head Machining
School of Automotive Machinists & Technology
9 years of experience

Jonathan Waitt

Certified, Specialized Training
Mastercam Certified Instructor
AAS, Automotive Engine/Block & Cylinder Head Machining
School of Automotive Machinists & Technology
16 years of experience

General Education, Adjunct Faculty

John Guyton

EdD, Organization and Leadership, University of San Francisco, San Francisco, CA
MA, Secondary Education, Hampton University, Hampton, VA
BS, Education, Hampton University, Hampton, VA

Richard Zuo

Post Masters Certificate, Capella University, Minneapolis, MN
MBA, Oil and Gas, Partial MSME, Middlesex University, London United Kingdom
BS, Mechanical Engineering, San Jose State University, San Jose, CA

Transfer of Credit Policies

Credit for Previous Education or Training Experience

A student or sponsoring agency may request transfer credit or request placement testing credit for any course in a program. Such requests must occur prior to the first week of attendance. The request must be made to the Director of Education. Previous work experience and/or education must satisfactorily attest to the potential for course credit. Credit received through transfer or placement testing will decrease program tuition according to the number of 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 program. The minimum grade to transfer 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. In order to receive credit, the student must supply the School with the course outline and/or catalog description and transcript of credits earned. The General Education Coordinator is responsible for transcript evaluation.

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 3.0.

Transfer of Credits to another Institution

While some credits may be transferrable to another institution (i.e. Houston Community College), transfer of credits is at the sole discretion of the receiving institution. Check with the School, prior to enrollment, to determine if SAM Tech credits will transfer to that institution.

Privacy of Student Records

Public Information Policy and Family Educational Rights and Privacy Act

The *Family Educational Rights and Privacy Act (FERPA)* affords eligible students certain rights with respect to their education records (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.).

These rights include:

- The right to inspect and review the student's education records within 45 days after the day SAM Tech receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Consent must be in writing and specify the records to be released, the reasons for such release, and to whom the information is to be released.

Personal information shall be transferred to a third party outside of the school only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. The third party is expected to adhere to the FERPA guidelines upon receipt of this information. The school shall include with any information released, a written statement which informs the receiver of the information and conditions of disclosure.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by SAM Tech to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

SAM Tech will disclose information from a student's educational records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is a person employed by SAM Tech in an administrative, supervisory, academic, or support staff position. A school official also may include a volunteer or contractor outside of SAM Tech who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SAM Tech.
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's state-supported education programs.

Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of an eligible student if the student is a dependent for IRS tax purposes (1098-T only).
8. To comply with a judicial order or lawfully issued subpoena.

9. To appropriate officials in connection with a health or safety emergency.
10. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
11. To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
12. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

For any other information regarding the school's policy on access to records and to request accessibility to school records, contact the Registrar.

Advising

All students are encouraged to seek assistance from the Executive Director or other appropriate staff members concerning vocational decisions or any other problems that affect the student's attendance or grades in the School. Degree students are advised at least twice during the general education section.

Tutoring/Additional Help

Tutoring and/or additional help with theoretical or practical material is available for all students. This can be arranged by first conferring with the instructor. Tutoring/additional help is available before and/or after the scheduled class time. On occasion, additional help may be available on Saturday.

Student Diversity

The School of Automotive Machinists & Technology has a history of seeking to preserve an atmosphere of openness and tolerance. The school is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. SAM Tech possesses and values diversity among the individuals who make up its community.

In accordance with regulations published by the U.S. Department of Education, SAM Tech has provided the following information that demonstrates the diversity of its student body for the 2020-2021 Fall enrollment.

Undergraduate Student Characteristics	Number of Students	Percentage of Student Body
Total Enrollment	110	100%
By Gender:		
Female	1	2.2%
Male	109	98%
By Race/Ethnicity:		
American Indian/Alaska Native	2	2%
Asian	0	0%
Black or African American	7	6%
Hispanic/Latino	26	24%
Native Hawaiian or Pacific Islander	0	0%
White	72	65%
Two or More Races	3	3%
Race and Ethnicity Unknown	0	0%
Nonresident Alien	0	0%

Federal Pell Grant Recipients

During the 2020-2021 award year, there were 110 undergraduate students enrolled in the School of Automotive Machinists & Technology. Of those students, 11 were full-time, first-time college students. Of the 11 full-time, first-time college students 7 (61%) were Federal Pell Grant recipients.

Publications

The following list contains frequently requested forms and publications.

- School Catalog
- Financial Aid Policies and Procedures Manual
- Application for Admission

- Enrollment Agreement
- Transcript Request Form

FINANCIAL INFORMATION

Educational Costs

Cost of Attendance

The components of the cost of attendance include basic living expenses plus tuition. Basic living expenses include food, housing, transportation, personal expenses, books/course materials/supplies and equipment.

Extended Payment Plans

The School accepts tuition wholly, before entry, or offers weekly or monthly payment plans to meet the student's needs. Method of payment will be arranged prior to or on the day of entry.

Collection of Delinquent Fees and Payments

The student who terminates with tuition or other fees due the School is requested to make arrangements for payment at the time of termination.

Payment Methods

Acceptable forms of payments for tuition and fees for students not participating in federal student aid programs are:

- Zelle (Zelle@samtech.edu)
- Money Order
- Cashier's Check
- Personal/Business Check

SAM Tech does not accept cash for any payments.

Institutional Charges

The following tuition rates are effective January 1, 2023.

Automotive Engine/Block Machining

Registration Fee	\$ 100.00
Tuition (per program)	\$16,300.00
Lab Fees	\$ 375.00
Textbooks & Manuals	<i>(Call for pricing)</i>
Total	\$16,775.00

Automotive Engine/Cylinder Head Machining

Registration Fee	\$ 100.00
Tuition (per program)	\$16,000.00
Textbooks & Manuals	<i>(Call for pricing)</i>
Lab Fees	<u>\$ 1,075.00</u>
Total	\$17,175.00

Automotive Engine/Block & Cylinder Head Machining

Registration Fee	\$200.00
Tuition (Subject to change if not taken in the same calendar year)	\$32,300.00
Textbooks & Manuals	<i>(Call for pricing)</i>
Lab Fees	<u>\$1,450.00</u>
Total	\$33,950.00

CNC Machining

Registration Fee	\$ 100.00
Tuition (per program)	\$14,200.00
Textbooks & Manuals	<i>(Call for pricing)</i>
Lab Fees	<u>\$ 325.00</u>
Total	\$14,625.00

EFI Calibration

Registration Fee	\$100.00
Tuition (per program)	\$13,835.00
Textbooks & Manuals	<i>(Call for pricing)</i>
Lab Fees/Supplies	<u>\$1,620.00</u>
Total	\$15,555.00

Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining

Registration Fee - General Education	\$200.00
Tuition & Registration Fee, Books, Lab Fees/Supplies	\$33,950.00
-Technical Component (Block Program & Head Program or Combo Program)	
(Subject to change if not taken in the same calendar year)	
Tuition-General Education	\$5,800.00
Textbooks & Manuals - General Education	<i>(Call for pricing)</i>
Lab Fees	<u>\$100.00</u>
Total	\$39,950.00

(Tuition does not include educational seminars or field trip expenses.)

Seminar Fees:

Taking the Mystery out of Cam Degreeing and Valve Timing Seminar (non-credit)

\$400.00

101 High Performance Marketing Seminar (non-credit)

\$2,000.00

201 Social Media Marketing Seminar (non-credit)

\$2,000.00

Repeated Courses

SAM Tech students may repeat a course only one time. No more than three courses may be repeated throughout the academic program. When a student re-takes a course, the former grade remains on the student's transcript and is used in assessing the student's academic progress (SAP). However, after the student retakes a course, only the latter grade is used in the calculation of the GPA. The student must see his/her financial aid officer to discuss the impact of repeated courses on their financial aid.

Housing Costs

Learning and growing at an institution of higher education is part of the academic experience. At SAM Tech, we believe that the learning experience continues long after the traditional classroom doors are closed.

The School does not maintain a dormitory facility. However, students desiring housing accommodations should contact the Admissions Department for information.

Listed below is a sample of housing cost ranges in the Houston, Texas area.

1 bedroom apartment \$560 - \$1,475

2 bedroom apartment \$795 - \$1,825

Net Price Calculator

SAM Tech is pleased to provide a Net Price Calculator as a guide for early financial planning for school. The online calculator will assist you with calculating your estimated educational cost and provide you with a preliminary estimate of federal student financial aid eligibility; please be advised that the calculator is for estimating purposes only, is based on the award policies of the 2020-2021 award year, and shall not be binding with SAM Tech.

Final eligibility for federal student financial aid is subject to you completing the FAFSA, meeting eligibility requirements, meeting priority deadlines, and the availability of funds. For more information on applying for federal student financial aid, please go to <http://www.studentaid.gov>.

Please go to SAMTech.edu to use the net price calculator. The calculator can be found under the financial aid tab.

Financial Aid Literacy

The Financial Aid Office is available to assist each student and, if applicable, each parent in the understanding of options available to finance education, which may include grants, loans, veteran benefits, scholarships, and vocational rehabilitation programs.

SAM Tech and the federal and state government offer several financial assistance programs to help students meet educational expenses. Students at SAM Tech are eligible to apply for financial assistance under the following financial assistance programs.

- Federal Pell Grant Program
- William D. Ford Federal Direct Loan Program (Subsidized and Unsubsidized)
- Federal Direct Parent Loan Program for Undergraduate Students (PLUS)
- Veterans Education Act
- Vocational Rehabilitation Programs
- Scholarships

Please review the information contained in the *Financial Aid Policies and Procedures* manual. The information will familiarize you with the available options and necessary steps for applying for financial assistance, including specific grants, loans, veteran benefits, and scholarships. Remember, the School's Financial Aid Office is available to assist you with the application process and the financial planning for your education.

We understand that applying for and receiving financial assistance is a new process for most people. It will take time, patience, and effort to understand and meet deadlines. We are here to help.

Federal Publication

The Guide to Federal Student Aid. Funding Your Education is a comprehensive resource on student financial aid published by the U.S. Department of Education for students and parents.

Refund Policies

Minimum Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school breaks of five days or more will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the School;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program.

The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or 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 course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are 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.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

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 reenroll 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.

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-based Programs, Direct Loans, PLUS Loans) and withdraw from School prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

The Return to Title IV Funds Procedure is as Follows:

1. Determine the percentage of the payment period the student completed. For credit hour programs, the law defines this percentage based on calendar days up to and including the students last date of attendance is divided by the number of days in the payment period.
 - A payment period is 19 semester credit hours for Automotive Engine/Block Machining, Automotive Engine/Cylinder Head Machining and Automotive Engine/Block & Cylinder Head Machining programs.
 - A payment period is 8 semester credit hours for Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining.
 - A payment period is 10.5 semester credit hours for CNC Machining.
 - A payment period is 8.5 semester credit hours for EFI Calibration.

The total number of calendar days in the payment period does not include any days in which the student was on an approved leave of absence. In addition, the period does not include breaks of 5 or more days.

2. Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1 by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the student's withdrawal date.

For a student who withdraws without notification, we may use the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, we use the withdrawal date.

3. Compare the amount earned to the amount disbursed. If the student has a current balance of tuition and/or fees the School would receive the refund before the student. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.

4. Allocate responsibility for returning unearned aid between the School and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant program, the initial amount to return will be reduced by 50%.
5. Distribute the unearned aid back to the Title IV programs.
6. If a post withdrawal disbursement is due (Box J of the Return to Title IV calculation) the School will notify the student, or parent in case of a PLUS Loan, within 30 days. The student or parent will have 15 days to either accept the disbursement in full or a partial portion of the funds. If the student or parent does not respond to the notice in a timely manner, Title IV funds will be returned to the appropriate program. If authorization is received from the student or parent, funds will be disbursed within 120 days.

If grant funds are in the post-withdrawal disbursement, the School will retain the funds without the student's permission for current tuition and fees. If no current tuition and fees are due, the School will send the student the post withdrawal disbursement of grant funds. If the student has other outstanding charges, the School will notify the student of the charges before sending the student any the grant funds. Any excess Grant funds will be disbursed to the student within 45 days.

If loan funds are in the post-withdrawal disbursement the School will notify the student, or parent in case of a PLUS Loan, of the amount of current tuition and fees and/or outstanding charges due the School and the amount, if any that can be returned to the student or parent.

A post withdrawal disbursement of loan funds will not be released to the student or parent unless they authorize current tuition and fees be paid first. If the student or parent declines the loan funds, no loan funds will be applied to current tuition and fees.

Return to Title IV (R2T4) Interim Policy

Section 3508 of the CARES Act permits SAM Tech to waive the statutory requirement for institutions to return Title IV funds as the result of student withdrawals related to a qualifying emergency.

For any student who begins attendance in a payment period or period of enrollment that includes March 13, 2020, or begins between March 13 and the later of December 31 or the last date that the national emergency is in effect, and subsequently withdraws from the period as a result of COVID-19-related circumstances, SAM Tech is not required to return Title IV funds.

This includes students who withdrew during the applicable period for whom SAM Tech has already performed an R2T4 calculation and returned funds. Where returns have already been made, SAM Tech will re-disburse Title IV funds to those students, making required adjustments in COD, crediting students' ledger accounts, and requesting any necessary funds from G5. In the case of withdrawn students for whom no returns have been made, SAM Tech will:

- Perform an R2T4 calculation in order to determine the amount of Title IV funds that would otherwise have to be returned;
- Make no adjustments to COD as a result of the withdrawal;
- Make no adjustments (as the result of the withdrawal) to the amount of Title IV aid credited to the student's ledger account.

If an affected student withdraws prior to some or all his/her Title IV aid having been disbursed (a situation that would normally result in a post-withdrawal disbursement), SAM Tech will proceed with making any remaining disbursements for the payment period, and then follow the steps above.

Procedures to Provide Simultaneous Written Notice to the Borrower

The following three (3) steps are followed to provide simultaneous written notice to the borrower upon withdrawal:

1. The School's *Withdrawal Form* is completed by the student or the Financial Aid Office.
2. The Financial Aid Office computes the drop calculation.
3. Once the drop calculation is completed, written notice is sent to the student and any refunds due are returned to the correct program and/or person.

How the Payment Period End Date for the Loan Period is Determined if all Direct Loan Funds are returned in the Payment Period and/or Loan Period

The School's loan period consists of two (2) payment periods. If all loans are returned during the second payment period, the School decreases the loan period to the end date of the first payment period.

If all loans are returned during the first payment period, there is no loan period.

Refund Timeline and Refund Allocation Title IV

Any monies due to the applicant or student shall be refunded within 45 days of the date that the School determines the student has withdrawn.

The date of School determinations shall be the date of formal cancellation by the student or no more than 14 days from the last date of physical attendance.

In the case of a student who does not return from an approved leave of absence, the School determination date shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Here is an example:

The student enrolls in a program on 02/19/2021. The student is in attendance and withdraws from the program on 07/10/2021. For the purposes of calculating the amount of the refund due to the student, the School of Automotive Machinists & Technology will use 07/10/2021 as his/her Last Day of Attendance (LDA).

When the refund is due to the student, the School of Automotive Machinists & Technology will use 07/10/2021 as his/her date of determination of withdrawal. The student or funding source will receive a refund (if applicable) no later than 45 days from the date of determination.

Refunds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans/William Ford Direct Loans Program
2. Subsidized Federal Stafford Loans/William Ford Direct Loans
3. Federal PLUS Loans/Direct PLUS Loans
4. Federal Pell Grant Program
5. Federal SEOG

By signing the enrollment agreement, the student authorizes the institution to retain any amount of the refund that would be allocated to Title IV, HEA loan programs. Please be advised that this is only the Return to Title IV refund. Once the School determines the amount of Title IV aid that the school may retain the institution will then calculate the institutional/state/accreditation agencies refund policy.

Refunds will be returned in the following order:

1. Title IV Refunds
2. Other Title IV Programs
3. Other Federal, State, Private, or Institutional Assistance
4. The Student

Military Education Benefits

Veterans Administration Educational Benefits (Entitlement Funds)

Former U.S. Armed Services men and women, widows and children of veterans who died while in service or after discharge from a service-connected disability, and wives and children of veterans who have a service-connected disability considered to be total and permanent in nature may apply for benefits from the Federal Department of Veterans Affairs. Forms and information concerning certification for VA benefits are available in the Financial Aid Office.

Important Websites

Resources	Summary	URL
Department of Veterans Affairs	Find General Information	http://www.va.gov
Department of Veterans Affairs: Muskogee Regional Processing Office	Regional Veteran Benefits Payment Processing Office	http://www.vba.va.gov/ro/muskogee
Applications	Apply on-Line for Veteran Benefits	http://www.gibill.va.gov/apply-for-benefits/application
Benefit Comparison Tool	Compare Veteran Benefit Programs	http://www.gibill.va.gov/resources/benefits-resources/benefit-comparison-tools.html
Student Veterans of America	Student Veterans of America is a coalition of student veterans groups on school campuses across the United States.	http://www.studentveterans.org/

The Post-9/11 GI-Bill

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

As of August 1, 2009, the Post-9/11 GI Bill is effective for training. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees and vocational/technical training.

All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill benefits. Additionally, tutorial assistance and licensing and certification test reimbursement are approved under the Post- 9/11 GI Bill.

The Post-9/11 GI Bill will pay your tuition based upon the highest in-state tuition charged by a public educational institution in the state where the institution is located. The amount of support that an individual may qualify for depends on where they live and what type of certificate/degree they are pursuing.

The Post-9/11 GI Bill will pay eligible individuals:

- Tuition and fees directly to the institution not to exceed the maximum in-state tuition and fees at a public Institution of Higher Learning. See the chart listing maximum in-state tuition rates.
- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the institution.
- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.

If you are on active duty you will not receive the housing allowance or books and supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.

Effective August 1, 2018, benefits will be payable indefinitely.

The Post-9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents.

New GI Bill - Chapter 30

1. A student may be eligible if he or she first entered on active duty during the period beginning July 1, 1985, through June 30, 1988. He or she must have served at least:
 - 2 years of honorable, continuous active duty if the first obligated period of services was less than 3 years or if he or she is now on active duty or,
 - 3 years of honorable, continuous active duty if his or her first obligated period of service was 3 years or more or,
 - 2 years of honorable, continuous active duty followed by 4 years of continuous active duty in the Selected Reserve with satisfactory participation in training.

2. Alternatively, a student may be eligible for Chapter 30 benefits after December 31, 1989 if he or she
 - entered active duty before January 1, 1977 (or contracted under a delayed entry program before January 1, 1977, and entered active duty before January 2, 1978); and
 - served continuously on active duty for at least 3 years after June 30, 1985 or for at least 2 years after that date if he or she then served continuously for at least 4 years in the Selected Reserve with satisfactory participation in training. The active duty service may begin at any time during the period beginning July 1, 1985, and ending June 30, 1988.
 - was discharged or released for a service-connected disability hardship or at the convenience of the government, he or she may still be eligible even if he or she did not serve the minimum lengths of time described above, whichever is applicable.
 - entered active duty for the first time on or after July 1, 1985, his or her military pay must have been reduced by \$100.00 each month after the first 12 months of active duty service.
 - must have received a high school diploma or its equivalent before completing the required service.

Veterans' Vocational Rehabilitation Bill - Chapter 31

Veterans who served in the Armed Forces during World War II or thereafter are eligible for vocational rehabilitation if all three of the following conditions are met:

1. The veterans suffered a service-connected disability in active service which entitles them to compensation, or they would do so but for receipt of retirement pay;
2. The veterans were discharged or released under other than dishonorable conditions; and
3. The VA determines that they need vocational rehabilitation to overcome the handicap of their disabilities.

Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) - Chapter 32

A student is eligible if he or she entered active military service at any time during the period January 1, 1977, through June 30, 1985, and:

1. He or she must have served on active duty for at least 181 days. If he or she was discharged for a service-connected disability with less than 181 days of service, he or she may still be eligible;

2. If he or she enlisted for the first time after September 7, 1980, or if he or she entered (including reenlistment) active duty after October 16, 1981, he or she must have completed either 24 continuous months of active duty or the full period for which he or she was called or ordered to active duty, whichever is less;
3. If he or she is on active duty, he or she must have completed his or her first obligated period of active duty or 6 years, whichever is less;
4. He or she must have contributed to VEAP while on active duty; and
5. He or she may be eligible under Noncontributory VEAP, Section 903, if he or she was selected by his or her branch of service to participate in this program. If he or she was selected, the Department of Defense made the contributions for him or her. He or she must have enlisted or reenlisted for active duty service after November 30, 1980, and before October 1, 1981.

(If he or she contracted under a delayed entry program during this period, he or she must have entered active duty before October 1, 1982.) For more information on this program, contact the nearest VA regional office; if a student is on active duty, contact the Education Services Officer.

Survivors' and Dependents' Education Assistance - Chapter 35

Veteran benefits are available for spouses or surviving spouses and children of veterans who have died as a result of a service-incurred disability, or who have been declared 100 percent service-connected disabled. Contact the nearest Veterans Administration Regional Office for additional information. Include the veteran's claim number (File number identification). If the student is transferring in from another higher education institution, a 22-5495 is required.

For scholarship information visit <http://www.aerhq.org/education.asp>.

Selected Reserve Educational Assistance Program - Chapter 1606

This program is available and applies to reservists who entered the Selected Reserves after July 1, 1985. For original claims, the student may submit the 22-1990 and the DD Form 2384 (NOBE) to the VA Regional office or to the school for submittal. If a student is transferring in from another higher education institution, a 22-1995 is required.

Iraq and Afghanistan Service Grant

A student who is not eligible for a Federal Pell Grant, but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional student eligibility requirements are:

- Be under 24 years old; or
- Enrolled in school at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Federal Pell Grant for the award year – not to exceed the cost of attendance for that award year.

For more information regarding this program, please visit

<http://www.studentaid.ed.gov/PORTALSWebApp/students/english/IraqAfghanServiceGrant.jsp>.

Tillman Military Scholarship

Who is eligible to be a Tillman Military Scholar?

1. Veteran and active service members of both pre- and post-9/11 service.
2. Service members who wish to start, finish, or further their education.
3. Service members of all branches of the U.S. Armed Forces: Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, and Reserve.
4. Service members pursuing undergraduate, graduate, post-graduate, 2-year, 4-year, public, private, vocational, and trade degrees or certifications.
5. Dependents of service members (children under the age of 30 or spouses).

What criteria will be considered for awarding the Tillman Military Scholarship?

- Unmet financial need
- Educational and career ambitions
- Record of personal achievement
- Compelling, thoughtful, genuine, and thorough essay question responses
- Demonstration of service to others in the community and a desire to continue such service

Annual Renewability

Annual renewability will be considered for most scholarships based on proof of full-time student status, minimum GPA earned, as well as, documented participation in civic action or community service. Additionally, scholarship funding can only be used toward a single degree or certification per award winner.

Federal Direct Student Loan Repayment Plans

Depending on the overall federal loan amount that a student will need to repay along with his or her current financial situation, there may be different repayment options available.

This federal resource will provide all of the information needed to be better informed of repayment options for federal loans. Options may include Standard, Extended, Graduated, Income Contingent and Income Based repayment plans, depending on the student borrower's situation. Not all plans are available to all students. While we typically suggest choosing a plan that repays the loan the fastest, generally the Standard plan, the Income Based and Income Contingent plans might be best for the student in the short term.

If a student has any questions, he or she may contact their loan servicer or the Financial Aid Office for assistance. Please know that the federal government has the right to change the terms of each plan at any time, including eliminating and adding plans. Students also have the right to change plans, per federal regulations, as needed.

Entrance Counseling for Student Loan Borrowers

Before receiving a student loan, first time borrowers must complete an entrance counseling session. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. This entrance counseling session can be found at <https://studentaid.gov>.

Exit Counseling for Student Loan Borrowers

Direct loan exit counseling will explain your rights and responsibilities as a direct loan borrower. Exit counseling information is also located at <https://studentaid.gov>.

National Student Loan Data System (NSLDS)

When a borrower receives a Federal loan, the loan provider must submit that information to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors that are authorized users of the data system. Students are also able to log in and access all of their federal loan information. Students will need to have their FSA ID and password in order to access their information.

NSLDS Update (Policy)

As FSA prepared for the retirement of the current National Student Loan Data System (NSLDS) website and the launch of the enhanced website, FSA temporarily paused data reporting to NSLDS. Batch reporting was accepted until July 19, 2022, and online updates and submittal spreadsheets were accepted until July 20, 2022. Due to issues encountered following the conversion, data reporting and data processing did not resume as scheduled, which impacted SAM Tech's ability to comply with enrollment reporting requirements. During this time, there was a period when SAM Tech was encouraged not to provide updates or had submissions canceled, as well as periods when regular enrollment reporting rosters were suspended along with enrollment history update functionality. There was also a period during which processing of received updates was paused.

SAM Tech was not able to comply with enrollment reporting requirements for the period July 19, 2022, through the date of this January 12, 2023. Therefore, there was no enrollment reporting data due from July 19, 2022, through Feb. 28, 2023. SAM Tech is in compliance with the enrollment reporting requirements for all other periods within their fiscal year.

Student Loan Information

Additional information about financial aid, including your specific loan information, can be found by visiting the studentaid.gov webpage.

Satisfactory Academic Progress

SAM Tech's Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students. The policy includes metric components, applicable definitions, and details regarding appeal.

1. A student is in good standing if a cumulative Grade Point Average (GPA) of 2.0 (70%) or better is maintained, attendance is in accordance with School policy, and at least 66.67% of the attempted credit hours are completed (Pace Of Progression [POP]). Progress is documented by Progress Reports. See Student Evaluation (School Catalog) for the details regarding Progress Reports.
2. A student who does not meet one or more of the three (3) metrics listed above will be placed on academic/financial aid warning for the next payment period. Students on academic/financial aid warning will continue to receive Title IV funds for the duration of the period.

To maintain eligibility after one payment period and return to good standing, a student must satisfy the minimum standards all three SAP components by the end of the academic/financial aid warning period.

3. If a student fails to achieve the SAP requirements by the end of the warning period, they are placed on academic/financial aid probation and will lose eligibility for Title IV funds but can appeal and re-establish program eligibility and continue matriculation.
4. A student that successfully appeals will re-establish Title IV eligibility and will be placed on academic/financial aid probation for the subsequent payment period. A student who is placed on academic/financial aid probation, for any reason, shall have 4 weeks (day students) or 8 weeks (night students) in which to rectify deficiencies and return to good standing.
5. When a student is placed on academic/financial aid probation, that student will be advised prior to returning to class, of the beginning date and the action taken. The terms of the probation shall be clearly indicated on the appropriate permanent records.
6. A student placed on academic/financial aid probation may attend supplementary tutoring during probation if necessary (see Individualized Assistance, School Catalog).
7. A student who fails to achieve overall SAP at the end of the probation period will be terminated. A student may appeal the School's termination in writing.
8. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one grading period. This does not circumvent the approved refund policy.
9. A student who returns after the enrollment was terminated for not maintaining SAP shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file will be accordingly documented. If the student does not maintain SAP at the end of this probationary period, the student shall be terminated.
10. A student must complete the program within 1.5 times the length of the program to meet minimum requirements specified by the Maximum Time Frame (MTF).

Academic/Financial Aid Probation Appeals

1. To appeal academic/financial aid probation, a student must prepare a written statement explaining
 - the factors that prevented the student from meeting SAP accompanied by supportive documentation.
 - what has changed that will allow the student to maintain SAP.
 - how the student will maintain SAP.

Appeals to establish academic/financial aid probation must be submitted within one week of the student being notified of failure to meet the terms of the academic/financial aid warning.

Course Incompletion

A student who is obligated for full tuition may request a grade of “incomplete.” This occurs if the student has failed to meet a course requirement due to illness or other reason beyond his/her control as excused by the course instructor. The student must be in good standing at the time that an incomplete grade is awarded. An incomplete grade of “I” is awarded to the student at the end of the academic term.

The student is allowed a maximum of three weeks into the next term to rectify a grade of incomplete. If the incomplete is not rectified within that period, the incomplete is automatically converted to an “F.”

If the student earns an “F” he/she is placed on academic probation. A grade of “I” indicates that required coursework was not completed during the course length. This grade does not count as credit hours attempted and is not included in the GPA calculation.

Once the final grade has been awarded, the course is counted as credit hours attempted and calculated into the GPA and is applied to SAP.

Withdrawals

If a student wishes to withdraw from a class before completion of a subject and/or before finals are given, he or she must complete a Change of Status form with the Registrar. A withdrawal grade of “W” will be awarded at the time of withdrawal to a student with a passing grade. A student with failing grades at the time of withdrawal will be given an “F.” It must be understood that a withdrawal may alter the student’s date of graduation and eligibility for financial aid. The student must see his/her financial aid officer to discuss the impact of withdrawals on their financial aid. Tuition charges will be calculated through the last date of attendance. The date of withdrawal will be the effective date of termination.

Students who withdraw from school are subject to the institution’s refund policy. For students who participate in Title IV programs, the Return to Title IV policy applies. When a drop is reported to the financial aid office, the withdrawal is processed in a timely manner. The Financial Aid Director will notify the Executive Director regarding the withdrawal. The Executive Director assures that an internal audit is scheduled for refund calculations for the withdrawal.

The date of School determination can be no later than 14 days past the last date of attendance. The internal audit will commence at this time. The audit will assure:

- Correct personal information including name, address, and social security number
- Correct refund policy point has been calculated
- Correct refund computation has been performed
- Return to Title IV policy has been applied (for Title IV students, only)
- All forms have been completed and are in proper order
- All identifications required are in the file

All Title IV refunds are to be consummated within 45 days of the date of School determination. It is the auditor's responsibility to ensure that the refund has been disbursed within the prescribed time.

In the event of a state refund, a refund will be totally consummated within 60 days after the effective date of termination.

Re-Admissions/Appeal

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.

Attendance

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

Arriving to a class late or leaving early will result in an hour's absence recorded for that class period. 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 time hours in a program.
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.

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 enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period (see Student Evaluation-School Catalog). This does not circumvent the approved refund policy (see Appeal/Re-admission, School Catalog).

The following symbols are used:

A = ABSENT	G = GRADUATED
P = PRESENT	D = DROP
X = TERMINATED	T = TARDY
C = CANCEL	S = SPECIAL (make-up)
L = LEAVE OF ABSENCE	B = BREAK
E = ENROLLMENT DATE	BE = BREAK IN ENROLLMENT

Financial Aid Updates

Changes to Federal Student Financial Aid Programs

Federal Pell Grant

Section 401(b) (8) of the Higher Education Act of 1965 (HEA), as added by section 310 of the Department of Education Appropriations Act, 2017 (Title III of Division H of P.L. 115-31, the Consolidated Appropriations Act, 2017), allows a student to receive Federal Pell Grant (Pell Grant) funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year.

Effective July 1, 2012, students can receive a Federal Pell Grant only for the equivalent of 6 academic years or 600% of lifetime eligibility used.

- Each Federal Pell Grant Award received represents a percentage:
 - Full-time enrollment in a program equals 100% of an eligible student's Federal Pell Grant award.
 - CNC Machining, EFI Calibration, and the General Education Section of the Associate of Applied Science Degree Program are prorated based on the number of credit hours.
- It is critical that an eligible student stays on track with his or her certificate/degree plan so that his or her certificate/degree is earned before he or she exhausts Federal Pell Grant eligibility.
- If a student wishes review the amount of lifetime Federal Pell Grant eligibility he or she has used, he or she can visit nslds.ed.gov.

Federal Direct Student Loans and Parent PLUS Loans

The interest rates for both Direct Subsidized and Direct Unsubsidized loans first disbursed between July 1, 2022 and June 30, 2023 is 4.99% for both loan types.

The interest rate for the Direct Parent PLUS loan first disbursed between July 1, 2022 and June 30, 2023 is 7.54%. The interest rates are fixed and will not change for the life of the loan.

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after October 1, 2020 and before October 1, 2023.

<u>Loan Type</u>	<u>Loan Fee</u>
Direct Subsidized Loans and Direct Unsubsidized Loans	1.057%
Direct PLUS Loans	4.228%

STUDENT SERVICES INFORMATION

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, disability, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).

Dress Code

The goal of the School of Automotive Machinists & Technology is to prepare its students to accept a responsible and professional position in the automotive industry. In addition to technical competence, the potential employer will be highly concerned with finding positive attitudes in regards to appearance, dependability, attendance, a good work ethic, and, of course, safety.

To this end, the School of Automotive Machinists & Technology has adopted the following dress code for safety and appearance reasons. Failure to abide by this standard may result in a student being asked to leave. The time missed will be considered an unexcused absence.

Shirts

SAM Tech uniform shirts must be worn at all times while at school. Shirts must be tucked in.

Pants

All students must wear either blue jeans, cords, or dress slacks. Shorts, military pants or athletic apparel are not acceptable.

Shoes

Hard leather shoes or boots must be worn at all times while in school.

Caps are the only hats that can be worn at school. Caps other than those issued by the School of Automotive Machinists & Technology must be approved by the administration. Caps must be worn with the bill facing forward.

Hair Length

Hair must be cut in such a manner as not to touch the collar of a standard SAM Tech uniform shirt. Hairstyles are at the discretion of the administration.

Mustaches and Beards

Acceptable if neatly trimmed

Jewelry

Jewelry of any type is not permitted (earrings, body rings, necklaces, etc.).

Safety Glasses

Safety glasses required to be worn at all times in all shop/lab areas.

Drug and Alcohol Policy

The School of Automotive Machinists & Technology's policy regarding drug and alcohol use is as follows:

Alcohol and Drug Use/Abuse Statement

Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. Public Law 101-226, *Drug-Free Schools and Communications Act Amendment*, requires institutions of higher education to distribute information about and to enforce policies concerning illicit drugs and illegal consumption of alcohol. These policies apply to actions on school property and participation in any school-sponsored activity.

SAM Tech maintains the following policies regarding alcohol and drug use/abuse:

- SAM Tech does not accept or condone the use of illicit drugs in any form on school grounds or during school-sponsored events.
- Employees caught using illegal narcotics or under the influence of alcohol during working hours will be subject to disciplinary action up to, and including, termination of employment.
- Students who come to class under the influence of illegal drugs or alcohol, or are caught in possession of illegal drugs on school grounds, on school transportation, or during school-sponsored events will be subject to disciplinary action up to, and including, expulsion from the school. In the case of an expulsion, reinstatement of such an offender will occur only after the student has successfully completed a drug rehabilitation program.
- Individuals who are dismissed on the above grounds will be referred to criminal authorities for prosecution for violations of the standards of conduct listed above.
- Students who are convicted of violating federal, state, or local laws pertaining to illicit drugs and illegal alcohol use will be ineligible for federal financial aid.
- In the state of Texas, anyone under 21 years of age may not legally drink or purchase alcohol. Students under age 21 cannot possess or consume alcohol on school grounds or at any school event.
- SAM Tech does not allow alcoholic beverages to be consumed by students in the vicinity of the school grounds.
- The school administration maintains the right to deny any the privilege to serve alcoholic beverages at any event if it is deemed to be in the best interest of the school and students involved.

Health and Safety

The School of Automotive Machinists & Technology takes the health and safety of its school community very seriously.

Information about the school's security and safety policies and procedures, crime statistics and reporting, and emergency response procedures can be found in the School of Automotive Machinists & Technology's *Annual Campus Safety and Security* plan. The plan also includes information regarding emergency preparedness.

The School does not have a vaccination policy. However, the School strongly recommends that each student be immunized for meningitis, influenza, tetanus, and COVID-19. While efforts are made to create a safe environment that is conducive to academic success, safety is primarily the responsibility of each individual. Each student is encouraged to take appropriate safety precautions to protect his/her belongings and person.

Security Alerts

While in school, the central intercom system and/or air horn are used for security alerts.

Voter Registration

The School maintains voter registration information on site. Students interested in voter registration information should contact Brian Massingill.

For more information, please view the following websites.

<https://webservices.sos.state.tx.us/vrapp/index.asp>;

or by completing the following application:

[Texas Voter Registration](#).

Constitution Day

Constitution Day is a time to commemorate the September 17, 1787 signing of the United States Constitution. Constitution Day is observed each year on September 17 although SAM Tech may offer events and activities to celebrate the day throughout the week in which the date falls.

The purpose of this week is to encourage the SAM Tech community to continue learning and appreciating this living document which, despite its birth over 200 years ago, still plays an integral role in our everyday lives. Constitution Day provides an opportunity to reflect on our government, our liberties, and our obligations as citizens in this democracy. A scan of the U.S. Constitution may be found on the National Archives website:

http://www.archives.gov/national_archives_experience/charters/constitution.html

Student Success

Student-Right-to-Know Rates

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, institutions of higher education are required to disclose information to prospective and current students about institutional graduation rates.

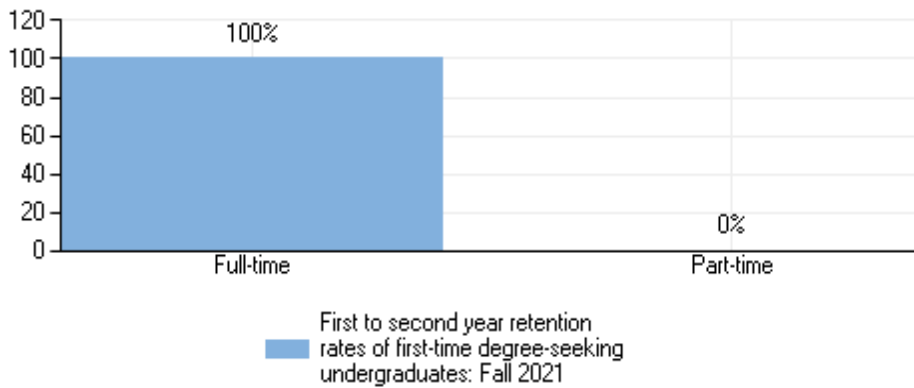
Graduation rates are the Student Right to Know (SRK) rates and are defined as the total number of individuals from a given cohort of first-time, full-time, certificate/degree-seeking undergraduates who complete a degree within 150 percent of normal time for completion of their degree/certificate, divided by the entire cohort of first-time, full-time, certificate/degree-seeking undergraduates minus any allowable exclusion.

The School of Automotive Machinists & Technology graduation rate for the 2019-2020 cohort year of first-time, full-time, undergraduates who completed their program within with 150 percent of the normal time for completion was 87%. The average graduation rate of the four years covering 2015-2018 is 92%.

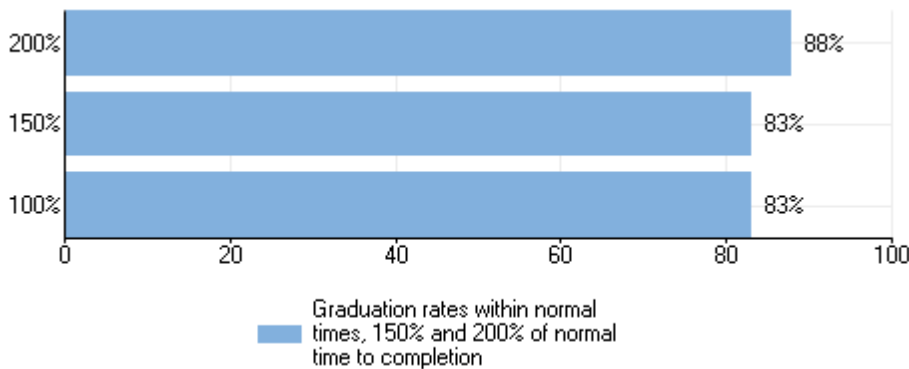
Program Integrity Rates

Effective July 1, 2011, the Department of Education requires institutions to publish the on-time completion rates of all students who start a program in order to demonstrate the portion of students who complete the program taking no longer than its published length.

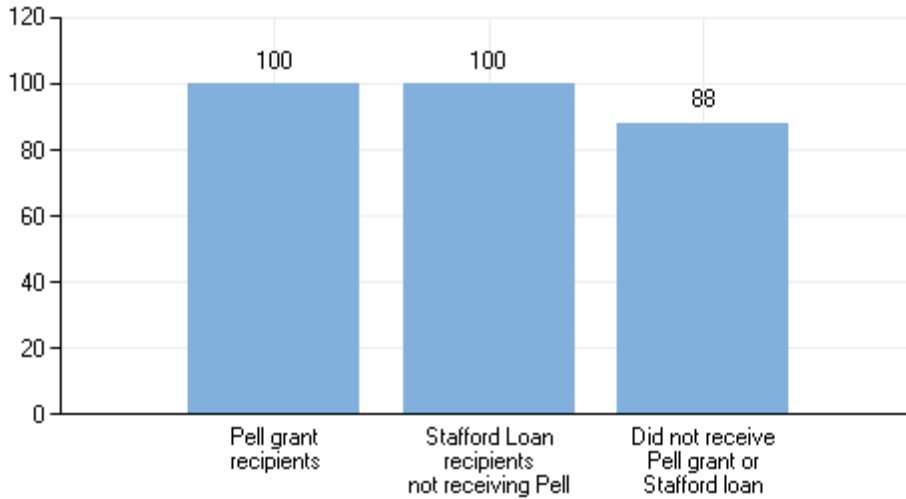
First to second year retention rates of first-time degree-seeking undergraduates: Fall 2021



Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within normal time, and 150% and 200% of normal time to completion: 2017 cohort



Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within 150% of normal time to program completion, by Title IV aid status: 2018 cohort



Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within 150% of normal time to program completion, by gender and race/ethnicity and transfer out-rate: 2018 cohort.

	Rate
Overall graduation rates	
Total	96%
Men	96%
Women	100%
American Indian or Alaska Native	
Asian	
Black or African American	50%
Hispanic or Latino	100%
Native Hawaiian or Other Pacific Islander	
White	97%
Two or more races	100%
Race/ethnicity unknown	
Nonresident alien	

	Rate
Overall graduation rates	
Total	96%
Men	96%
Women	100%
American Indian or Alaska Native	

Asian	
Black or African American	50%
Hispanic or Latino	100%
Native Hawaiian or Other Pacific Islander	
White	97%
Two or more races	100%
Race/ethnicity unknown	
Nonresident alien	
Transfer out-rate	

Retention Rates

The U.S. Department of Education requires SAM Tech to report the retention rates of its first-time, full-time undergraduate students enrolled in the institution at any time between August 1 and October 31 of each calendar year. Of such students who entered the school in fall 2020, 100% were still enrolled in fall 2021.

Cohort Default Rates

Cohort default rates help to measure the percentage of students within a specific cohort who enter into repayment on federal student loans within a specific timeframe. The three-year average cohort default rate for 2017-2019 is 1.5%.

For more information regarding the U. S. Department of Education official cohort default rates for schools, please visit its webpage

(www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html). SAM Tech's OPE-ID number is 03032300.

Graduate Placement

As reported to Texas Workforce Commission, Career Schools and Colleges and Texas Higher Education Coordinating Board (September 2, 2020-August 31, 2021)

<u>Program</u>	<u>Employment Rate</u>
Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining	100%
Automotive Engine/Block & Cylinder Head Machining	84.6%
Automotive Engine/Block Machining	82.4%
Automotive Engine/Cylinder Head Machining	No Completers

CNC Machining	82.6%
EFI Calibration	81.8%

*As reported to the Accrediting Commission of Career Schools and Colleges (ACCSC)
2022 Annual Report*

<u>Program</u>	<u>Employment Rate</u>
Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining	100%
Automotive Engine/Block & Cylinder Head Machining	91%
Automotive Engine/Cylinder Head Machining	100%
Automotive Engine/Block Machining	94%
CNC Machining	93%
EFI Calibration	75%

Job Placement Assistance

SAM Tech will assist graduates and students to locate suitable employment. The School does not guarantee employment, but stands ready to help in the job search. With the student's consent, information on the student's demonstrated performance will be made available to prospective employers and to students upon request without charge.

Textbooks

Students may elect to purchase the required textbooks from the School or an outside source. A complete list of textbooks, by program, appears below accompanied by the ISBN number and cost. Textbook costs may vary depending upon the vendor of purchase.

Program

Automotive Engine/Block Machining

Giles, Tim (2019). *Automotive Engines: Diagnosis, Repair, Rebuilding* (8th Edition). Clifton Part, NY: Cengage.

(ISBN-13: 978-1337567480, \$90.55)

Automotive Engine/Cylinder Head Machining

Giles, Tim (2019). *Automotive Engines: Diagnosis, Repair, Rebuilding* (8th Edition). Clifton Part, NY: Cengage.

(ISBN-13: 978-1337567480, \$90.55)

CNC Machining

Smid, Peter (2008). *CNC Programming Handbook* (3rd edition). New York: Industrial Press.

(ISBN-13: 978-0831133474, \$85.14)

Automotive Engine/Block & Cylinder Head Machining

Giles, Tim (2019). *Automotive Engines: Diagnosis, Repair, Rebuilding* (8th Edition). Clifton Part, NY: Cengage.

(ISBN-13: 978-1337567480, \$90.55)

Associate of Applied Science Degree in Automotive Engine/Block & Cylinder Head Machining

Beikmann, Randy (2015). *Physics for Gearheads: An Introduction to Vehicle Dynamics, Energy, and Power with Examples from Motorsports*. Cambridge: Bentley Publishers.

(ISBN-13: 978-032197-6444. \$84.95)

Giles, Tim (2019). *Automotive Engines: Diagnosis, Repair, Rebuilding* (7th Edition). Clifton Part, NY: Cengage.

(ISBN-13: 978-1337567480, \$90.55)

Guffey, Mary E. and Loewy, Dana (2019). *Essentials of Business Communication* (10th Edition). Mason, OH: South-western Cengage Learning.

(ISBN-13: 978-1337386494, \$184.45)

Lester, Mark and Larry Beason (2019). *The McGraw-Hill Handbook of English Grammar and Usage*.

(ISBN-13: 978-1260121674, \$13.24)

OpenStax (2016). *College Algebra*. Houston: Rice University.

(ISBN-13: 978-1-938168-38-9 (digital), free)

OpenStax (2016). *College Physics, Volume 1*. Houston: Rice University

(ISBN-13: 978-1-947172-20-3 (digital), free)

OpenStax (2016). *Introduction to Sociology (2nd edition)*. Houston: Rice University.

(ISBN-13: 978-1-947172-11-1 (digital), free)

Wilhoit, Stephen (2013). *Brief Guide to Writing from Readings (7th edition)*.
White Plains: Pearson Longman.

(ISBN-13:978-0133800333, \$67.81)

Tools and Supplies

All tools necessary for training are supplied. It is recommended that the student purchase a dial caliper tool at approximately \$75.00. This caliper is used throughout the program and will be used when the student graduates and obtains employment in the occupational field.

College Navigator

The U.S. Department of Education Institute of Education Sciences, National Center for Education Statistics ("NCES") is the primary federal entity for collecting and analyzing data related to education in the United States.

The NCES fulfills a Congressional mandate to collect, collate, analyze, and report complete statistics on the condition of American education; conduct and publish reports; and review and report on education activities internationally. View the School of Automotive Machinists & Technology statistics by visiting <http://nces.ed.gov/schoolnavigator> and entering our institution's name.

Investing in a program of study at SAM Tech can provide a student with a lifetime of opportunities. The following links provide information about the school's programs so a prospective student can determine whether a certificate/degree from SAM Tech is best for him or her.

A prospective student can select the program of interest which he or she is interested to learn

- total tuition and fees for the program, including book and supply costs and estimated costs for living expenses is available at the school. Please note that direct costs can change if transfer credit hours from previous education institutions are received.
- on-time graduation rates, which illustrates of those students who graduated, what percent of those students graduated on time.
- graduate placement success.

- the program’s median loan debt.
- the names of the occupations for which the program prepares students, accompanied by links to a federal government site which contains occupational profiles and potential income, sometime after graduation. The school makes no guarantees as to job and/or career placement for students and graduates, as well as any particular level of compensation while a student or after graduation.

Availability of Employers for Information Dissemination Purposes

Requests for information by students about the school should be directed to Linda Massingill, 1911 Antoine Drive, Houston, Texas 77055, (713) 683-3817. Other employees, such as admissions representatives and the Financial Aid Office may also provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Admission Office or the Financial Aid Office.

Misrepresentation Policy

This statement addresses the U.S. Department Regulatory Citation: 34 CFR §668.71 through 668.75, Federal Register Pages: 66913, 66958-66960 Regarding the Prohibition of Misrepresentation to Students and Others at the School of Automotive Machinists & Technology.

The current regulations provide numerous examples of topics that cannot be misrepresented within each of the four areas covered by statute 20 USC § 1094(c)(3). Those four areas include:

- The nature of the institution’s educational programs.
- The institution’s financial charges.
- The employability of the institution’s graduates.
- Relationship with the Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

Definitions

The current regulations define “misleading statement,” “misrepresentation” and “substantial misrepresentation.”

- Misleading statement is defined as including any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.

- Misrepresentation is defined as “any false, erroneous or misleading statement made by an institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, family of either, accrediting agency, state agency, any member of the public, or US Department of Education.”

This includes “dissemination of a student endorsement or testimonial made under duress or because the school required the student to provide the endorsement to participate in a program.”

- Substantial Misrepresentation is defined as “any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.”

Procedure

The School of Automotive Machinists & Technology strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The School avoids misrepresentation to students and others in communications made in writing, visually, orally, or through other means.

Responsibilities toward Misrepresentation to Students and Others

The Executive Director is responsible for providing accurate and timely information for faculty and staff at key junctures during the academic year.

Copyright Policies

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Please refer to School's *Copyright Manual* for complete copyright information.

Transcripts

The School requires official transcripts or diploma from high schools and post-secondary schools attended. A copy of the official GED certificate or test score is required.

Students can request transcripts of completed work at SAM Tech and any time.

Learning Resource System

The School has established Learning Resource System consisting of periodicals, books, and video-cassette software to supplement and to assist in the teaching of its programs. These resources are available to students seeking other material to support their curriculum. Students also have access to the School's subscription to Library and Information Resources Network (LIRN).

Student Activities

The School of Automotive Machinists & Technology does not maintain a regularly planned student activities calendar. The School does, from time to time, arrange for field trips, seminars, and other special activities that they feel are supportive to the course of study as well as being socially acceptable and entertaining to the student body.

Examples of such activities include tours of local professional race team shops, seminars featuring performance and race engine builders, technical speakers from parts and equipment manufacturers, and tours of working machine shops.

Grievances and Complaints

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
and/or

Texas Workforce Commission, Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
512-936-3100

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Linda Massingill, Executive Director, or online at www.accsc.org.

Degree students with an unresolved complaint may contact:

Texas Higher Education Coordinating Board
1200 E. Anderson Lane, Austin, TX 78752
P.O. Box 12788
Austin, TX 78711-2788
512-427-6101

www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

The web address for the rules governing student complaints-Title 19 of the Texas Administrative Code, Sections 1.110-1.112:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sc h=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sc h=E&rl=Y)

Title IX

The School of Automotive Machinist & Technology is committed to maintaining and safe and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. SAM Tech possesses and values diversity among the individuals who make up its community. Title IX of the Education Amendments of 1972 (hereinafter, "Title IX"), and its implementing regulations prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal Financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment that is prohibited by Title IX.

Title IX protects students from sexual harassment in a school's education program and activities; this includes all academic, educational, extracurricular, and other programs of the school, whether they take place at a school's facilities or any other location where students are engaging in academic pursuits.

If a School knows or reasonably should know about harassment that creates a hostile environment, Title IX requires that the School take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Title IX states that schools have the obligation to respond to sexual harassment, sexual violence, and sexual discrimination.

This Title IX Sexual Harassment policy is based on definitions set forth in regulations published by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972 effective August 14, 2020. By providing more specific definitions of sexual harassment than previous regulations, this policy limits the scope of Title IX Sexual Harassment to which the institution is required to respond.

The School will respond to reports or formal complaints of conduct prohibited under this policy with measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. The School will not deprive an individual of rights guaranteed under federal and state law (or federal and state anti-discrimination provisions; or federal and state law prohibiting discrimination on the basis of sex) when responding to any claim of Title IX Sexual Harassment.

Report an Incident of Sexual Misconduct

Any member of the SAM Tech community can report issues of sexual harassment, violence, or other misconduct directly to the School's Title IX Coordinator or another responsible administrator or faculty member with the assurance of support, guidance, and respect, and without fear of retaliation.

Title IX Coordinator

The Executive Director, Linda Massingill, serves as the School's Title IX Coordinator. The Title IX Coordinator is responsible for coordinating the recipient's responses to all complaints involving sex discrimination.

The Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy, and will oversee response to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). The Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the college community regarding Title IX and VAWA, and providing information about how individuals may access their rights;

- Reviewing applicable School policies to ensure institutional compliance with Title IX and VAWA;
- Monitoring the School's administration of its own applicable policies;
- Responding to any report or formal complaint regarding conduct that violates this policy. For any report of which the School has actual knowledge (and any formal complaint), the Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures.
- For any formal complaint, the Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.

Records Maintenance

The School of Automotive Machinists & Technology maintains student records indefinitely. Students receive an official copy of their academic program(s) upon completion. The transcript is accompanied by the certificate of completion and/or degree. Graduates may request additional copies of transcripts at any time.