

**The Fab School**

**January 2017**

**School Catalog**



# The Fab School

## Catalog

Main Campus & Administrative / Corporate Headquarters

9571 Pittsburgh Avenue  
Rancho Cucamonga, CA 91730  
Telephone: (877) 411-9353

Website: [www.thefabschool.com](http://www.thefabschool.com)

## A Letter from Our Founder

*As a proud accredited member of the Council on Occupational Education, The Fab School shares in its core values of trustworthiness, transparency, accountability, and commitment to quality occupational training through high ethical and educational standards, and student achievement.*

*Since our very first Fundamentals of Fabrication class in November of 2005, The Fab School has been providing students with a unique level of technical and hands-on skills required to become marketable candidates for entry-level employment in the metal fabrication and welding industry. In fact, with the learned knowledge and skills developed as students at The Fab School, many have even started their own successful businesses in the field. Our Fundamentals of Fabrication program is a blend of required participation, academics, and practical “shop” experiences; combined, these provide the necessary curriculum to be successful in a career upon graduation.*

*I am very fortunate to have an instructional staff, comprised of hand-picked, top industry professionals, who bring their own personal experiences into the classroom and shop. Our lead instructors have at least 10 years' experience in the metal fabrication & welding industry. First and foremost, each and every one of our faculty is focused on bringing to our learning environment, a true concern and determination to develop the technical knowledge and skills in each of their students.*

*Our designated Community Outreach Team continues to grow our attendance in the motorsports industry as well as career fairs, trade shows, military events and high schools in order to make known the quality of student the school seeks and the capabilities our graduates possess for employment.*

*As liaisons between employers and students/graduates, our Career Services department maintains a close relationship within the industry, providing graduates with opportunities for entry level employment interviews. However, interviewing preparation comes first. As graduation nears our students go through a Career & Life Skills module to help prepare them for the first step after graduation, landing a career. Resumes are built, interviewing skills prepped, and job search techniques are fine tuned.*

*I, along with our entire staff, welcome you to The Fab School.*

*Troy Johnson*

Troy Johnson  
Founder

## TABLE OF CONTENTS

### **GENERAL INFORMATION**

Note to All Prospective Students .....	7
Approval Disclosure Statement .....	7
Accreditation and Approvals.....	7
Instructional Language .....	7
Completion of Program .....	7
Declaration Per Federal Law .....	7
Attestation Statement .....	7

### **THE FAB SCHOOL ADMINISTRATION**

The Feb School Administration .....	8
Faculty Members and Qualifications .....	8
Educational Objectives.....	8

### **INSTITUTIONAL INFORMATION AND POLICIES**

The Fab School's Mission Statement .....	9
History of the Fab School .....	9
Physical Description of the School .....	9
Admissions Policies / Requirements for Enrollment .....	10
Out-of-the-Area Student Enrollment.....	10
Full / Part Time Student Status .....	10
Clock Hour Measurement.....	11
Ability-to-Benefit .....	11
Procedure for Enrollment .....	11
Re-Enrollment .....	12
Tuition and Financial Assistance .....	12
How to Apply for Financial Aid .....	13
Verification .....	13
Private Alternative Loans .....	13
Default Prevention.....	13
2017 Scheduled Time of Classes.....	14
2017 Scheduled Class Start Dates and End Dates .....	14
2017 School Holiday Vacation Recess Schedule.....	14
Facilities and Services Available to Students with Disabilities.....	14
Veteran Students .....	14
Iraq and Afghanistan Service Grant Program.....	15
The Fab School Veteran Scholarship.....	15
International Students .....	15
Acceptance of Credit for Prior Education or Experience .....	15
Transferability of Credit .....	16
Transfer / Articulation Agreements .....	16
Statement of Non-Discrimination.....	16

# Student Catalog Information

---

Student Body Diversity .....	16
Retention Rate, Completion / Graduation Rate and Disaggregated Completion / Graduation Rate .....	16
Suspension and Dismissal Policy .....	17

## **STUDENT SERVICES**

Student Parking .....	17
Student Academic Counseling (Non-Professional) .....	17
Referral Services .....	17
Housing .....	18
Change of Schedule .....	18
Refresher Training .....	18
Loitering / Disrupting Other Classes .....	18
Student Entrance to Building .....	18
Electronic Devices and Laptop Computers in Classroom .....	18
Smoking / Chewing Tobacco .....	19
Food & Liquids in the Classroom or Workshop .....	19
Student Lounge .....	19
Student Personal Property .....	19
Classroom / Workshop Temperatures .....	19
Vaccination Policy .....	19
Career Development and Placement Assistance .....	19
Student Learning Resources .....	20
Disclosure and Retention of Educational Records .....	20
Student Transcript Records .....	21
Transfer Student .....	21
Child Care .....	21
Constitution and Citizenship Day (September 17 <sup>th</sup> ) .....	21
Voter Registration .....	21

## **ATTENDANCE POLICY**

Attendance Policy .....	22
Attendance Review Policy .....	22
Satisfactory Attendance Progress Policy .....	22
Withdrawn from Modules .....	22
Student Appeal Procedures (Relating to SAP Policy and Financial Aid Suspension Policy ONLY) .....	23
Early Departure from Class Policy .....	23
Tardy (Late for Class) Policy .....	23
Make-up Hours .....	23
Maximum Time Frame for Program Completion .....	24
Leave of Absence .....	24
Use of "Time Clock" Requirement .....	25

# Student Catalog Information

---

## **ACADEMIC POLICY**

Academic Review Policy .....	25
Satisfactory Academic Progress Policy .....	25
Withdrawn from Modules.....	26
Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY) .....	26
Grading Policy .....	26
Repeat of Failed Academic Subjects / Modules .....	26
Make-up Incomplete Subjects .....	26

## **SCHOOL POLICIES AND REGULATIONS**

Graduation Requirements .....	28
Classroom and Workshop Environments Appropriate Attire .....	28
Smoking .....	28
Telephones .....	29
Office Equipment.....	29
Copyright Infringement / Illegal Downloading / Computer Use Policy.....	29
Student Behavior / Conduct .....	29
Student Appeal Procedures (Not related to the Satisfactory Academic Progress Policy.....	30
Reinstatement .....	31
Controlled Substance, Alcohol and Drug Abuse Policy .....	31
Institutional Security Policies .....	33
Sexual Harrassment / Sexual Violence Policy and Procedure .....	36
Campus Crime Statistics .....	39
Student Grievance / Complaint Procedures .....	42

## **PROGRAM OF STUDY**

Fundamental of Fabrication.....	43
---------------------------------	----

## **TUITION AND FEE POLICY**

Tuition and Fees .....	47
------------------------	----

## **ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE**

Estimated Schedule of Total Charges for a Period of Attendance .....	47
Statement Regarding the Availability of Comparable Programs Information.....	47
Student Tuition Recovery Fund (STRF) .....	47

## **CANCELLATION, WITHDRAWAL, AND REFUND**

Cancellation .....	48
Withdrawal .....	48
Date of Withdrawal / Date of Determination .....	48
Institutional Refund Policy .....	49

## **FEDERAL RETURNS OF TITLE IV POLICY**

Federal Returns of Title IV Policy .....	49
--	----

# Student Catalog Information

---

## **DISCLOSURES**

Gainful Employment Information .....	50
Three - Year Cohort Default Rate.....	51
State of California Bureau for Private Postsecondary Education - Completion Rates .....	51
Council for Occupational Education - Graduate Rates.....	52
State of California Bureau for Private Postsecondary Education - Job Placement Rates .....	52
Council for Occupational Education - Employment Rate .....	53

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

Student Complaint / Grievance Procedure .....	53
---	----

## **TRADEMARK NOTICES**

Trademark Policy .....	53
------------------------	----

# Student Catalog Information

## THE FAB SCHOOL GENERAL INFORMATION

### Note to All Prospective Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### Approval Disclosure Statement

The Fab School is a private institution, approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Fab School, will by operation of law, be approved until April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; [www.bppe.ca.gov](http://www.bppe.ca.gov). Copies of The Fab School's accreditations and approvals are available for inspection by contacting the school's Executive Director for the particular campus of interest.

<u>Program Name</u>	<u>Lecture Clock Hours</u>	<u>Lab (Shop) Clock Hours</u>	<u>Total Clock Hours</u>	<u>Document Awarded at Graduation</u>
Fundamentals of Fabrication	190	410	600	Certificate *

\* High School Diploma, G.E.D. or equivalent required prior to enrollment.

### Accreditation and Approvals

The Fab School is accredited by the Council on Occupational Education (COE) which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Fab School 's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education, under Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov). Copies of The Fab School's accreditations and approvals are available for inspection by contacting the Executive Director at (909) 493-9353 ext. 226, or by email to [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com) .

### Instructional Language

The institution does not offer English as a Second Language. All instruction is completed in English.

### Completion of Program

California statute requires that a student, who successfully completes a program of study, be awarded an appropriate Diploma or Certificate verifying that fact. The Fab School awards its graduates a Certificate as acknowledgment of their successful program completion.

### Declaration Per Federal Law

The Fab School has never filed a bankruptcy petition, has never operated as a debtor in possession, and has never had a petition of bankruptcy filed against it under Federal Law. Prospective students are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees for those who qualify.

### Attestation Statement

All information and content in The Fab School Catalog is current and correct, and is so certified as true to the best of my knowledge and belief by.

*Troy Johnson*

Founder / President / C.E.O.



## THE FAB SCHOOL ADMINISTRATION

Troy Johnson	Founder / President / Chief Executive Officer
David K. Hall	Executive Director / Chief Operating Officer
Joey Westhoff	Director of Education / Chief Academic Officer
Dave Ashley	Student Employment Advisor
Brittany Westhoff	Marketing Director
Dave Pollock	Admissions Supervisor
Gustavo Hernandez	Admissions Representative
Ben Eller	Military & High School Outreach Recruiter
Jackie Anadavazo	Student Services
Larissa Salamanca	Financial Aid Officer
Jennifer Mabini	Financial Aid Officer
Marisol Sanchez	Financial Aid Officer
Susie Armendariz	Administrative Assistant
Ernesto Rosas	Custodial / Maintenance

### **Faculty Members and Qualifications**

All Lead Instructors have a minimum of ten (10) years' field experience and/or education in their field of instruction. All other Instructors have a minimum of three (3) years' field experience and/or education in their field of instruction. All faculty members attend continuing education in teaching methodology, professional development and other like topics. The Fab School employs instructors who are knowledgeable and well informed about teaching topics and applications used in the fabrication and welding industry.

Joseph Westhoff	Director of Education / Lead Instructor	14 years of field experience
Jake Ewan	Lead Instructor	11 years of field experience
Luke Czaplinski	Lead Instructor	21 years of field experience
Ronald Warkentin, Jr.	Lead Instructor	19 years of field experience
Angel Morfin	Instructor	10 years of field experience
Marcio Umanzor	Instructor	18 years of field experience
Robert Claro	Instructor	17 years of field experience
Russell Winkler	Instructor	33 years of field experience
Nicholas Berlang	Instructor	15 years of field experience

### **Educational Objectives**

The Fab School's educational objectives are to provide an instructional program that utilizes instructional information and materials, along with access to technology with tools and equipment used by the fabrication and welding industry; to develop personal and team/group project skills; to provide students with the occupational academic and skills training required for entry-level employment in the field of metal fabrication and welding; and to provide students with sound methods to best evaluate, analyze, and synthesize information in order to develop critical thinking, problem solving and communication skills in an occupational career environment.

## INSTITUTIONAL INFORMATION AND POLICIES

### **The Fab School's Mission Statement**

The Fab School provides students with the technical and hands-on skills required to become marketable candidates for entry-level employment in the metal fabrication and welding industry.

### **History of The Fab School**

The Fab School opened its doors to its first group of students in November of 2005 with the approval of the State of California Bureau for Private Postsecondary and Vocational Education (B.P.P.V.E.). The mission of the school has continued to train students to fill a void in the fabrication and welding industry of knowledgeable and skilled entry-level fabricators. During its now eleventh (11) year of training hundreds of entry-level fabricators and welders, the curriculum continues to embrace the hands-on approach to learning the trade. Over the past eleven (11) years, the school has and continues to employ handpicked, top industry professionals as instructors, with each Lead Instructor possessing over ten (10) years of field experience.

In May of 2009, The Fab School received initial approval as an accredited school by the Council on Occupational Education (C.O.E.), a national accrediting agency, approved by the U. S. Department of Education.

In July 2013, with the approval to participate in the U.S. Department of Education's Title IV Program, The Fab School began offering, to eligible applicants, assistance through the William D. Ford Direct Loan Programs (Subsidized Federal Direct Student Loans, Un-Subsidized Federal Direct Student Loans), and the Federal Direct Plus Loans program.

In April of 2015, The Fab School received approval from the Council on Occupational Education to move the training facility location from Riverside, CA to its current location in Rancho Cucamonga, CA.

The Fab School received its Renewal of Accreditation from the Executive Committee of the Council on Occupational Education, effective April 2015, extending its membership as an accredited school through April 2021.

The Fab School received its Renewal to Operate as an Accredited Institution from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.) in April 2016 through April 30, 2021.

### **Method of Training**

The Fab School does not offer any portion of any course or courses via distance education. All instruction and laboratory training is completed on-site at its main campus.

### **Physical Description of the School**

The Fab School's Corporate Headquarters, Administrative Offices, and "Main Campus" is located in Rancho Cucamonga, CA.

The Fab School's Main Campus facility occupies approximately 33,000 square feet in a traditional campus facility located at 9571 Pittsburgh Avenue, Rancho Cucamonga 91730. The Fab School facility offers a unique learning environment consisting of administrative offices and staff, a spacious and relaxing student lounge, along with six (6) spacious air conditioned classrooms where there is a focus on developing an academic perspective of fabrication and welding. Each classroom is also equipped with reference texts and information specific to the subject area(s) being taught. In addition, there are six (6) large workshops (labs), specific to each module of scheduled learning to include Sheet Metal, Chassis Design, MIG Welding, Advanced TIG welding, Machine Shop, and General Fabrication to name a few. The Fab School has equipped each workshop with the latest technology and tools required in the industry to prepare our students as they begin their careers in Metal Fabrication and Welding. During a student's training program, he or she will have use of a variety of tools and equipment that may include (but not limited to): welders, tube notchers, plasma cutters, mill, lathe, grinders, cold saw, chop saw, belt sander, disc sander, English wheel, drill, and other industry related machines and hand tools. The Fab School classroom and/or shops have the ability to accommodate the handicapped.

The Fab School limits its class sizes to a maximum of sixteen (16) students with one to two qualified instructors, in order to provide each student with the maximum opportunities for supervised learning and hands-on skill building. By design, the combined classrooms and workshop facilities, will accommodate approximately 90 students at any one time. All courses are held on-site at the Main Campus location in Rancho Cucamonga, California.

# Student Catalog Information

---

## **Admissions Policies / Requirements for Enrollment**

The Fundamentals of Fabrication program offered by The Fab School is open for regular enrollment to men and women who possess, at a minimum, a high school diploma or the equivalent, and the ability to benefit from the training offered. In addition:

1. All applicants are required to be at least seventeen years old (possessing a High School Diploma or its equivalent). If seventeen years of age, application for enrollment must include the approval and signature of a parent or eligible guardian.
2. Complete a personal interview with a school admission's representative in order to mutually determine whether the program meets the needs of the applicant.
3. All applicants must tour the facility in person prior to enrollment.
4. Applicants must supply one of the following documents:
  - A High School Diploma or Official School Transcript, as recognized by the student's state indicating the date of high school graduation. Diplomas and transcripts will be evaluated upon receipt and evaluated for validity / authenticity. The school reserves the right not to accept documentation deemed invalid; or
  - A State-issued GED or equivalent; or
  - A copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; or
  - Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an official transcript from the college); or
  - Successful completion of home schooling officially recognized by the state of original residence or an approved online high school diploma.
5. Each applicant must complete an Enrollment Agreement, provide a copy of government issued identification, and all transcripts from other institutions attended for the student's academic file.
6. Applicants must have an approved financial plan prior to enrollment.
7. Applicants applying for Title IV funding must have all required documents completed and processed prior to enrollment. All discrepancies or conflicting issues/information must be resolved before program start date.
8. Students are required to speak, read, and write English fluently at the level of a graduate of an American high school as The Fab School's instructional setting necessitates the use of English for educational or communication purposes. If applicable, acceptable documentation of English proficiency includes graduation from a high school, GED, passage of the California high school proficiency exam, or successful completion of a postsecondary school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL exam of 500. The Fab School does not provide English language services, such as translators or ESL classes.
9. The Fab School will consider a non-high school graduate and/or one who has not obtained the equivalent of a high school diploma (such as a G.E.D.) for enrollment, provided that the applicant previously was enrolled in an institution of higher education with eligibility for Federal financial aid, and passed an "Ability-to-Benefit" test authorized by the U.S. Department of Education.
10. Any applicant that indicates a history of being convicted of or pleading guilty/no contest to a violent crime, or other type of felony will be subject to further review by The Fab School before acceptance will be granted. This policy applies to those who have already enrolled and/or are active students. Conviction of a felony while attending and/or while awaiting your class to begin, is grounds for termination or denial.
11. Payment of Registration Fee, and charges for books, equipment, uniform and tools.

Please note: Any such partial or full payment of the Registration Fee and charges for books, equipment, and tools does not hold or secure a prospective student's position in the program's next class. It is a requirement for enrollment that he/she must meet all of the above aforementioned conditions and requirements.

**The Fab School does not offer employment services as an incentive to enrollment.**  
**The school's Fundamentals of Fabrication program does not lead to positions in a professional, occupational, trade, or career field requiring licensing in this state.**

## **Out-of-the-Area Student Enrollment**

Prospective Students that are located more than 250 miles from the Rancho Cucamonga, CA Campus maybe considered for "Provisional Enrollment Status", provided all enrollment requirements are satisfied with the except of the completion of a school classroom and workshop tour and the signing of an Enrollment Agreement, which will be completed on or before the first day class.

## **Full/Part Time Student Status**

Enrollment in the daytime schedule of the 600 clock hour Fundamentals of Fabrication program is considered a full-time program of enrollment by the Department of Education (24 clock hours per week), and as such, students enrolled in this daytime schedule are considered full-time students.

Enrollment in the evening schedule of the 600 clock hour Fundamentals of Fabrication program is considered a part-time program of enrollment by the Department of Education (16 clock hours per week), and as such, students enrolled in this evening schedule are considered part-time students.

# Student Catalog Information

---

## **Clock Hour Measurement**

The Fab School measures academic progression in clock hours. (1) A clock hour is a period of time consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period; or a 50 to 60-minute faculty supervised laboratory or shop training experience in a 60-minute period.

This policy is consistent with that which is regulated / approved by the U.S. Department of Education (U.S.D.O.E.) and the Council on Occupational Education (COE).

An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations, and that is a minimum of 900 clock hours and 30 weeks for students enrolled in full-time programs.

## **Ability to Benefit**

Effective July 1st, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in a home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations. Under an "Ability-to-Benefit" condition, for eligibility to apply for admission to The Fab School and for Federal financial aid, those applicants without a high school diploma or the equivalent of a high school diploma (i.e., a G.E.D.), yet previously were enrolled in an institution of higher education with eligibility for Federal financial aid, along with having passed an "Ability-to-Benefit" test, will be considered for admission to the school.

Students no longer become eligible by only passing an approved "ability to benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work applicable to a degree or certificate offered by a postsecondary school.

## **Procedure for Enrollment**

An applicant makes an appointment for an interview with an Admissions Representative. When the applicant visits The Fab School facility, the applicant will complete a school application covering their personal, educational information, and area of occupational interest. Following the initial portion of the entrance interview, the qualifying admissions' evaluation and eligibility is determined.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of what goes on in each classroom and respective workshop (lab) along with a review of module subject areas, equipment and materials. Following the tour, the applicant will meet with a Financial Aid representative to complete a Financial Aid Prescreen Interview.

Following the Financial Aid Prescreen, the Admissions Representative will review the School Performance Fact Sheet with the applicant and will respond to any questions or comments the applicant may have in order for the applicant to make a well-informed decision about enrollment.

The application process may not continue until all questions and comments regarding the School Performance Fact Sheet, facility, program, etc., and/or any other related questions have been answered to the satisfaction of the applicant.

The interview may then culminate in the applicant enrolling in the Fundamentals of Fabrication program with the appropriate documents being completed and registration and equipment fees being paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, personal behavior / conduct, character references, and/or scholastic record. All fees are payable in advance unless other arrangements have been made prior to commencing classes.

Applicants residing outside of the local area or in another state, please call or write so we can send you the proper application forms. Applications must be submitted to The Fab School with the Registration Fee of \$250.00, unless other arrangements have been made. This fee is fully refundable if the school does not accept the application. Processing an application normally takes one to two weeks, and early submission of an application is recommended. Out-of-area applicants will be notified by mail of The Fab School's acceptance or denial.

All applicants must arrange to be at The Fab School facility on the scheduled first day of classes for New Student Orientation and class. New student orientation is typically conducted prior to the program start. All enrolled students are required to attend orientation. In the event a student is unable to be present during orientation, he or she must obtain provisional approval from the Executive Director. Tuition is due upon commencement of classes unless arrangement for tuition payments are made under the various financial programs offered by The Fab School.

# Student Catalog Information

---

## **Re-Enrollment**

A prior student who wishes to re-enroll (a previously terminated enrollment), must submit to the Executive Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new enrollment agreement at the current tuition rate. Any previously earned tuition balance due must be paid in full before they are allowed to re-enroll, unless authorized by the Executive Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file. A student who has been approved for re-enrollment will receive credit for all prior payments received and coursework completed.

A prior student who canceled their enrollment agreement within the allowable seventh (7<sup>th</sup>) calendar day cancellation period, and wishes to re-enroll, must email or write to the Executive Director a letter requesting authorization to enroll. Students who previously cancelled their enrollment, will only be allowed to enroll one (1) additional time, unless extenuating circumstances can be documented when submitting such request to the Executive Director for consideration.

## **Tuition and Financial Assistance**

The Fab School participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. Applications and additional information may be obtained from The Fab School's Financial Aid Department.

For eligibility determination to apply for Federal financial aid, an applicant must possess/present a High School Diploma, or Official School Transcript, as recognized by the student's state indicating the date of high school graduation, or a recognized G.E.D. or equivalent. Diplomas, transcripts, and or G.E.D.s will be evaluated upon receipt and evaluated for validity / authenticity. The Fab School reserves the right not to accept documentation deemed invalid. Applicants are required to submit the following:

- A State-issued GED or equivalent; or
- A copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; or
- Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an official transcript from the college); or
- Successful completion of home schooling officially recognized by the state of original residence or an approved online high school diploma.

Effective July 1st, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in a home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Act; and Trade Readjustment Act. All public and private agencies have certain requirements for eligibility.

Tuition assistance is also available through private lending institutions, such as the applicant's personal bank or credit union. If a student's tuition is not covered by any of these sources, The Fab School may elect to carry the tuition balance, utilizing an agreed-upon Payment Plan with the student during their period of enrollment. However, should the Payment Plan not be adhered to, the School reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. The student must sign a promissory note/loan document, including required disclosures as well as detailed terms and conditions. For more information, contact the School's Financial Aid Department.

Tuition must be paid in full before receiving an Official Transcript Certificate, Program Completion Certificate, or participation in formal Graduation Ceremony.

# Student Catalog Information

---

Students who fail to make prompt payments, or fail to make a good-faith effort to keep their account current and in good-standing may be subject to the school's disciplinary action which may include suspension or termination. Applicants and/or students who issue personal checks as a means of payment to The Fab School, which are returned by their bank for insufficient funds, are subject to an additional charge of \$25.00 to cover both bank and school administrative costs. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. All credit balances over five dollars (\$5.00) will be issued to students within fourteen (14) days after the credit balance occurs.

## **How to Apply for Financial Aid**

All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used by the Department of Education to calculate the Expected Family Contribution (EFC) that will determine eligibility for aid. This can be done directly via FAFSA on the Web. You must have applied and received your FSA User ID and Password to complete the FAFSA.

The FAFSA is then transmitted electronically for processing by the Central Processing System (CPS). The CPS will generate an Institutional Student Information Record (ISIR) that will provide the official EFC. The range of the EFC number will determine the student's eligibility for the Federal Pell Grant program.

A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30 in any one year, a new FAFSA application will be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

Besides the FAFSA, it is necessary to complete all required The Fab School's Financial Aid forms. This includes additional personal information and other data needed to verify eligibility.

Students receiving a Title IV, HEA loan and/or their parents are informed that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Please direct all of your questions to The Fab School Financial Aid Office by visiting or calling (1-877) 411-9353.

## **Verification**

The Fab School verifies 100% of the financial aid applicants that the U.S Department of Education (U.S.D.O.E.) randomly selects for verification. Students may be selected for verification by either the U.S.D.O.E. or by the school. Verification means proving that what was reported on the FAFSA is correct. If selected, the student may be asked to verify any of the following information:

- Adjusted gross income;
- Federal income tax paid;
- Household size;
- The number of family members enrolled in postsecondary education at least half-time; and/or
- Certain untaxed income and benefits received.

The Financial Aid Representative may request certain documents in addition to a spouse's and/or parents Federal Income Tax Return. If, at the time the application is processed, it is selected for verification, a Verification Worksheet will be received with the ISIR. This is to be completed and submitted to the financial aid office at the school. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid.

## **Private Alternative Loans**

Currently, The Fab School does not participate in any private alternative loans program.

## **Default Prevention**

The Default Prevention team is available to answer any questions regarding repayment of your student loans including but not limited to: alternate repayment schedules, reduced payment options such as income based repayment, deferments/forbearance and in certain limited case loan discharge. Additionally, the Default Prevention team will be able to assist you with obtaining an In-school Deferment on any previous student loans. Please direct all of your questions to the Financial Aid Office by visiting or calling (1-877) 411-9353.



# Student Catalog Information

---

## **2017 Scheduled Time of Classes**

Fundamentals of Fabrication:

Days Classes – 24 clock hours per week

Monday, Tuesday & Wednesday 8:00 a.m. – 5:00 p.m.  
Tuesday, Wednesday & Thursday 8:00 a.m. – 5:00 p.m.

Evening Classes – 16 clock hours per week

Monday, Tuesday, Wednesday & Thursday 6:00 p.m. – 10:00 p.m.

## **2017 Scheduled Class Start Dates and End Dates**

Classes are not conducted on a standard term basis. Classes start approximately every four to eight weeks throughout the year. The following posted Day and Evening class start dates reflect those scheduled for 2017.

<u>Day Classes START Dates</u>	<u>Day Classes END Dates</u>	<u>Evening Classes START Dates</u>	<u>Evening Classes END Dates</u>
February 14, 2017	August 8, 2017	January 23, 2017	October 16, 2017
March 21, 2017	September 12, 2017	April 24, 2017	January 24, 2018
April 17, 2017	October 11, 2017	July 24, 2017	April 23, 2018
June 13, 2017	December 6, 2017	October 23, 2017	July 24, 2018
August 14, 2017	February 13, 2018		
September 19, 2017	March 20, 2018		
October 17, 2017	April 17, 2018		

The Fab School reserves the right to postpone training in the event of natural disasters, acts of God (such as fire, flood, and earthquake), labor disputes, or equipment failure, for a maximum of 30 days. Students will be duly notified and compensated within the school's sole discretion, if applicable. All program schedules are subject to change with respect to start and end dates. Students will be duly notified, and offered the opportunity to consent as provided by law. In cases where such changes would cause undue hardship, a refund will be offered. Maximum postponement of class start date is 90 days.

## **2017 School Holiday Vacation Recess Schedule**

The following Holidays are observed:

Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and the Day after

Students will be on Winter Vacation Recess beginning Friday, December 22, 2017 through Monday, January 1, 2018. Classes will resume on Tuesday, January 2, 2018. The Fab School reserves the right to modify this Holiday Vacation Recess Schedule with reasonable advance notice to students.

## **Facilities and Services Available to Students with Disabilities**

The Fab School does not discriminate on the basis of disability. Students with a disability as defined under applicable law may request reasonable accommodations. All requests for reasonable accommodations must be submitted in writing to the Executive Director using the Student Intake Form and Disability Verification Form. All requests for reasonable accommodation will be acted upon immediately by the School and the student will be notified promptly of the School's decision. The Fab School will not ask applicants or current students if they have a disability. The disclosure of a disability is voluntary on the part of the applicant/student. If an applicant/student with a disability wishes to receive academic accommodations, it is the student's responsibility to inform the Executive Director of the disability and to follow the procedures to request the academic accommodations.

## **Veteran Students**

The Fab School is designated by the Veterans' Administration as a Non-College Degree (NCD) school, and classified as a Non-Standard Term School. Eligible Military Veterans may apply for The Fab School Veteran Scholarship. In addition, Veterans must provide a copy of their DD214 and Certificate of Eligibility upon enrollment. In addition to the general policies and procedures for students listed in The Fab School Catalog, please refer to the Veterans Administration – Addendum to The Fab School Catalog.

# Student Catalog Information

---

Enrollment in the daytime schedule of the 600-clock hour Fundamentals of Fabrication program is considered a full-time program of enrollment by the Veterans Administration (24 clock hours per week). As such, veteran / active duty students enrolled in this daytime schedule are considered full-time students. Enrollment in the evening schedule of the 600-clock hour Fundamentals of Fabrication program is considered a ¾ time program of enrollment by the Veterans Administration (16 clock hours per week). As such, veteran / active duty students enrolled in this evening schedule are considered ¾ time students.

## **Iraq and Afghanistan Service Grant Program**

Eligibility for the Iraq and Afghanistan Service Grant is as follows. 1) A student who is not eligible for a Federal Pell Grant on the basis of their Expected Family Contribution (EFC) but meets the remaining Federal Pell Grant eligibility requirements; 2) 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 Sept. 11, 2001; 3) individual was under the age of 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death. Each of the aforementioned criteria must be met in order to be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Pell Grant for the current federal award year, minus a reduction of 6.9%, through October 1, 2017, as per the Grant guidelines.

## **The Fab School Veteran Scholarship**

Eligibility for The Fab School's Veteran Scholarship is as follows. 1) Eligibility is for the Veteran himself / herself and is not transferable; 2) the Veteran has a 100% educational benefits approval. Each of the aforementioned criteria must be met in order to be eligible to apply for The Fab School Veteran Scholarship. Applications are available in the Financial Aid Office at The Fab School.

## **International Students**

The Fab School does not issue the Form I-20, Certificate of Eligibility for Nonimmigrant (M-1) Student Status-For Vocational Students. An interested International applicant must submit proof they are legally in the United States and eligible to remain during their enrollment period, prior to enrollment. An international student is required to pay their tuition in full prior to their program start date. Acceptable documentation of English proficiency includes graduation from a high school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL Exam.

## **Acceptance of Credit for Prior Education or Experience**

At the discretion of The Fab School, the school may accept the transfer of credit for a postsecondary course or courses when comparable scope and content can be determined. The credits earned at The Fab School are not college-level; therefore, will not automatically transfer to other institutions. Our courses are unique and specific to this school's vocational program, thus any welding courses or fabrication courses taken at other institutions will be evaluated as to transferability. However, as it has been often found in the past, while such training is helpful to the student, the academic and skill-set learning rarely meets the standards of performances required of the student during the training program at The Fab School. However, any such comparable training/course with a grade of "C" (2.0) or better will be considered. No more than 75% of the credits required for a non-degree (Certificate) program will be considered for transfer eligibility.

The School's established criteria for considering transfer credit is a systematic process of comparability, scope and depth of learning application, grade earned, and/or institutional accreditation status. Any transfer credits will be counted as both attempted and earned credits, if applicable.

If credit for prior experiential learning is to be granted, the experiential learning must meet the following criteria:

- (1) (A) The prior learning is equivalent to a college or university level of learning;  
(B) The learning experience demonstrates a balance between theory and practice and;  
(C) The credit considered/awarded for the prior learning experience directly relates to the student's program and is applied in satisfaction of some of the program requirements.
- (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent to in our program and (2) how many credits toward a Certificate of Completion may be granted for that experience.
- (4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:
  - (A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;
  - (B) The bases for determining that the prior experience (i) is equivalent to the school's level of required learning and (ii) demonstrates a balance between theory and practice; and
  - (C) The bases for determining (i) to what level of the school's training the experience is equivalent to and (ii) the proper number of credits to be awarded toward the prospective program for that experience.
- (5) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.



# Student Catalog Information

---

## Transferability of Credit

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at The Fab School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Fundamentals of Fabrication program is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or the Certificate that you earn at this institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that Institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Fab School to determine if your clock hours or Certificate will transfer. An institution's accreditation does not guarantee that credits earned at that school or institution would be accepted for transfer by any other institution.

## Transfer / Articulation Agreements

The Fab School has not entered into any transfer or articulation agreements with any other vocational school, college or university.

## Statement of Non-Discrimination

The Fab School does not deny admission or discriminate against students currently enrolled at the school on the basis of race color, religion, sex, age, disabilities, financial status, national origin, marital status, sexual orientation, or any other legally protected status in any of the school's activities. The Fab School will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. The following person with The Fab School has been designated to handle inquiries regarding the non-discrimination policies including Title IX issues:

David Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (951) 782-0567 x 226 [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com)

For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> for information and the address and phone number of the office that serves your area, or call the Customer Service Team Hotline at 1-800-421-3481.

## Student Body Diversity

Men	99%
Women	1%

### Breakdown by Ethnicity

American Indian or Alaska Native	0%
Asian	1%
Black or African American	3%
Hispanic/Latino	28%
Native Hawaiian or Other Pacific Islander	1%
White	64%
Two or more races	2%
Race/ethnicity Unknown	1%
Nonresident Alien	0%

*Source: National Center for Education Statistics – 2015 / 2016*

## Retention Rate, Completion / Graduation Rate and Disaggregated Completion / Graduation Rate

Retention Rate: 98%

### Completion / Graduation Rate:

Men	98%
Women	0%

# Student Catalog Information

---

## Breakdown by Ethnicity

American Indian or Alaska Native	0%
Asian	0%
Black or African American	4%
Hispanic/Latino	27%
Native Hawaiian or other Pacific Islander	1%
White	65%
Race/ethnicity Unknown	1%
Two or more races	2%
Non-Resident Alien	0%

Source: National Center for Education Statistics – 2015 / 2016

## Breakdown by Financial Aid Status (Based upon “Student Body Diversity”):

Students receiving Pell Grant	37%
Students receiving Subsidized Direct Loans	53%
Students receiving neither Pell Grants nor Subsidized Direct Loans	10%

Source: National Center for Education Statistics – 2015 / 2016

## Suspension and Dismissal Policy

The Fab School reserves the right to suspend or terminate enrollment of any student whose attendance, professional conduct, or academic performance do not meet the school’s standards and/or who fails to abide by the school’s rules and regulations; including the Academic Review Policy and/or the Satisfactory Academic Progress Policy.

## STUDENT SERVICES

### Student Parking

Free parking for students is available on the north side of the building, adjacent to the school facility. The Fab School is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

### Student Academic Counseling (Non-Professional)

The staff of The Fab School makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic counseling. All academic counseling is completed by instructors, the Director of Education and / or the Student Employment Advisor. For any academic related concerns, a student may request a private appointment with his or her instructor, or the Director of Education. In addition, the appointment will only be scheduled during an instructors’ office hours. Instructors are unable to accommodate private appointments during classroom / workshop hours.

### Referral Services

The Fab School does not employ a trained or licensed professional counselor. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office. In addition, any student with such special need(s) should visit or contact the school’s Student Services Department for referral information. The Fab School in Rancho Cucamonga is located near major hospitals. Should the need arise, The Fab School will refer student(s) to an appropriate medical facility.

# Student Catalog Information

---

## DEPARTMENT OF SOCIAL SERVICES

- San Bernardino County Social Services, 10825 Arrow Route, Rancho Cucamonga, CA 91730, Phone #: (909) 945-0700
- Riverside County Department of Public Social Services, 11070 Magnolia Avenue, Suite "B", Riverside, CA 92505, Phone #: (951) 358-3555
- Department of Social Service, 1811 W. Lugonia Avenue, Redlands, CA 92374, Phone #: (888) 818-8988

### **Housing**

Upon application to The Fab School, out-of-area applicants may request and will receive information about possible local housing locations. The Fab School does not offer any dormitories to students nor do they find housing for students. No housing is owned or maintained by The Fab School. There is available housing near the institution where student(s) may choose to rent a room, apartment, or home based upon their need and/or desire. If a student needs assistance locating local areas for housing, he or she may contact the Student Services Office for information. The Fab School does not offer roommate matching with other students. If there is interested in shared housing with other students, he or she should speak directly to other students attending the facility. In Southern California, while it is not necessary, some form of transportation is often desirable, be it personal vehicle or use of public transportation. The availability and cost range of housing, within reasonable proximity of The Fab School, may be found by accessing the following websites and/or others which are within reasonable proximity to The Fab School:

<http://www.apartmentguide.com/apartments/California/Rancho-Cucamonga/>  
<http://www.apartmentguide.com/apartments/California/Ontario/>  
<http://www.apartmentguide.com/apartments/California/Upland/>

### **Change of Schedule**

Students can request to change their class schedule from being full-time (day classes) to (evening classes) part-time status or vice-versa. Students are required to submit the Change of Schedule form to The Fab School's Student Service Office. The request will be reviewed form academic consistency from one session to another. Upon review, the Change of Schedule may be granted or denied (commonly concerning classroom available space and academics). This form will be returned to the student within 10 working days of request submission. Students must be maintaining Satisfactory Academic & Attendance Progress and have financial clearance in order to be considered for a change in class schedule. Be advised that a change in class attendance will only be granted if there is available space within a class population, as class sizes are limited to 16 students.

### **Refresher Training**

Graduates who request refresher training within two (2) years of graduation must do so in writing to the Director of Education for consideration. The request must specify desired learning objectives and timeframe for the refresher training. Approval will be based instructional availability, subject areas being taught in existing classes / workshops, and consideration to the limited class population allowed by the School. Any charge for such training will be determined at the time of authorization for requested refresher training.

### **Loitering / Disrupting Other Classes**

Students are not permitted to loiter in classrooms or around the building at any time. If a student arrives early to class, he or she may not enter the classroom and/or workshops before his or her designated class time. Students will not be permitted in classrooms or workshops without instructor presence.

### **Student Entrance to Building**

The Fab School "Student Entrance" to the facility is located on the north side of the building. Students will not be permitted to enter or exit thru shop doors at any time, including but not limited to roll-up bay doors.

### **Electronic Devices and Laptop Computers in Classrooms**

The use of laptop computers is allowed during class time for the purpose of note-taking only with advance administrative / instructional written approval. Laptops or any other electronic devices are not allowed during tests or quizzes. Please check with the Student Service Office for a copy of the [Classroom Laptop Computer Usage Agreement](#) for authorization prior to classroom usage.

# Student Catalog Information

---

Cellular phones and other electronic devices must be on silent and out of sight while students are in class and in the workshops. Cell phone usage is only allowed during official break times. It is recommended that in the event of an emergency, family or friends may call the front office to reach a student. After hours, the office phones are answered by an answering service that will notify us of any emergency calls.

## **Smoking / Chewing Tobacco**

Smoking, chewing tobacco (with a container), electronic cigarettes and vaporizers are only allowed in the designated area outside the facility. They are specifically prohibited in the classroom, workshop areas and parking lot. Smoking is only allowed outside the student lounge in the designated smoking area.

## **Food & Liquids in the Classroom or Workshop**

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in classroom, labs, or workshop areas. However, students are permitted to bring bottled water with a screw-on top into the classrooms ONLY during class time. The Fab School provides a student lounge, where a refrigerator is available for students to store a meal during class and workshop hours.

## **Student Lounge**

Students are encouraged to utilize the student lounge for breaks and lunch. Television, vending machines, microwave ovens, and a refrigerator are provided by The Fab School for your convenience. Students who use this area are expected to clean-up after themselves and keep the lounge area clear of trash at all times. If at any time a student finds that a piece of equipment isn't operational (i.e. vending machines, microwave, etc.), student will report it to The Fab School receptionist. Every Thursday the refrigerator will be cleared of its contents. Students must remember to remove their food and containers or these items will be disposed of. Students are also prohibited from using the TV and A/C controls, only instructors or staff are permitted to do so.

## **Student Personal Property**

The Institution bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school's premises or during any school activities. Additionally, the school has no responsibility with respect to any disputes arising between students or for any damages or injuries arising there from.

## **Classroom / Workshop Temperatures**

Area temperatures may fluctuate between classroom and workshops environments due to their respective learning areas. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain moderate / average temperature throughout all areas of instruction and workshops. Students are also prohibited from modifying the A/C controls, only instructors or staff are permitted to do so.

## **Vaccination Policy**

The Fab School does not have a requirement for students to be vaccinated.

## **Career Development and Placement Assistance**

The Fab School Career Services Department employs staff members who work directly with students and employers. Students participate in Career Development throughout the course of their training as part of the general curriculum. As a student nears program completion, they will meet on an individual basis with one of the Career Services staff members to finalize employment preparation and goals.

The Career Services representative is the liaison between graduate and employer. They are in constant communication with various owners, managers, and supervisors who are new to and familiar with our training program, and will refer the graduate for employment interviews. The Fab School provides placement assistance to all graduates in good standing.

During Career Development training, students are assisted in the classroom with résumé preparation, filling out mock job applications, as well as tips on appropriate interviewing attire and presentation techniques to help them project a professional image during their employment interviews. They also learn how to conduct a self-directed job search strategy.

# Student Catalog Information

---

## **THE FAB SCHOOL DOES NOT GUARANTEE EMPLOYMENT FOR ITS GRADUATES**

**It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview.** A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. Those graduates who demonstrate strong determination in job searching, interviewing, and follow-up are most often successful in reaching their goals of employment.

The Fab School is always available to assist an alumnus who contemplates a change in employment. Only graduates of The Fab School are eligible for placement assistance.

**Note:** All graduates will be considered to need placement assistance unless the graduate submits a signed Student Waiver Form for placement assistance, along with a written explanation and supporting documentation. Graduates waiving placement assistance may still receive placement assistance by notifying the Career Services Department that they again wish to be an active participant in employment-seeking activities.

### **Student Learning Resources**

The Fab School is devoted to providing current, safe, and adequate learning materials and resources that meets and/or exceeds industry standards. This may include both text and media services. While fabrication and welding do not necessarily reflect a broad spectrum of media services, students are encouraged to work with their instructors on availability and descriptions of all DVDs, books, periodicals, internet resources, and reference materials related to their program which are located in the classrooms. The Fab School is committed to quality media services to their students.

### **Disclosure and Retention of Educational Records**

The Fab School protects the privacy and confidentiality of all student records. The Family Rights and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third-party without the written consent of the student, with the exception of regulatory education agencies. However, The Fab School may disclose appropriately designated directory information without written consent, unless you have advised the school to the contrary in accordance with The Fab School procedures. The primary purpose of directory information is to allow the school to include this type of information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists; and
- Graduation Programs

If you do not want The Fab School to disclose directory information from your education records without your prior written consent, you must notify the school in writing. Students can prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Executive Director. The written request should be dated and signed by the student.

The Fab School has designated the following information as directory information: Student's name, photograph, field of study, period of enrollment and status, honors, and awards received.

The Fab School may also disclose student information to emergency personnel in the event of a significant health or safety emergency that presents imminent danger or in a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Any release is temporarily limited to the period of the emergency.

Students have the right to inspect, review, and challenge information contained in their educational records file. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by The Fab School's Administration. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records. Hard copies of student records and transcripts are permanently retained by the school for a period of not less than five (5) years from the date the student graduates, withdraws or otherwise ceases to be enrolled. These same records are scanned and indefinitely retained electronically, and will contain the awarded Certificate granted and the date on which such Certificate was granted, as well as the courses and respective earned grades on which the Certificate was based.

# Student Catalog Information

---

## **Student Transcript Records**

Permanent transcripts of the student's progress are maintained by the School and are available upon written request by current and former students to the Student Records Coordinator. Students will receive a copy of their Official Transcript at graduation. A fee of fifteen dollars (\$15.00) will be charged if the last day of attendance was more than five (5) years from the date of the request as records will have been archived. Tuition must be paid in full or the student must be current with any payment plan before receiving official transcripts.

## **Transfer Students**

There are a number of steps you must take when transferring Financial Aid from one school to another during the same year.

- If you have a Federal Pell Grant, you must request a duplicate of your Student Aid Report (SAR) from the Central Processor.
- This SAR must be submitted to your school. This can be done via FAFSA on the Web with your PIN number.
- All Financial Aid packages at The Fab School will be dependent on what portion of Financial Aid funds have been used in the current Award Year.
- If you have a Direct Loan or a PLUS loan you will need to reapply. Contact your new Financial Aid Advisor as well as your Servicer.
- You cannot receive any Title IV funds at your new school until your Financial Aid history is reviewed on NSLDS or in certain circumstances an Overlapping Loan Period form is requested and received from the prior school.

Check with your school's Financial Aid Representative to find out what programs are available and what additional steps you must take.

## **Childcare**

The Fab School does offer referral assistance to students who are looking for childcare for their children while attending school. However, the Student Services staff have details of other childcare providers in the area, including nursery locations and registers of child minders. Students are asked to contact the Student Services Department for more information. The following list of local childcare facilities are a sampling of those facilities in the area which may provide assistance to students who are in need of childcare services while attending school. These facilities are not for the purpose of endorsement or any other purpose. A student should complete their own due diligence into checking out the credibility / certification / availability of any childcare facility.

Good Steward Day Care  
(Day Care Center)  
9229 Utica Ave., #160  
Rancho Cucamonga, CA  
(909) 948-0016

Ranch Cucamonga KinderCare  
(Day Care Center)  
10191 E. Foothill Blvd.  
Rancho Cucamonga, CA  
(909) 989-6136

Sunny Day Preschool  
(Preschool)  
12732 E. Foothill Blvd.  
Rancho Cucamonga, CA  
(909) 463-3063

## **Constitution and Citizenship Day (September 17th)**

The Fab School complies with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Website with a scan of the U.S. Constitution available online at: [http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html)

## **Voter Registration**

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state, or for a downloadable version of the form, visit the U.S. Election Assistance Commission at <http://www.eac.gov/> or a paper Voter Registration form can be obtained from the Financial Aid Department.



## ATTENDANCE AND ACADEMIC POLICIES

### **Attendance Policy**

It is important that The Fab School maintains a clock hour record of attendance for each student. All required clock hours of attendance are part of graduation requirements. Students must maintain an attendance (clock hours) rate of at least 90% of the total scheduled in-school training clock hours at all times throughout their enrollment period. Failure to meet the required clock hours of training will result in denial of graduation eligibility status. Students are expected to be **ON-TIME** to class every day, and complete the required work (academic and workshop/lab) to the best of their ability, as they would at their job. Students cannot develop job skills when they are not in attendance. For instances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.

### **Attendance Review Policy**

Each student's clock hours of attendance are monitored weekly throughout their period of enrollment. At the 25% and 75% incremental benchmarks of the program, a student's attendance shall be administratively reviewed. If a student's attendance drops below the 90% minimum standard at the 25% and 75% incremental benchmarks of their program of enrollment, the student will be called in to meet with a student service advisor to discuss cause, impact, and possible solution to any attendance problem. Any student failing to maintain a minimum pace of completion of 90% or better, which is the total attended clock hours divided by scheduled clock hours, shall be placed on Attendance Review Status at that time.

### **Satisfactory Attendance Progress Policy**

If a student's attendance drops below the 90% minimum standard at the 50% benchmark when the Satisfactory Attendance / Academic Progress (SAP) evaluation is made, he/she will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, "Financial Aid Warning Status", and meet with Student Services to discuss the issues which may be giving cause to their less than acceptable clock hours of attendance and the respective impact it can have upon their eligibility for graduation.

When the 100% benchmark of the SAP evaluation is made, if the student has then failed to achieve a minimum 90% attendance, the student will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, "Financial Aid Suspension", meet with Student Services where a Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. A terminated student has the right to appeal within 7 calendar days of termination. If a current/former student wishes to appeal a decision made by The Fab School, an appeal must be made in writing to the Director of Education.

When a student, who is a financial aid Title IV program participant and has been placed on "Financial Aid Suspension", the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action, or the appeal is denied, the student's financial aid eligibility will be terminated.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when the School can expect their return. Due to the nature and scope of the school's training, any absence is reviewed based upon a case-by-case condition. The institution shall determine as to whether or not the absence will be considered an excused or unexcused absence. But in no circumstance, may the total number of excused absences exceed 10% of the current scheduled payment period. Re-occurring absences by either definition, may result in disciplinary action, much as it would in an employment environment. It may also lead to dismissal. If at any time a student demonstrates 14 consecutive calendar days of unexcused absences, The Fab School will initiate a "withdrawal" of the student's enrollment. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module, subject area or program by following the prescribed steps as identified in this School Catalog.

### **Withdrawn from Modules**

Students who withdraws from The Fab School voluntarily or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry. The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

# Student Catalog Information

---

## **Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)**

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances). The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not file an appeal and will be placed on Academic or Attendance Probation Status.

Upon the direction of the Appeals Committee, the student will be placed on an Academic or Attendance Plan, to assist the student in achieving Satisfactory Academic or Attendance Progress. The Academic or Attendance Plan will be specifically tailored to the student's needs and circumstances at that time.

The length of any such probation status shall continue in place for the student's remaining enrollment period, up to a maximum timeframe of 150% of the student's enrollment. At the end of the period of Academic or Attendance Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic or Attendance Progress or meet the requirements of the Academic or Attendance Plan by the next benchmark, the student's financial aid eligibility shall be terminated and no appeal shall be allowed.

## **Early Departure from Class Policy**

If a student must depart early from class (Early Departure), time missed will be counted toward the student's total clock hours not in attendance. Any such request shall be in writing and submitted to the instructor for consideration of approval.

## **Tardy (Late for Class) Policy**

If a student is late arriving for class (Tardy), time missed will be counted toward the student's total clock hours not in attendance. Arriving late for class, includes, but not limited to, clocking in late for class, returning late from breaks, lunches, and/or other scheduled times.

## **Make-up Hours / Course Work**

It is important that students attend every scheduled class to ensure that he or she is able to stay current with required learning towards graduation. Students are requested to make every attempt to contact the School in the event they will not be in attendance for any scheduled school day / evening, just as they would a place of employment. In the event that it is apparent that a student will not meet graduation requirements of attendance, the student will be required to make-up any clock hours in the workshop only. In such case(s) a schedule of make-up clock hours must be established and approved by the student, instructor, and the Director of Education.

Any amount of 'Excused' make-up clock hours cannot exceed 10% of the scheduled program clock hours per payment period. The make-up of 'Unexcused' instruction clock hours is subject to the written approval of the instructor. Any such approved make-up clock hours, shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress and meeting graduation requirements.

A student may be required to repeat a previously failed module/course or subject area in order to satisfy graduation requirements. Students will be allowed to repeat a module or subject area once at no additional charge. Once a student repeats a module or subject area in which he/she received an original failed grade, the revised final grade will replace the original grade. The overall cumulative grade point average is then recalculated. The time needed to repeat the module, or modules, must be within the maximum timeframe for the program of enrollment. The student will be given an opportunity, at the discretion of the Director of Education and instructor, subject to the availability of space, to repeat, to remediate or make up coursework. This work shall be given full standing and credit with respect to the evaluation of the student maintaining Satisfactory Progress and meeting graduation requirements.



# Student Catalog Information

---

## **Maximum Time Frame for Course Completion**

A student must satisfactorily complete his/her program of enrollment within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Program Name	<u>Maximum Time Frames Allowed</u>			Maximum Time Frame in Weeks	Maximum Time Frame in Clock Hours
	<u>Session</u>	<u># of Weeks</u>	<u># of Clock Hours</u>		
Fundamentals of Fabrication	Day	25.0	600	37.50	900
Fundamentals of Fabrication	Evening	37.5	600	56.25	900

The maximum time a student can take to complete their program of enrollment is defined as 150% of the clock hours of their program of enrollment. In addition to meeting the required benchmark of clock hours, a student must have achieved an earned minimum grade point average (G.P.A.) of 70%, "C" or better.

## **Leave of Absence**

A "Leave of Absence" (LOA) is considered as a temporary interruption in a student's program of study, with the reasonable expectation that the student will return. If an LOA is needed, a student must provide the Student Service Department with a signed written request/email communication, explaining the basis of the request, the date of the request, and the expected return date. Submission of the request does not automatically reflect the school's approval. The School has discretion in determining whether to approve an LOA, the length of the LOA, the student's return date, and any other conditions concerning the taking of the LOA that the School deems necessary. Leave of Absence requests will be considered, respective to the student's current learning subject area, both prior to the beginning of a potential LOA and relative to when the student requests to return which can return based upon curriculum/program scheduling.

A student is ONLY eligible to utilize any combination of an LOA, or multiples, up to a maximum of 180 calendar days within a 12-month period. The School will notify the student of the terms of any proposed LOA.

The School may grant an LOA to a student who is unable to provide the request prior to the LOA due to unforeseen circumstances, if the School documents the reason for its decision and obtains the written request from the student at a later date. In this case, the School would determine the beginning date of the LOA to be the date the student was unable to attend School because of the unforeseen circumstances.

If the student's Leave of Absence request is NOT approved or the student does not agree to the terms of the LOA as approved by the School, the student will have the option of continuing their program of enrollment or to be considered to have withdrawn from the school. If the Leave of Absence request is approved, the student may return prior to or at the end of the Leave of Absence and resume their training without paying any additional tuition for the specified period of the LOA. If a student does not resume attending class on or before the agreed to date scheduled for the end of a leave of absence, the School must treat the student as a withdrawal.

A student requesting a Leave of Absence must understand that upon return, a revised course completion date will be established based upon class schedules, which may give cause for an extended period of enrollment. Students who fail to return from a Leave of Absence will be considered to have withdrawn from the School and will be dropped. A student wishing to re-enroll after a failure to return from a Leave of Absence must follow The Fab School's re-enrollment procedures outlined in this School Catalog.

A subsequent LOA (second or more) to an original LOA previously approved may not exceed 30 days in length and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and that any subsequent approved LOAs are supported by documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If the student is a Title IV, HEA program loan recipient, the School will explain to the student, prior to granting the Leave of Absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

# Student Catalog Information

---

## **Use of "Time Clock" Requirement**

The Fab School records all student daily attendance time using a computer based time clock. All students are required to clock in daily for all hours they are in attendance at the facility (defined as the building and parking area), as they would on most jobs. All students are required to clock out daily each time they leave the facility for all scheduled lunches or unscheduled breaks and/or reason to be away from the facility, and clock back in when they return, as they would on most jobs. Students will use their hand print to clock in and out.

If it is determined that a student is not following the time clock procedures. knowingly or unknowingly, he or she will receive an initial written "Warning". If it is determined that a student is tampering with the time clock, falsifying their attendance time records, or any other related inappropriate action is determined, it will be considered a violation of the Student Conduct Policy, and subject to enrollment termination. The Fab School understands that sometimes students may forget to clock in and/or out. All time clock issues must be reported to the instructor immediately. In addition, if the time clock should temporarily fail, students must sign in and out on a manual sheet that placed adjacent to the time clock. Instructors will verify the posted time in or out should this situation occur. A student's time cannot be corrected after 7 days of the occurrence, unless it is a system error.

## **ACADEMIC POLICY**

The Fab School adheres to a strict academic policy to ensure that students maintain academic progress and success. Failure by students to maintain academic progress may result in suspension or termination. The Fab School's Satisfactory Academic Progress Policy applies to all The Fab School students, regardless of whether they are receiving Federal Title IV funds or not. For instances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.

### **Academic Review Policy**

At the 25% and 75% incremental benchmarks of the program, a student's academic achievement shall be reviewed. Any student failing to maintain a cumulative Grade Point Average of 70%, "C" or better and a minimum pace of completion of 90% or better (which is the total attended clock hours divided by scheduled clock hours), shall be placed on Academic Review Status.

Students on Academic Review Status will be closely monitored and an action plan may be instituted to assist students in obtaining and achieving academic requirements towards graduation. The length of the Review Status shall be for the period of thirty (30) business days. The Review Status period may be lengthened to provide assurance that the student achieves and maintains the required rates of academic achievement.

### **Satisfactory Academic Progress Policy**

For a student to be considered making Satisfactory Academic Progress (SAP) at the 50% and 100% benchmarks of their enrollment period, the student must maintain a cumulative Grade Point Average of 70%, "C" or better.

If at the 50% completion benchmark that Satisfactory Academic Progress (SAP) is measured, it is determined that the student is not achieving the minimum standard of academic performance, for the Title IV program participating student, he/she shall be placed on Financial Aid Academic Warning Status for one payment period. During the Financial Aid Academic Warning Status, the student shall remain eligible for Title IV programs. Financial Aid Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average by the next payment period's Satisfactory Academic Progress evaluation. As a result of this status being imposed, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment.

For students who are not participating in Title IV programs, he/she shall be placed on Unsatisfactory Academic Warning Status. Should an Unsatisfactory Academic Warning Status occur, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. Unsatisfactory Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average and the student satisfies the minimum pace of completion prior to the next evaluation benchmark (100% benchmark).

# Student Catalog Information

---

If at the time of the next payment period's Satisfactory Academic Progress (SAP) evaluation is measured (100% completion benchmark), it is determined that the Title IV Financial Aid participating student is still not achieving the minimum standard of academic performance required by way of a cumulative Grade Point Average, he/she shall be deemed to be ineligible for any financial aid disbursements and shall be placed on Financial Aid Suspension Status. While on Financial Aid Suspension Status, the student will be ineligible for any financial aid disbursements and any charges incurred by the student will be the sole responsibility of the student. The student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action, or the appeal is denied, the student's financial aid eligibility will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

For students who are not participating in Title IV programs, when the 100% completion benchmark is reached, he/she will be placed on Unsatisfactory Academic Probation Status. The student will be required to meet with Student Services to discuss the issues which have given cause to their less than acceptable academic performance and the respective impact it will have upon their eligibility for graduation. A Corrective Plan of Action and schedule of required completion will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include the possibility of termination from their program of enrollment. If the student is terminated from his/her program of enrollment, the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, the student will be allowed to continue their program under strict probationary conditions. If the student fails to appeal the action, or the appeal is denied, the student's enrollment will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

## **Withdrawn from Modules**

A student who withdraws from The Fab School or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry at a later date. The Fab School will record a "W" (Withdrawal) for the student for that module or subject area. If the student returns to school at a later date, any module or subject area documented with "W" (Withdrawal) must be repeated. The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

## **Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)**

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances). The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not file an appeal and will be placed on Academic Probation Status.

Upon the discretion of the Appeals Committee, the student may be placed on an Academic Plan, if it is deemed necessary by the Appeals Committee to assist the student in achieving Satisfactory Academic Progress. Any Academic Plan will be specifically tailored to the student's needs and circumstances at that time.

The length of any such probation status shall continue in place for the student's remaining enrollment period, up to a maximum timeframe of 150% of the student's enrollment. At the end of the period of Academic/Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic Progress or meet the requirements of the Academic Plan, if any, by the next benchmark, the student's financial aid eligibility shall be terminated and no appeal shall be allowed.

## **Grading Policy**

The purpose of vocational education is to prepare students for employment in a determined career field. This purpose also parallels the mission of The Fab School. For this reason, consistent academic and skill-sets evaluation is administered throughout the program in order to measure and monitor a student's progress for developing and meeting the minimum knowledge and skills proficiencies expected by business and industry. The Fab School utilizes a grading method that is based on academic student learning, lab/shop work, and professionalism. Students are notified of their academic/lab/workshop grading at each predetermine point within a subject area and their program.

# Student Catalog Information

---

A numeric grade for each module or subject area of the program is determined by the combined classroom and lab/workshop earned grades from academic learning/projects as determined by the instructor and stated in the module or subject area of the program syllabi. Please refer to the "GRADING SCALE" noted below:

## The School's 'Grading Scale'

A	=	Excellent	=	90% - 100.0%
B	=	Good	=	80% - 89.9%
C	=	Satisfactory	=	70% - 79.9%
F	=	Failed	=	00% - 69.9%
I	=	Incomplete	=	00%
W	=	Withdrawn from Course or Program / No Credit / Grade Assigned		
N/A	=	Subject Area or Project Not Applicable		

- A student achieving a cumulative GPA of 97% - 100% and a 97% to 100% attendance performance at the time of program completion shall be given the status of "Founder's Honor Roll".
- Sponsoring agencies (third party) are mailed copies of Student Progress Reports, where permitted by Family Education Rights and Privacy Act (FERPA), on a regular basis.

Re-occurring late coursework or make-up coursework may result in disciplinary action, to include suspension or termination.

### **Repeat of Failed Academic Subject Area(s) / Modules**

Students may be required to repeat any incomplete subject coursework, lab work or failed subject area(s) or modules. As such, the student will be responsible for any charges for training materials used to repeat such subject area(s) or modules.

### **Make-up Incomplete Subjects**

A student may be given an opportunity, at the discretion of the instructor and/or Director of Education, and subject to the availability of space, to make up incomplete coursework. The responsibility of establishing a timeframe to complete any outstanding or incomplete coursework prior to the end of a subject area or module is the responsibility of the student in cooperation with the instructor. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress. However, any revised module grade, where make-up coursework or lab work has occurred, will result in an earned grade no greater than that of a "B" or 89.9%. Remediation studies are available to students at no additional charge by the school. Students completing remediation studies are required to continue with their regular coursework and maintain Satisfactory Attendance and Academic Progress.

It is required that if a student receives an "I" (Incomplete) on any required coursework, that he/she completes the make-up coursework prior to the current module's completion. If the student does not make-up the incomplete coursework by the end of the current module, the incomplete module coursework grade will be considered an "F" and will reflect the value of "0" when calculating the student's GPA at the conclusion of the module. Students must check with their instructor to arrange any/or all make-up (incomplete) module coursework. Students are expected to complete all scheduled/required module coursework, prior to the conclusion of each module in order to receive an appropriately earned cumulative grade for that module's work, which in turn, contributes toward graduation eligibility.

Students will be required to complete coursework / repeat a failed module/course in order to satisfy graduation requirements. Students will be allowed to repeat a module/course once at no additional charge. Once a student repeats a module/course in which he/she receives a final grade, the final grade will replace the original grade. However, any revised module/course grade where make-up coursework or lab work has occurred, will result in an earned grade no greater than that of a "B" or 89.9%. The cumulative grade point average is then recalculated. This work shall be given full standing and credit with respect to the evaluation of the student achieving/maintaining Satisfactory Progress. The time needed to repeat the subject area, module or course must be within the maximum timeframe for the program of enrollment.

Students, who have been dismissed for lack of Satisfactory Academic Progress from their program of enrollment, may apply to the Executive Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this Catalog.

A student may appeal the determination of Unsatisfactory Academic Progress and/or their dismissal, based upon extenuating circumstances by following the Student Appeals Procedure outlined in this Catalog.

## SCHOOL POLICIES AND REGULATIONS

NO FOOD IS ALLOWED IN THE CLASSROOMS OR SHOP AREA  
BEVERAGES ARE ALLOWED CLASSROOMS ONLY IN A CAPPED CONTAINER/BOTTLE  
FAMILY MEMBERS ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES. THIS POLICY IS FOR THEIR SAFETY

### Graduation Requirements

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- To be eligible for graduation consideration, all specified program subject areas, modules, and/or courses must be successfully completed with a minimum overall G.P.A. of 70.0% or better;
- Must have attended a minimum 90% or better classroom/shop clock hours required for the program of enrollment;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;
- All students who have received financial aid must complete a Financial Aid Exit Interview;

The Fundamentals of Fabrication Program Completion Certificate will be available to graduates during The Fab School's 'Graduation Ceremony', provided the above noted requirements (as applicable) are completed and documentation submitted.

### Classroom and Workshop Environments Appropriate Attire

Due to the nature of The Fab School's training and safety issues and requirements within the classrooms and workshops, the following dress code is enforced.

- **Shoes** - must be closed toe shoes only, no open toe allowed due to hazardous area/material in the workshop area (safety precaution). Work boots preferred but thick soled tennis shoes are allowed. Please make sure the tennis shoes have a solid grip on the sole;
- **Pants** - must be black in color, and cannot be tight fitted or excessively baggy. Undergarments must be covered at all times;
- **Shirts** - only those issued by The Fab School (black in color) with the school's logo, are permitted to class each day;
- **Skirts/Dresses/Shorts** – are not permitted at any time while attending The Fab School;
- **Piercings** - ONLY non-dangle earrings/piercings are permitted (safety precaution);
- **Jewelry** – dangling and/or bulky jewelry of any type is not permitted due to equipment used in the workshops (safety precaution);
- **Non-Fab School Issue** – students are not permitted to wear shirts that do not have The Fab School logo on them;
- **Hats** are permitted at the discretion of the instructor, as long as there are no visible offensive inappropriate statements, insignias, pictures, etc.;
- **No drug or gang-related** clothing or accessories may be worn or carried onto The Fab School campus;
- **No drug or gang-related** tattoos can be visible. If a student has one, it must be covered by clothing while on campus.
- **Student Haircuts** - must comply with safety and professional standards as determined by The Fab School. Hair is expected to be neatly groomed and off the collar. Hair must be clean, neat and contained away from the face and eyes or pulled back from the face and eyes so it does not pose a safety threat. Generally, this means the hair must be fastened securely to the back of the head or held away from the face in all lab situations.
- **Facial Hair** - is to be neatly trimmed and groomed at all times. The Founder, Director of Education, and/or Executive Director will review unresolved disputes concerning the hairstyle policy on a case-by-case basis and make a final determination.

Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best. This Dress Code Policy was established in order to maintain student safety, while completing work in the workshop as well as to enable our students to become comfortable with the type of work related apparel expected by most of the employers who interview and hire our graduates.

### Smoking

Smoking and/or the use of vapers is not permitted inside the school facility. A designated area for smoking can be located outside the student lounge, on the south side of the facility.



# Student Catalog Information

---

## **Telephones**

The Fab School business telephones are not intended for personal use by students. Students are allowed to use the school's phones for emergency purposes only, and only when authorized by a staff member. Student's cellphones are to be turned off during class hours to avoid any classroom or lab/workshop disruption.

## **Office Equipment**

Students are not allowed to use any of The Fab School's office equipment, including the copy/fax machines, without authorization from the Director of Education.

## **Copyright Infringement/Illegal Downloading/Computer Use Policy**

Network and computing resources at The Fab School are provided primarily to support the School's mission in educating and training its students. Students may not use The Fab School network and computer resources in violation of The Fab School's Network and Computer Use Policy. A copy of which is available upon request by contacting the Director of Education. In addition, students may not use The Fab School's network and computing resources nor may they use their own resources on The Fab School's property that would in any way violate the Copyright Act (Title 17 United States Code); this includes illegal Peer-to-Peer (P2P) file sharing. Violations of The Fab School's Network and Computer Use Policy or any acts of copyright infringement or illegal downloading are considered grounds for disciplinary action.

## **Student Behavior / Conduct**

The Fab School's success depends on many factors, including the quality of its instruction, the employment achievement of its graduates and the image its student's project. The effectiveness of any training program is dependent upon the full cooperation between students, faculty and administrative staff. The Fab School has created a professional "work-like" shop environment in which students can increase their knowledge and develop employment skills according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the school administrators. Students must adhere to high standards of scholarship and conduct at all times when attending The Fab School.

In the event where students discredit themselves through their behavior, conduct, or course work or discredit the School, they may be subject to disciplinary action(s) up to and including dismissal. Learning how to communicate and dealing with a variety of people, coping with frustration, time management, problem solving, disciplining one-self professionally are just a few of the components that go into the makeup of a professional. In these and like areas, The Fab School has high standards of performance requirements because of the school's commitment to preparing our students for the highest expectations of employers.

Beginning with the first day a student starts at The Fab School, he or she becomes part of a proud tradition and, as part of that tradition, we expect that students will want to share in the benefits of that reputation for years to come. There is more to being a successful fabricator than learning the skills in class. Qualities such as dependability, appearance, a positive attitude and good attendance are as important to any employer as well as the knowledge the employee possesses.

In order to help build upon the personal qualities necessary to become a successful student and employee, the school has identified, when necessary to apply, specific Grounds for Disciplinary Action(s). These actions are listed below and not to be considered limited to. The Fab School reserves the right to impose a variety of disciplinary actions, including suspension or termination from The Fab School, on any student whose behavior on campus violates a professional behavior. Any such action(s) may result in the application of any one of the Grounds for Disciplinary Action conditions as noted, but not limited to. In the event an incident of unprofessional behavior or conduct is displayed by a student, the School's officials will determine, in their sole discretion, any such disciplinary action, defined or otherwise, may be appropriately imposed regardless of whether that conduct also involves an alleged or proven violation of law.

### **Grounds for Disciplinary Action**

The administration of The Fab School reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

- 1) Failure to abide by the Rules and Regulations of "The Fab School";
- 2) Breach of The Fab School Enrollment Agreement;
- 3) Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class;
- 4) Disruptive behavior, which includes but is not limited to, obscene language, profanity, drawings, pictures, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission;
- 5) Unsatisfactory Academic performance;

# Student Catalog Information

---

- 6) Unsatisfactory Attendance;
- 7) Excessive tardiness/early departure;
- 8) Use of Drugs, Narcotics, Alcohol (or under the influence);
- 9) Gambling or use of Profanity;
- 10) Any action in violation of federal, state or local laws on The Fab School campus;
- 11) Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed towards The Fab School staff;
- 12) Vandalism of The Fab School or personal property of students or staff on The Fab School campus;
- 13) Stealing or possessing stolen property on The Fab School campus;
- 14) Failure to meet Career Services Department requirements;
- 15) Failure to meet Financial Aid Department requirements;
- 16) Inappropriate professional clothing worn during training (classroom/workshop), i.e. black pants & The Fab School shirt;
- 17) Failure to pay tuition (or any other charges) when due;
- 18) Cheating and/or Plagiarism;
- 19) Falsifying The Fab School records;
- 20) Carrying a concealed or potentially dangerous weapon of any kind, to include but not limited to a knife with a blade longer than two (2) inches, or use thereof on The Fab School campus;
- 21) Instigation and/or participation in rebellious activities against The Fab School and/or its student(s);
- 22) Solicitation, which reflects unfavorably upon The Fab School and/or its students;
- 23) Violation of The Fab School's Network and Computer Use Policy including copyright infringement and illegal downloading;
- 24) Sexual Harassment/Sexual Violence;
- 25) Misuse and/or unauthorized use of The Fab School's tools and/or equipment;
- 26) Remaining in Workshop / lab area WITHOUT supervision of qualified instructor;
- 27) Loitering / Disrupting other classes;
- 28) Eating & drinking (other than bottled water) in Classroom and/or Workshop;
- 29) Speeding / Reckless Driving / Excessive Noise in parking area and/or around The Fab School facility;
- 30) Unauthorized photography, use of audio or video recording equipment, computers, cell phones and/or pagers in and about The Fab School facility;
- 31) Failure to utilize the designated area by the Fab School for smoking / chewing tobacco / electronic cigarettes and vaporizers;
- 32) Use of and/or storage of skateboards, mini and/or pocket bikes on The Fab School grounds (to include parking area) is prohibited;
- 33) Test drives / test rides in any The Fab School training vehicles requires instructor supervision.
- 34) Display of gang-related hats, caps, headgear, jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire, visible gang-related tattoos, or gang-related vehicle stickers or decals are not permitted;
- 35) Adherence to Dress Code and Hair Grooming requirements as stated in this catalog is required due to the safety issue in the training program.

A student dismissed for any reason, including unsatisfactory or unprofessional behavior or conduct as noted above, may request reinstatement as an active student into their program by following the procedures set forth under Student Appeal Procedure and Reinstatement sections in this Catalog. There are special procedures for acts involving sexual harassment/sexual violence, please contact The Fab School's Executive Director for more information: Email: [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com)

David K. Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (909) 493-3761 x 226 [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com)

## **Student Appeal Procedures (Not related to the Satisfactory Academic Progress Policy)**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or School Administration (for an appeal of Financial Aid Suspension Status, see the Satisfactory Academic Progress Policy), must submit a written letter to the Executive Director to be reviewed by an Appeals Board within seven (7) days of the school's disciplinary action and/or decision. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of not less than three (3) attending members. The Appeals Board shall be chaired by a School Administrator and consist of, but not be limited to, a representative from the Education Department, Financial Aid Department, and Student Services Department.

The student will be notified of the Appeals Board decision within fourteen (14) business days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

# Student Catalog Information

---

## **Reinstatement**

A prior student requesting to be reinstated as an active student, based on a positive Appeals Board decision, must do so in writing to the Executive Director for consideration. A copy of the Appeals Board decision must be included in or attached to the reinstatement request. The Executive Director will review the request and issue a Reinstated Status declaration within five (5) business days of having received the student's request, along with providing a revised schedule of classes.

A student who has been approved for reinstatement will do so with an Enrollment Agreement Addendum, if necessary, and will receive credit for all prior The Fab School payments received and coursework completed. Any increase in the tuition, books and/or supplies will be included on the addendum agreement, if applicable.

## **Controlled Substance, Alcohol and Drug Abuse Policy**

School Policy:

It is the goal of The Fab School to maintain an academic and work environment free from the use and influence of alcohol and unlawful drugs, and fully comply with the Drug Free Schools and Communities Act Amendment 1989 and Drug Free Workplace Act of 1988. As such, the following is The Fab School's policy and awareness program.

Being under the influence of any illicit drug or alcoholic beverage while on the job or in school poses serious risks to individuals' health and safety. Accordingly, all students and employees are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or enrollment in school.

Alcohol and Drug Abuse Prevention:

The Fab School is committed to assisting members of our community in facing the challenges of alcohol and drug abuse; EDUCATION AND PREVENTION IS THE KEY. Please visit the following website: <http://www.adp.ca.gov/> for valuable information on the dangers of alcohol and drug abuse and how to prevent it in the first place.

Assistance / Programs Available:

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. The following represent only a few of the local agencies that provide assistance to employees, students, and their families with alcohol and drug-related issues.

Drug Information Hot-Line	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Region	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069 (Avail. 8 a.m. - 2 p.m. M-F; 11 a.m. - 2 p.m. weekends)

The forgoing agencies are available for drug-free awareness programs and detailed information regarding:

- 1) Dangers of drug and alcohol abuse;
- 2) Assistance with drug and alcohol abuse counseling;
- 3) Penalties for the abuse of alcohol or drugs;
- 4) Rehabilitation programs.

Health Risks Associated with Alcohol and Drug Abuse:

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can lead to illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise;
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure motor vehicle accident injuries, and reduced job performance;
- Repeated use of alcohol can lead to dependence.



# Student Catalog Information

---

The following are more specific health risks associated with other specific drugs:

*Cocaine*: a central nervous system stimulant is very addictive. The odorless, white powder comes in various forms, "crack" being one of the most popular. Cocaine creates a high in the user, which causes alertness, excitement, talkativeness, overconfidence and a lessened need for sleep. After the high, the "crash" occurs including depression, restlessness, anxiety and impaired concentration. Repeated use of cocaine will lead to addiction and other complications which may include heart failure, family, school and financial problems.

*Hallucinogens*: include LSD (D-lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, mushrooms (psilocybin), Ecstasy, angel dust and PCP. They cause increased pulse rate and blood pressure, tearing of the eyes, visual hallucinations, illusions, sensory confusion and altered time perception. The most common adverse effect is a panic reaction or "bad trip." Extreme agitation or delirium may occur. Some people have psychotic episodes or flashbacks, which may occur long after use. The major danger from this group of drugs is markedly impaired judgment with hallucinations, predisposing the individual to accidents and bizarre behavior that can result in death.

*Marijuana*: can cause psychological dependence. It produces a feeling of relaxation, mild euphoria and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, making driving a substantial risk. An adverse effect of the drug is acute panic reaction. High doses may cause hallucinations, paranoia and delirium. Male chronic users can experience impaired production of male hormones, causing breast enlargement and a reduced sperm count. Female chronic users can have egg damage, suppression of ovulation, disrupted menstrual cycles and altered hormone levels. The tars and other gasses in the smoke increase the risk of respiratory diseases and lung cancer, similar to those related to nicotine.

*Opiates*: include heroin, morphine, Demerol and Percodan, among other drugs. They produce euphoria, drowsiness and respiratory depression. Over-dosage causes coma, respiratory arrest and death. The physiological addiction is very strong; tolerance and dependence develop quickly, requiring higher doses to produce an effect. Because these drugs are often injected, use of shared or unclean needles and syringes may result in Hepatitis B infection and HIV/AIDS, as well as endocarditis, an infection of the heart muscle; all which result in death.

*Prescription drugs*: such as tranquilizers, barbiturates and depressants are legal and can often be the first abused drugs. Even in small amounts, these drugs slow reaction time and interfere with judgment. Alcohol use greatly increases the effects of these drugs, and can cause a fatal overdose when combined with prescription drugs.

*Steroids*: are used by some people to increase their body's performance. Although performance is temporarily increased, the side effects are very harmful to the body. Long term effects include heart, kidney and liver trouble, high blood pressure, diabetes, poor healing after injury, muscle and tendon tears and psychological problems with aggression and depression. Short-term effects include impotence, balding, acne, decreased hormone levels and psychological problems such as increased aggressive behavior. Steroids may temporarily enlarge the body muscles, but without constant use and exercise, the muscles will decrease quickly.

*Tobacco*: is illegal to purchase if under age 18. Nicotine, the active ingredient in tobacco stimulates the central nervous system and is physically and psychologically addictive. Nicotine irritates lung tissues and increases blood pressure. The most common cause of cancer deaths is cigarette smoking. Smoking is the major cause of chronic bronchitis and emphysema and also causes pneumonia, coronary heart disease, and blood vessel disease and stomach ulcers.

## Reporting Standards:

In addition to termination or expulsion, individuals in possession or distributing drugs to employees or students on school grounds will be reported to the local authorities.

Employees and students are required to notify The Fab School (Executive Director, or Human Resources) in writing of any conviction of a criminal drug statute violation occurring in the workplace no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the School must notify the U.S. Department of Education in writing of the conviction, and within thirty (30) days take appropriate disciplinary action with regard to the employee or student.

## Legal Penalties:

Aside from The Fab School action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first time convictions for the use of a controlled substance or alcohol abuse may or may not be referred to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to \$4 million. Marijuana trafficking carries penalties of up to five years to life, depending on the quantity of drugs involved and fines up to \$4 million for the first offense. Possession of controlled substances under federal law carries sentences of up to one year and fines up to \$100,000 for first offenses,

# Student Catalog Information

---

with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to \$250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to pregnant woman. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

## **Institutional Security Policies**

Federal regulations require every school that participates in federal Student Financial Assistance programs to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The Report is prepared every year by the Executive Director & Title IX Coordinator. The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1<sup>st</sup> of the subsequent year. The Fab School must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this

institution. The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Executive Director & Title IX Coordinator and/or the Director of Education as the appropriate security personnel to report, either any criminal actions or other emergencies occurring on campus. The Executive Director & Title IX Coordinator may be contacted in person, by telephone, or by email, at 9571 Pittsburgh Avenue, Rancho Cucamonga, CA 91730; the telephone number and e-mail address for the Executive Director & Title IX Coordinator is (909) 493-3761 x226 and [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com). Reports to the Executive Director must be made in person at the campus location or by telephone at (909) 493-3761 x226. Any student witnessing, or being a victim of any criminal offenses on campus are to report those actions to the Executive Director & Title IX Coordinator or the Director of Education immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely warning reports to members of the campus community.

The Fab School allows victims or witnesses to report crimes on a voluntary, confidential basis please contact The Fab School's student & staff hotline at (909) 493-3711. The Fab School does not offer regularly scheduled programs to address security awareness or crime prevention for its students or employees.

The Fab School requires all criminal offenses that occur on campus be reported in person to the Executive Director immediately, but not later than forty-eight (48) hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the Executive Director, to ensure accurate and prompt reporting. The Executive Director will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at The Fab School's next staff meeting or at an emergency meeting, if necessary. The Fab School will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification to students will take place by bulletin on the bulletin board and by general notice distribution throughout the campus. Although the School does not offer regular scheduled crime awareness or prevention programs, this policy, which is published in The Fab School's Catalog and is disclosed by general notice distribution every October 1<sup>st</sup> is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The Fab School Main Campus Office is open every Monday through Thursday from 8:00 a.m. until 6:00 p.m., and 8:00 a.m. to noon on Friday. The facility is accessible during regularly scheduled class hours of 8:00 a.m. to 10:00 p.m. Monday through Thursday. The Fab School Office is accessible to designated staff and visitors on Friday, 8:00 a.m. to noon. The Fab School does not have on-campus housing, nor does The Fab School employ pastors or professional counselors. Security of the campus is under the supervision of the State and local police. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages its students, employees, and visitors to immediately report suspected criminal activity or other emergencies to the designated school officials and/or, in the event of an emergency, directly to local law enforcement or other emergency response agencies by dialing "911." The school assists in notifying authorities in incidences of a criminal offense, and State and local police agencies have the right to make arrests. There is no written Memorandum of Understanding between The Fab School and state or local police.

# Student Catalog Information

---

The Fab School offers periodically scheduled educational programs to promote the awareness and prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Fab School has developed policies and procedures to follow if a sex offense occurs. As stated above, The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Executive Director & Title IX Coordinator and the Director of Education as the appropriate security personnel to report, either in person, by telephone, or by email, any criminal actions or other emergencies occurring on campus. The student has the option to notify appropriate law enforcement authorities, including campus security personnel and local police. Institutional personnel will assist the student in notifying the authorities if the student requests the assistance of these personnel. The School does not offer on-campus professional counseling for victims of sex offenses. However, off-campus professional counseling options such as off-campus counseling, mental health, or other services for victims of sex offenses are available to students and staff by contacting the San Bernardino Sexual Assault Hotline at (909) 895-8884 or the San Bernardino Sexual Assault Services 24-Hour Crisis Hotline (800) 656-4673. The institution will change a victim's academic situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available. Procedures for campus disciplinary action in cases of an alleged sex offense include a formal hearing to determine facts and disciplinary action, if warranted. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. The school will upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Compliance with this does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). Sanctions may include probation, suspension, or dismissal.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling "Crimes Against Children and Sexually Violent Offender Registration Act", the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Fab School is providing a link to the San Bernardino County Registered Sex Offender Registry <http://www.homefacts.com/offenders/California/San-Bernardino-County/San-Bernardino.html>. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of California, convicted sex offenders must register with the "Sex Offender and Crimes Against Minors Registry" maintained by California Department of Justice. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

The California Department of Justice is responsible for maintaining this registry. Follow the link below to access the California Department of Justice website: <http://www.meganslaw.ca.gov/>

The school will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and /or staff occurring on the campus using The Fab School Alert System.

Activation of The Fab School Alert System shall be initiated by any one of the following "Designated Emergency Personnel":

1. Jake Ewan – Instructor
2. Joey Westhoff – Director of Education
3. David Hall – Executive Director

In the event that none of the above-named personnel are present at the time of the emergency then the person designated in their absence shall initiate activation of The Fab School Alert System.

Emergencies shall be divided into two categories (1) Priority 1 Emergencies; and (2) Priority 2 Emergencies.

## **Priority 1 Emergencies:**

*Priority 1 Emergencies* are emergencies where there is a possible or known situation that poses an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School campus.

Examples of Priority 1 Emergencies: active shooter, shooter, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat, suspicious device found, fire, gas leak, chemical spill, biological hazard, geological hazard, extreme weather (such as earthquake, thunderstorm, tornado, or flood).

# Student Catalog Information

---

## **Priority 2 Emergencies:**

*Priority 2 Emergencies* are emergencies where there is a known situation that does not pose an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School Campus.

Examples of Priority 2 Emergencies: Power outages, leaks or broken water pipes causing flooding in a classroom/office, emergencies occurring outside The Fab School campus but within the vicinity such as fires, police activity, minor traffic situations, weather warnings from the National Weather Service affecting the area such as thunderstorm and flash flood warnings.

## **EMERGENCY NOTIFICATION PROCEDURES**

### **Priority 1 Emergencies:**

#### **Initiation of Notification Procedures**

The Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 1 Emergency. Confirmation of a Priority 1 Emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 1 Emergency; or
- There is a reported situation that would constitute a Priority 1 Emergency.

The Designated Emergency Personnel shall assume the situation to be a Priority 1 Emergency and initiate The Fab School Alert System immediately; only after initiating The Fab School Alert System shall the "Designated Personnel" or other campus staff confirm the accuracy of the reported situation. If the reported situation is confirmed, then The Fab School Alert shall continue

in effect until the situation is resolved; in the event the reported situation is found not to be accurate, then The Fab School Alert may be canceled by the Designated Emergency Personnel.

Contemporaneous with initiating The Fab School Alert System, School staff shall immediately notify 911 of the situation. Except where it is immediately necessary to evacuate the premises or otherwise protect the health and safety of employees and students, the Designated Emergency Personnel and/or campus staff shall not leave their office/classroom and allow any emergency responders to address and investigate the situation. The Designated Emergency Personnel, campus staff, and students shall comply with any and all directions made by emergency responders.

Contemporaneous with or after initiating The Fab School Alert System and notifying 911 of the situation, the Designated Emergency Personnel and/or campus staff shall contact and brief the Director of Education and/or the Executive Director regarding the emergency situation.

Only upon confirmation by the emergency responders that the emergency situation has been resolved and there is no longer an immediate threat to the health or safety of students or employees the Designated Emergency Personnel may cancel The Fab School Alert. Dissemination of Information for The Fab School Alerts shall be disseminated by any one or combination of the following methods:

- Campus Intercom System
- E-mail
- Telephone
- Voicemail

#### **Content of Information:**

The following persons are to receive The Fab School Alerts:

- All campus staff and currently enrolled students of the campus experiencing the emergency whether on campus or off campus;
- Designated members of the Executive Staff

### **Priority 2 Emergencies:**

#### **Initiation of Notification Procedures**

Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 2 Emergency. Confirmation of this emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 2 Emergency

# Student Catalog Information

---

If the “Designated Personnel does not have actual knowledge that a situation what would constitute a Priority 2 Emergency exists, then the “Designated Personnel must first determine whether the situation is actually occurring. Upon confirmation that the situation is actually occurring then the “Designated Personnel may initiate The Fab School Alert System.

Contemporaneous with initiating The Fab School Alert System, campus staff shall immediately notify 911 of the situation, if necessary. Contemporaneous with or after initiating The Fab School Alert System and/or notifying 911 of the situation, the Designated Emergency Personnel and/or campus staff shall contact and brief the Director of Education and/or the Executive Director regarding the emergency situation.

Only upon confirmation that the emergency situation has been resolved the Designated Emergency Personnel may cancel The Fab School Alert.

## **Dissemination of Information**

**The Fab School Alerts shall be disseminated by the following Methods:**

- Campus Intercom System
- E-Mail

**The following persons are to receive The Fab School Alerts:**

- All campus staff and currently enrolled students of the campus experiencing the emergency, whether on campus or off campus
- Designated members of the Executive Staff

## **Testing Procedures**

At least twice a year the campus shall test The Fab School Alert System. At least one test shall be announced and at least one test should be unannounced. All announced tests shall be publicized to the campus community.

All Tests shall be documented on The Fab School Alert System Test form and shall be kept in a binder located in the Executive Director’s office.

## **Sexual Harassment / Sexual Violence Policy and Procedure**

The Fab School takes seriously issues pertaining to sexual harassment/sexual violence. If you believe that you have been the victim of sexual harassment/sexual violence that occurred on campus or was perpetrated by another The Fab School student or employee, please contact The Fab School’s Executive Director/Title IX Coordinator to begin the process of investigating and hearing your claim:

David K. Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (909) 493-3761 x 226 [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com)

The Fab School prohibits any offenses of sexual harassment/violence including but not limited to: domestic violence, dating violence, sexual assault and stalking.

## **Programs for Prevention and Awareness**

The Fab School educates the student community about sexual harassment/violence including sexual assault and date rape through the mandatory orientation prior to the start of each student’s program. Literature on date rape education, risk reduction, and The Fab School response is available through the Executive Director.

## **Preventing and Responding to Sexual Offenses**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Fab School strongly advocates that a victim of sexual assault, report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Executive Director. Filing a police report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:



# Student Catalog Information

---

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and The Fab School, or only the latter. The Fab School representative (Executive Director) will guide the victim through the available options and support the victim in his or her decision. The Fab School does not offer on-campus counseling services, but The Fab School will help victims identify counseling and support services outside of The Fab School.

## Definition of Consent

California has adopted the principle of “affirmative consent” when addressing issues of sexual violence. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## The Fab School Procedures and Proceedings Pertaining to Claims of Sexual Harassment/Violence

### Preamble

The following sets forth The Fab School's procedures for handling alleged charges of sexual harassment/sexual violence that occur between: students, faculty, and staff in any combination thereof whether the alleged act occurred on-campus or off-campus or between students, faculty, or staff and third parties if the act occurred on-campus.

### A. Definitions:

1. Charge: means an alleged act(s) of sexual harassment/sexual violence.
2. Charging Letter: document issued by The Fab School alleging that a respondent has committed an act of sexual harassment/sexual violence.
3. Complainant: the person who alleges that an act of sexual harassment/sexual violence has occurred and may include: students, faculty, and staff. A complainant may also include a third party if the alleged act of sexual harassment/sexual violence occurred on-campus and the respondent was/is a The Fab School student, faculty, or staff member.
4. No Findings Letter: document issued by The Fab School finding that there is not sufficient evidence to proceed with a charge.
5. Preponderance of the Evidence: standard of evidence used decide whether an act of sexual harassment/sexual violence has occurred. A person may be found to have committed an act of sexual harassment/sexual violence if the evidence presented shows that it is “more likely than not” (51% true) that the alleged act occurred.
6. Respondent: the person who is charged with committing an alleged act of sexual harassment/sexual violence against the complainant.
7. Response: The Respondent's formal written response to the Charging Letter submitted pursuant to the procedures outlined below; or if a No Findings Letter is issued, then the Complainants formal written response to the Charging Letter submitted pursuant to the procedures below.
8. Sexual Harassment/Violence includes but is not limited to acts constitution sexual harassment, domestic violence, dating violence, sexual assault, stalking and all other similar acts.
9. Title IX: Title IX of the Higher Education Act which prohibits discrimination based upon gender. Gender discrimination includes acts of sexual harassment/sexual violence.
10. Title IX Coordinator: employee designated by The Fab School to oversee compliance with Title IX rules and regulations including overseeing the processing of charges of sexual harassment/violence.
11. Title IX Case Packet: a file specific to each case involving charges of sexual harassment/ sexual violence that includes but is not limited to:
  - a. The Charging Letter;
  - b. The Response (if any);
  - c. Witness statements and other written/photographic evidence (if any);
  - d. Written findings and decision of the Title IX Committee;
  - e. Any other documentation deemed necessary by the Title IX Committee.

# Student Catalog Information

---

## **B. Alleged Violations:**

An alleged violation of the Student Code of Conduct that relates to sexual harassment/sexual violence shall be forwarded to The Fab School's Title IX Coordinator:

David K. Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (909) 493-3761 x 226 [D.Hall@thefabschool.com](mailto:D.Hall@thefabschool.com)

All alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be subject to a fair and impartial process in determining whether or not a violation has occurred.

## **C. Investigation:**

1. Alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be investigated in a prompt, thorough, impartial, and reasonable manner.
2. The investigation will be conducted by the Title IX Coordinator or designee who receive training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. The investigation shall gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses. Investigations will be conducted within 60 days barring any unusual complexity.
4. While an alleged violation is being investigated, a student may be removed from class, campus sanctioned events, and other The Fab School functions pending the investigation.
5. Both parties will be given the opportunity to present written or verbal statements to the Title IX Coordinator or designee who is conducting the investigation.

## **D. Preliminary Decision/Notification:**

1. After the investigation is completed, both parties will be promptly notified of the results of the investigation in writing by certified mail United States Postal Service (USPS) and/or by any additional means which may validate proof of receipt.
2. If a violation is found to have occurred a Charging Letter will be issued detailing the charges and recommending possible sanctions or other action.
3. If a violation is not found to have occurred a No Findings Letter will be issued, both parties will be so notified in writing.

## **E. Response / Final Decision**

A student who is charged with a violation of the Student Code of Conduct involving sexual harassment/sexual violence shall be given ten (10) calendar days to submit a written response to the Title IX Coordinator. Failure of a student to respond to the Charging Letter shall result in The Fab School continuing with processing the charge of alleged sexual harassment/sexual violence without input from the charged student.

If no violation is found, the Complainant may submit a response in writing within ten (10) calendars days of the date of the No Findings Letter.

1. A Response shall be in writing and must be submitted within ten (10) calendar days of the date of the Charging/No Findings Letter. The Title IX Coordinator may grant additional time to respond if a written request is received prior to the expiration of the ten-day deadline.
2. Any written, photographic, or other evidence (including witness statements) must be attached to the Response; evidence not included with the Response will not be considered. Additional evidence not included with the Response may be considered if a written request to consider additional evidence is submitted to the Title IX Coordinator before the time set for any hearing in this matter.
3. The Parties shall be notified of any grant of additional time for filing a Response and/or the grant of any request to submit additional evidence.
4. Within five (5) calendar days of receiving a Response, a final decision by the Title IX Coordinator or designee shall be issued. Notice of the final decision shall be promptly issued to all parties. If no Response is received within the time required by this procedure, then the Preliminary Decision shall become final.

## **F. Title IX Committee:**

Upon conclusion of the investigation and the rendering of a Final Decision, either party may request a hearing before a Title IX Committee as set forth below within five (5) calendar days of the date of the Final Decision.

# Student Catalog Information

---

1. The Title IX Committee composition shall be at least three impartial individuals who have no prior involvement with the parties or the investigation and shall consist of any mix of The Fab School faculty or staff.
2. The Title IX Committee shall use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and determine whether a violation occurred and what sanction, if any, is warranted.
3. Upon convening the Title IX Committee shall designate a member as the Committee Chair.
4. The Title IX Coordinator shall not be a member of the Committee nor shall any designee who may have conducted the investigation. Upon request the Title IX Coordinator or designee who conducted the investigation may come before the Committee to answer any questions about the investigation.

## **G. Committee Process:**

1. Students shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. Opposing parties shall separately address the committee to make a statement without the presence of the other party.
2. Students are not entitled to representation by an attorney or any other third party at any point in the process. However, in accordance with the Higher Education Opportunity Act (HEOA), in cases of an alleged sex discrimination/harassment, opposing parties are entitled to have third parties present during the committee process. (Note: The third party cannot be an attorney).
3. Tape, digital, or other electronic recording of the committee meeting is not permitted.
4. The Committee members are given a Title IX Case Packet with all relevant information for the committee meeting, including any written response received from the student. In Title IX cases, the Case Packet will include opposing parties' statements, all evidence discovered during the investigation, and any written witness statements the parties have submitted.
5. The Committee members sign a standard Confidentiality Statement for Committee Members and, after the Committee's deliberations; the Case Packets are collected and destroyed in order to maintain confidentiality.

## **H. Decision:**

After considering all evidence, the Title IX Committee shall deliver written findings and decision.

Any decision rendered by the Title IX Committee shall be pursuant to the Preponderance of the Evidence Standard. The decision shall be delivered by United States Postal Service certified mail and/or by additional means which may validate proof of receipt. Opposing parties will receive notice of the outcome within thirty (30) calendar days of the close of the hearing.

In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, The Fab School will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, The Fab School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

In accordance with the requirements under the HEOA, in cases of an alleged sex discrimination/harassment, opposing parties will be informed of the Committee determination, including any sanction that is imposed.

## **I. Sanctions:**

If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to: suspension, expulsion, or that the Respondent attend sexual harassment/sexual violence training at the Respondent's expense as a precondition to continued attendance at The Fab School.

## **Campus Crime Statistics**

The following statistics reflect activity of The Fab School for the designated calendar years.

The Fab School wants you to know that during the years of 2013, 2014, and through April 2015, any reported offenses occurred at its prior location in Riverside, California. As of May 2015, The Fab School wants you to know that any reported offenses noted occurred at or adjacent to The Fab School's **Main Campus** current located in Rancho Cucamonga, California.



# Student Catalog Information

ANNUAL CRIME STATISTICS Rancho Cucamonga Main Campus						
	On Campus			Public Property		
CRIMINAL CRIMES	2013	2014	2015	2013	2014	2015
<b>Criminal Offense:</b>						
Murder and non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Arrests for:</b>						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b>Referred for Disciplinary Action:</b>						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

ANNUAL CRIME STATISTICS Rancho Cucamonga Main Campus															
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin			Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Hate Crimes	On Campus								Public Property						
Murder and non-negligent manslaughter	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0

# Student Catalog Information

<b>Forcible sex offenses</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Non-forcible sex offenses: Incest</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Non-forcible sex offenses: Statutory Rape</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Robbery</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Aggravated assault</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Burglary</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Motor vehicle theft</b> (Does not include theft from a motor vehicle)	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Arson</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Simple assault</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Larceny-theft</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Intimidation</b>	<b>2012</b>	0	0	0	0	0	0		<b>2012</b>	0	0	0	0	0	0
	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
<b>Destruction / damage / vandalism of property</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0

A copy of the most current, completed Annual Crime Statistics report may be obtained from the Executive Director.

# Student Catalog Information

---

The Fab School does not officially recognize any student organizations; likewise, the school does not monitor and record through local police agencies any criminal activity in which students engage in at off-campus locations.

Possession of alcohol and illegal drugs on campus is prohibited, and possessions of alcohol and/or illegal drugs are grounds for disciplinary action and are subject to discipline as stated in The Fab School Catalog. Please refer to The Fab School Catalog for The Fab School's Drug and Alcohol Abuse Prevention Program.

The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1st of the subsequent year.

## **Student Grievance/Complaint Procedures**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Director of Career Services. If the matter is still not resolved, it should be brought to the attention of the Director of Education for resolution.

Should the grievance not be resolved, the formal procedure is as follows: A written grievance must be submitted to the Executive Director within forty-eight (48) hours of the incident. The Executive Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or another staff member. If the student has followed the above steps, the Executive Director will call a Grievance Committee Hearing within seventy-two (72) hours of receipt of the report.

All documentation must be submitted with the report that is to be signed and dated. The Executive Director will chair a committee meeting that will consist of not less than three representatives of the following departments, including but not limited to:

- A. Education Department
- B. Financial Aid Department
- C. Student Services Department

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within twenty-four (24) hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable to the Executive Director. All complaints will be resolved within thirty (30) business days from the receipt date of the written grievance.

The aforementioned Student Grievance/Complaint Procedures do not apply to complaints involving sexual harassment/sexual violence; for procedures for acts involving sexual harassment/sexual violence, please see The Fab School's Institutional Security

Policies and Crime Statistics contained in this catalog or at the following URL for specific procedures in the handling of claims of Sexual Harassment / Sexual Violence.

<http://thefabschool.com/wp-content/uploads/2013/01/Annual-Security-Report1.pdf>

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Schools accredited by the Council on Occupational Education must have a published 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. A copy of the Commission's Complaint Form is available at the school and may be obtained by a request to the Executive Director. 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 or concerns to: Council for Occupational Education (C.O.E.); 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; Telephone (770) 3963898 or (800) 917-2081; [www.council.org](http://www.council.org).

## PROGRAM OF STUDY

### *Fundamentals of Fabrication*

#### PROGRAM DESCRIPTION

The "Fundamentals of Fabrication" program is a 600 Clock Hour program, requiring 25 weeks of class attendance (three days per week) during the day, and 39.5 weeks of class attendance (four evenings per week) during the evening. The Fundamentals of Fabrication program design is to provide students with the occupational training, knowledge and skill-sets required by employers for employment in the field of metal fabrication and welding. The curriculum embraces the hands-on approach to student learning, and the class size is designed to provide individualized instruction as well as group project work. Students attending either day or evening classes will develop the knowledge and a full range of fabrication skill-sets necessary for entry-level employment, using the most current technology in fabrication.

#### PROGRAM OBJECTIVES

Upon successful completion of the Fundamentals of Fabrication program, graduates will have developed the basic fundamentals of work space and shop safety, tape measure reading, design work calculations, and industry math practices. In addition to the classroom learning objectives, students will develop hands-on skill-sets used in actual shop environments which include, and are not limited to the use of MIG welding on flat and round materials, TIG welding on flat and round materials, rosette splice, fluff and buff, sheet metal, notching and bending, part construction, forming, pattern layout drilling, shocks, suspension basics, aluminum shaping and forming, mill and lathe operations, blocking and smoothing, chassis engineering, advanced project front suspension, rear suspension, static, along with work on a "team" project.

#### OCCUPATIONAL OBJECTIVES

Graduates of the Fundamentals of Fabrication program will be qualified for entry-level positions with the knowledge and skill-sets to readily meet the increasing needs of the fabrication industry. Graduates of the program will be qualified for various positions in fabrication and/or welding occupations. These include, but are not limited to: Metal Fabricators; Welders and other related fabrication and welding career job titles. Be advised that various employers policies will differ as to required personal backgrounds, training, and/or experience which can contribute to employability.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #619.361-014; #809.381-010; #819.361-010; #810.684-010; #811.684-014; #810.384-014; #819.384-010, and other related fabrication and welding D.O.T. Codes. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O\*Net S.O.C.: #51-4122.00; #51-4121.06; #51-2041.00; #51.2099.00 and other related fabrication and welding career related S.O.C. Codes.

**\*\*\*This program prepares students for the American Welding Society (AWS) Welding Certification Test\*\*\***

#### CLASSES ARE CONDUCTED:

Days:  
Monday, Tuesday, and Wednesday per week, 8 clock hours per day, 8:00 a.m. to 5:00 p.m., 25 weeks, 600 Clock Hours  
Tuesday, Wednesday, and Thursday per week, 8 clock hours per day, 8:00 a.m. to 5:00 p.m., 25 weeks, 600 Clock Hours

Evenings:  
Monday, Tuesday, Wednesday, and Thursday per week, 4 clock hours per day, 6:00 p.m. to 10:00 p.m.,  
37.5 weeks, 600 Clock Hours

<u>MODULE TITLE</u>	<u>TOTAL CLOCK HOURS</u>
FAB-101 Aluminum I	41
FAB-102 MIG Welding	49
FAB-103 Notching and Beading	23
FAB-104 Part Construct and Form	23
FAB-105 Safety	3
FAB-106 Shocks	12
FAB-107 Suspension Basics	11
FAB-108 TIG Welding	35

# Student Catalog Information

---

FAB-201	Aluminum II	16
FAB-202	Blocking and Smoothing	19
FAB-203	Chassis Design	48
FAB-204	Lathe Operations	20
FAB-205	MIG Welding II	22
FAB-206	Mill and Lathe Operations	24
FAB-207	TIG Welding II	22
FAB-301	Advanced Projects	92
FAB-302	Front Suspension Theory & Design	68
FAB-303	Rear Suspension	56
FAB-304	Safety by Design	8
FAB-400	Career Opportunities / Life Skills	8
<b>TOTAL PROGRAM CLOCK HOURS:</b>		<b><u>600</u></b>

## MODULE DESCRIPTIONS

### **FAB-101 Aluminum I**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with an introduced to welding thin gauge aluminum sheet metal, as well as safety and proper operation of a bead roller. The stomp shear, electric shears and basic hand tools are explained and practiced. The trash can project is at the end of this module.

### **FAB-102 MIG Welding**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with the basic fundamentals of welding using the MIG Welding method. Students will perform both continuous and pulse welds on both flat as well as round-tubing. During this time the students will learn basic measuring skills and basic math involving fractions. The Students are introduced to the cold saw and will learn how to make precise production type cuts. The welding bench is the end project for this module.

### **FAB-103 Notching and Beading**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with how to properly use the hole saw notcher as well as how to notch tubing by hand using the belt sanders in conjunction with the band saws. The corner gusset project is constructed during this module. Students are introduced to drafting and scaling during the bending project. Students will also be working with hydraulic draw benders to complete the bending project.

### **FAB-104 Part Construct and Form**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning pattern layout, drilling techniques, proper use of leaf, box pan beaks and efficient steps to constructing a part. Students will use basic hand tools for pattern layout and the band saw to cut out all patterns. Then students will use a variety of tools for finish work on all parts before bending and tacking parts together. The A-Arm project is the final portion of this module.

### **FAB-105 Safety**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with shop safety as well as safety precautions for each individual tool in the shop. Students are then tested on their knowledge retained. Safety is not just taught day one but is an ongoing exercise through all modules.

### **FAB-106 Shocks**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning the inner workings of a shock and how it dampens wheel movement. Students will also participate in an interactive shock rebuild, in which they will learn the fundamentals of disassembling the shock, inspecting all seals and parts, reassembly and final inspection.

# Student Catalog Information

---

## **FAB-107 Suspension Basics**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning suspension theories and basic suspension terms to better prepare them for the advanced level suspension projects. The A-Arm project will also tie into this module.

## **FAB-108 TIG Welding**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with instruction on basic TIG welding skills. The student will perform welds on both square and round tubing and will learn how to properly disassemble and reassemble a TIG torch. Students will receive their TIG flat and TIG round welding grades during this time.

## **FAB-201 Aluminum II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with welding on thin sheet aluminum. Students will learn how to create inside and outside contours. Students will learn proper fitment, tack welding, welding, rough and finish sanding while they complete the vase project.

## **FAB-202 Blocking and Smoothing**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with instruction on the basics in annealing with an oxygen/acetylene torch, blocking (shaping a part) and proper use and care of an English Wheel. The student will construct the bowl project during this time.

## **FAB-203 Chassis Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with different vehicle frame types, safety and rules associated with different sanctioning bodies. Students will learn how to use CAD software to aid in the design and production of a chassis. The Chassis project will be a group effort.

## **FAB-204 Lathe Operations**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with safe use and operation of manual Mills and Lathes. Students will learn to use dial calipers, micrometers and other precision measuring devices obtaining accuracy down to thousandths of an inch. Facing, turning, surfacing, drilling and tapping skills will be used to create the various projects in this module such as the wheel spacer, tube transfer, and tapping block.

## **FAB-205 MIG Welding II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with MIG welding round tubing during this module. This is a good time for students to brush up on MIG welding skills and for the instructor to make sure that the student is retaining the knowledge given in the first module.

## **FAB-206 Mill and Lathe Operations**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with hands on experience working on a manual mill and lathe machine. Students will be lectured on proper safety and operation of the manual machines. The Wheel Spacer and Tube Transfer will be completed during this module.

## **FAB-207 TIG Welding II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with TIG welding round tubing during this module. Students will also go further in depth on the functionality of the TIG machines and their different capabilities. Students will be tested on welding round tubing at the end of the module.

## **FAB-301 Advanced Projects**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with continued development of previously learned skills as well as some new ones. Students get to revisit a lot of the skills and techniques they previously learned, and then expand on and learn new skills such as how to skin a panel or vehicle with aluminum, how to use and install quick release fasteners such as Dzus tabs and buttons, and how to use bead rolling techniques to make the aluminum panel a spring-loaded structure to eliminate rattling and vibration. They also further their drafting skills and blueprint reading on projects like the battery box and the Tab project.



# Student Catalog Information

---

## **FAB-302 Front Suspension Theory & Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with designing and creating front suspensions. With heavy emphasis on suspension theory, alignment set ups, and suspension geometry the students will learn the steps and knowledge to create front suspensions from the ground up. They start by developing their list of "Knowns" and design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their suspensions. They also then encounter problems and learn what needs to be done to correct or better their designs.

## **FAB-303 Rear Suspension**

This segment of the module's subject area of training focuses on the student developing the knowledge and skill-sets involved with the student developing the knowledge and skill-sets involved with designing and creating rear suspensions. With heavy emphasis on suspension theory, alignment set ups, and suspension geometry the students learning the steps and knowledge to create rear suspensions from the ground up. They start by developing their list of "Knowns" and design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their suspensions. They also then encounter problems and learn what needs to be done to correct or better their designs.

## **FAB-304 Safety by Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with developing parts and vehicles that will keep the end user as safe as possible. They learn that other people's lives will be in our hands as builders or fabricator and that their lives and safety will rely on our competence as fabricators and our knowledge of design and structure. Safety components such as seats, seat belts, proper roll cage triangulation and frame construction, and others must be properly mounted, designed and used to be as safe as possible. Rules from many sanctioning bodies are discussed as well as the history and reasons for these developments in safety over the decades.

## **FAB-400 Career Opportunities / Life Skills**

This module's learning subject area focuses on the student developing the knowledge and skill-sets involved with job search efforts. Students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

# Student Catalog Information

## TUITION AND FEE POLICY

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes.

PROGRAM NAME	TUITION COST	REGISTRATION FEE	BOOKS, EQUIPMENT & TOOLS	TOTAL COST*
Fundamental of Fabrication	\$25,500	\$250.00	\$375.00	\$26,125.00

\* You are responsible for this total amount. If you obtain a student loan to pay for this educational program, you are responsible for repaying the full amount of the loan amount plus any interest, less the amount of any refund, and that, if you receive federal student financial aid funds, you are entitled to a refund of the monies not paid from federal financial aid funds.

- The "Total Cost" includes Tuition Cost, Application Fee, Registration Fee, and all Books, Equipment and Tools.
- \$625.00 (which is part of Total Cost) due at time of enrollment.
- Monthly progress reports are provided upon request.
- Job placement assistance is provided, which includes resume preparation, job skills and employment search support.

## ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

PROGRAM LENGTH	TOTAL CHARGES FOR 1 <sup>st</sup> PERIOD OF ATTENDANCE	TOTAL CHARGES FOR 2 <sup>nd</sup> PERIOD OF ATTENDANCE
Fundamentals of Fabrication	\$13,375.00	\$12,750.00

### Statement Regarding the Availability of Comparable Programs Information

Information regarding tuition, fees and length of comparable programs may be obtained by contacting the Council on Occupational Education at (770) 396-3898 or (800) 917-2081, or by mail to: C.O.E., 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

### Student Tuition Recovery Fund (STRF)

You are not eligible for protection from the STRF if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

"The State of California created the Student Tuition Recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students while attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California Resident; prepaid tuition, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within one hundred eighty (180) calendar days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition or other cost.
4. There was a decline in the quality of the course of instruction within thirty (30) calendar days before the school closed or, if the decline began earlier than thirty (30) calendar days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the California Private Postsecondary Education Act of 2009.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## CANCELLATION, WITHDRAWAL, AND REFUND

### **Cancellation**

An applicant requesting cancellation of his/her Enrollment Agreement after signing such agreement and making an initial payment, but prior to entering the school, is entitled to a full refund of all monies paid. All monies paid by an applicant who cancels their enrollment must be refunded within thirty (30) calendar days after signing an enrollment agreement and making an initial payment.

A student shall have the right to cancel an agreement for a program of instruction without penalty or obligation (subject to the equipment clause below), through attendance at the program's first class session, or midnight of the seventh (7th) consecutive calendar day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the school at the campus of original enrollment. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the agreement is cancelled, the school shall refund within 45 days any consideration paid by the student, less a registration fee of two hundred fifty dollars (\$250). If the school gave the student any equipment\*, the student shall return the equipment thirty (30) days following the notice of cancellation. If the student fails to return the equipment within this thirty (30) day period, in good condition\*\*, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment. The student may retain the equipment without further obligation to pay for it.

\* Equipment includes all textbooks, supplies, materials, implements, tools, or any other goods related to the agreement for the program of instruction.

\*\* Good condition does not include equipment that has a broken seal, marked or damaged in any way, or cannot be reused because of clearly recognized health and sanitary reasons.

### **Withdrawal**

After the end of the cancellation period, the student has the right to withdraw from school at any time and has the right to receive a pro rata refund if the student has completed sixty percent (60%) or less of the program. The amount of that refund is to be "pro-rated" according to the portion of the program not completed, less the cost of any equipment not returned in good condition and less a registration fee of two hundred fifty dollars (\$250), if applicable. If a Student withdraws from a program of instruction after the period allowed for cancellation of the Agreement, the School shall remit a refund within 45 days following the Student's withdrawal.

Any student wishing to officially withdraw must notify the school's Executive Director's Office or the school's Registrar's Office of their intent to withdraw from school. The student may inform either office by mail, telephone, fax, or e-mail.

For the purpose of determining the amount you owe, a Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- (1) The Student notifies the school of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later;
- (2) The Fab School terminates the Student's enrollment as provided in the agreement;
- (3) The Student failed to attend classes for a three-week period, 21 consecutive calendar days;
- (4) The Student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

### **Date of Withdrawal / Date of Determination**

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the student violates academic policy. If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

### **Institutional Refund Policy**

When a student withdraws, the school must calculate a State of California pro-rata refund, which is used to determine allowable charges the school is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

# Student Catalog Information

---

Students who withdraw from their program up to and including sixty (60%) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100%) percent earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the school specifies in the agreement a separate charge for equipment which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

## FEDERAL RETURNS OF TITLE IV POLICY

This policy shall apply to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their programs.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Unsubsidized Direct loans, Subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, Federal SEOG.

Return of Title IV Funds: When a student officially withdraws prior to completing at least sixty percent (60%) of the payment period, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the 20% payment period remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the payment period, then he or she has failed to earn eighty percent (80%) of the Federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Students who withdraw from their program up to and including sixty percent (60%) of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as one hundred percent (100%) earned after that point in time.

The return amount will be calculated using the number of days the student attended in the given payment period and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student divided by the total number of days in the payment period equals the percentage of payment period completed;
- Total number of days in the payment period\*;
- The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

\* The total number of calendar days in a payment period shall exclude any scheduled breaks of more than five days and any approved leave of absence.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

Unearned aid to be returned by the institution is the lesser of:

- A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
- B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the school determined the student withdrew:

- (1) Unsubsidized Direct Stafford Loans (other than PLUS loans);
- (2) Subsidized Direct Stafford Loans;
- (3) Federal Perkins Loans;
- (4) Federal Parent (PLUS) Loans;
- (5) Direct Plus Loans;
- (6) Federal Pell Grants; and
- (7) Federal Supplemental Opportunity Grants (SEOG).

# Student Catalog Information

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the school will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grants funding that are the responsibility of the student to return are reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file with Student Services Department following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

## DISCLOSURES

Pursuant to 34 C.F.R. § 668.6 the following information is to be disclosed in all material provided to students: (1) Occupational information listed by name and SOC code; (2) links to the occupational information as listed on the Department of Labor's O\*Net; (3) program costs including: tuition and fees, books and materials, and housing; (4) median loan debt; (5) on-time completion rate; and (6) placement rate. The following table displays this information by program:

### FUNDAMENTAL OF FABRICATION Program

OCCUPATIONAL INFORMATION	O*NET LINKS	COSTS	MEDIAN LOAN DEBT	COMPLETION RATE	PLACEMENT RATE
Metal Fabricator #51-2041.00; Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders #51-4122.00	<a href="http://www.onetonline.org/link/summary/51-4122.00">http://www.onetonline.org/link/summary/51-4122.00</a> <a href="http://www.onetonline.org/link/summary/51-2041.00">http://www.onetonline.org/link/summary/51-2041.00</a>	Tuition and Fees: \$26,125.00 (included in cost are: Fees, Books, Equipment, and Tools On campus room and board: N/A	Federal Loans: \$3,628.00 Private Educational Loans: \$0 Institutional Financing Plans: \$0	Weeks to complete: Day: 25 Evening: 37.5  Council on Occupational Education; % of students graduating within (100%) of that time: 97% (July 1, 2015 – June 30, 2016)  Bureau for Private Postsecondary Education: 93% January 1, 2015 – December 31, 2015	The job placement rate for this program's graduates is:  Council on Occupational Education: 97% (July 1, 2015 – June 30, 2016)  Bureau for Private Postsecondary Education: N/R% <sup>1</sup> (January 1, 2015 – December 31, 2015)

<sup>1</sup> **“Because of the changes in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”**

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

## THE FAB SCHOOL Three-Year Cohort Default Rate

The Fab School's most recent reported three-year cohort default rate, as reported by the U.S. Department of Education is:

<u>2014</u>	<u>2015</u>	<u>2016</u>
0.00% <sup>1</sup>	0.00% <sup>1</sup>	N/A <sup>1</sup>

### DEFINITION:

<sup>1</sup> The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Additional information may be found at the College Navigator website at <http://nces.ed.gov/collegenavigator/>.

## State of California Bureau for Private Postsecondary Education

### (ON-TIME COMPLETION RATES)

(As reported to the Bureau for Private Postsecondary Education December 1, 2016)

The following is The Fab School's official completion rates for the Fundamentals of Fabrication program for the reporting period, January 1, 2015 through December 31, 2015 and for the period January 1, 2014 through December 31, 2014. The school's official completion rates are that which is used to determine compliance with the Bureau's requirements.

January 1, 2015 – December 31, 2016	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-time Completion Rate <sup>4</sup>
Fundamentals of Fabrication	122	102	95	93.1%
January 1, 2014 – December 31, 2015	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-time Completion Rate <sup>4</sup>
Fundamentals of Fabrication	42	42	39	92.8%

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all students who cancelled during the cancellation period.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

<sup>3</sup> "Number of On-time Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.

<sup>4</sup> "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.



# Student Catalog Information

## Council on Occupational Education

### GRADUATE RATE

(As reported to C.O.E. December 2, 2016)

The following is The Fab School's official graduation rate for the Fundamentals of Fabrication program for the reporting period, July 1, 2015 through June 30, 2016. The school's official graduation rate is that which is used to determine compliance with accreditation requirements.

CAMPUS	PROGRAM	Time Frame <sup>1</sup>	TOTAL NUMBER OF AVAILABLE STUDENTS <sup>2</sup>	TOTAL GRADUATES <sup>3</sup>	GRADUATION RATE <sup>4</sup>
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2015 – June 30, 2016	106	103	97%

<sup>1</sup> Time frame for cohort of starts that were measured for this reporting period

<sup>2</sup> Total number of available students that were enrolled and scheduled to graduate during the reporting period

<sup>3</sup> Total number of actual graduates during the reporting period

<sup>4</sup> Graduation Rate = The Total Number of Available Students who were scheduled to graduate during the reporting period (divided by) the Total Number of actual students who graduated

## State of California Bureau for Private Postsecondary Education

### JOB PLACEMENT RATE

(As reported to the Bureau for Private Postsecondary Education December 1, 2016)

The following is The Fab School's official graduate employment rate for the Fundamentals of Fabrication program for the reporting period, January 1, 2015 through December 31, 2015 and for the period January 1, 2014 through December 31, 2014. The school's official graduate employment rate is that which is used to determine compliance with the Bureau's requirements.

### **Fundamentals of Fabrication (Program Length - 600 Clock Hours)**

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Number of Graduates <sup>1</sup>	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field <sup>1</sup>	Placement Rate % Employed in the Field <sup>1</sup>
2015	N/R	N/R	N/R	N/R	N/R
2014	N/R	N/R	N/R	N/R	N/R

**<sup>1</sup> “Because of the changes in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”**

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

# Student Catalog Information

## Council on Occupational Education

### GRADUATE EMPLOYMENT RATE

(As reported to C.O.E. December 2, 2016)

The following is The Fab School's official graduate employment rate for the Fundamentals of Fabrication program for the reporting period, July 1, 2015 through June 30, 2016. The school's official graduate employment rate is that which is used to determine compliance with accreditation requirements.

CAMPUS	PROGRAM	Time Frame <sup>1</sup>	TOTAL AVAILABLE GRADUATES FOR EMPLOYMENT <sup>2</sup>	TOTAL NUMBER OF ELIGIBLE "IN-THE-FIELD" EMPLOYMENT <sup>3</sup>	EMPLOYMENT RATE <sup>4</sup>
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2015 – June 30, 2016	95	92	97%

<sup>1</sup> Time frame for cohort of graduates that were measured for this reporting period

<sup>2</sup> Total Available Graduates for Placement during the reporting period

<sup>3</sup> Total Number of Eligible "In-the-Field" Placements during the reporting period

<sup>4</sup> Employment Rate = The Total Number of Eligible "In-the-Field" Employment (divided by) the Total Available Graduates for Employment during the reporting period.

**You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.**

## STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite #400, Sacramento, California 95833 (P.O. Box 980818, West Sacramento, California 95798-0818, or phone (888) 370-7589 or fax (916) 263-1897, or the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Persons seeking to resolve problems or complaints should first contact either the instructor, Director of Education and/or Executive Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Schools accredited by the Council on Occupational Educations (C.O.E.) must have a procedure and operational plan for handling student complaints. If the student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3790, [www.council.org](http://www.council.org) . A copy of the Council's Complaint Form is available at the School and may be obtained by contacting the Executive Director.

## TRADEMARK NOTICES

Materials are protected by copyright, trademark, and other intellectual property laws and all rights in the said Materials are reserved by The Fab School or their respective owners.

**The Fab School**

**November 2017**

**School Catalog**



# The Fab School

## Catalog

Main Campus & Administrative / Corporate Headquarters

9571 Pittsburgh Avenue  
Rancho Cucamonga, CA 91730  
Telephone: (877) 411-9353

Website: [www.thefabschool.com](http://www.thefabschool.com)

## A Letter from Our Founder

*As a proud accredited member of the Council on Occupational Education, The Fab School shares in its core values of trustworthiness, transparency, accountability, and commitment to quality occupational training through high ethical and educational standards, and student achievement.*

*Since our very first Fundamentals of Fabrication class in November of 2005, The Fab School has been providing students with a unique level of technical and hands-on skills required to become marketable candidates for entry-level employment in the metal fabrication and welding industry. In fact, with the learned knowledge and skills developed as students at The Fab School, many have even started their own successful businesses in the field. Our Fundamentals of Fabrication program is a blend of required participation, academics, and practical “shop” experiences; combined, these provide the necessary curriculum to be successful in a career upon graduation.*

*I am very fortunate to have an instructional staff, comprised of hand-picked, top industry professionals, who bring their own personal experiences into the classroom and shop. Our lead instructors have at least 10 years' experience in the metal fabrication & welding industry. First and foremost, each and every one of our faculty is focused on bringing to our learning environment, a true concern and determination to develop the technical knowledge and skills in each of their students.*

*Our designated Community Outreach Team continues to grow our attendance in the motorsports industry as well as career fairs, trade shows, military events and high schools in order to make known the quality of student the school seeks and the capabilities our graduates possess for employment.*

*As liaisons between employers and students/graduates, our Career Services department maintains a close relationship within the industry, providing graduates with opportunities for entry level employment interviews. However, interviewing preparation comes first. As graduation nears our students go through a Career & Life Skills module to help prepare them for the first step after graduation, landing a career. Resumes are built, interviewing skills prepped, and job search techniques are fine tuned.*

*I, along with our entire staff, welcome you to The Fab School.*

*Troy Johnson*

Troy Johnson  
Founder

# TABLE OF CONTENTS

## **GENERAL INFORMATION**

Note to All Prospective Students .....	6
Approval Disclosure Statement .....	6
Accreditation and Approvals .....	6
Instructional Language.....	6
Completion of Program .....	6
Declaration Per Federal Law.....	6
Attestation Statement.....	6

## **THE FAB SCHOOL ADMINISTRATION**

The Feb School Administration .....	7
Faculty Members and Qualifications .....	7
Educational Objectives .....	7

## **INSTITUTIONAL INFORMATION AND POLICIES**

The Fab School's Mission Statement.....	7
History of the Fab School.....	7
Method of Training .....	8
Physical Description of the School.....	8
Admissions Policies / Requirements for Enrollment.....	8
Out-of-the-Area Student Enrollment.....	9
Full / Part Time Student Status .....	9
Clock Hour Measurement .....	9
Ability-to-Benefit.....	9
Procedure for Enrollment .....	10
Re-Enrollment .....	10
Tuition and Financial Assistance.....	10
How to Apply for Financial Aid .....	11
Verification .....	12
Private Alternative Loans .....	12
Default Prevention .....	12
2017 Scheduled Time of Classes .....	12
2017 Scheduled Class Start Dates and End Dates.....	12
2017 School Holiday Vacation Recess Schedule .....	13
Facilities and Services Available to Students with Disabilities .....	13
Veteran Students .....	13
Iraq and Afghanistan Service Grant Program .....	13
The Fab School Veteran Scholarship .....	13
International Students .....	13
Acceptance of Credit for Prior Education or Experience .....	13
Transferability of Credit.....	14
Transfer / Articulation Agreements.....	14
Statement of Non-Discrimination .....	14
Student Body Diversity.....	15
Retention Rate, Completion / Graduation Rate and Disaggregated Completion / Graduation Rate .....	15
Suspension and Dismissal Policy .....	15



**STUDENT SERVICES**

Student Parking ..... 15

Student Academic Counseling (Non-Professional) ..... 16

Referral Services ..... 16

Housing..... 16

Change of Schedule ..... 16

Refresher Training ..... 16

Loitering / Disrupting Other Classes ..... 16

Student Entrance to Building..... 17

Electronic Devices and Laptop Computers in Classroom ..... 17

Smoking / Chewing Tobacco ..... 17

Food & Liquids in the Classroom or Workshop ..... 17

Student Lounge..... 17

Student Personal Property ..... 17

Classroom / Workshop Temperatures ..... 17

Vaccination Policy ..... 17

Career Development and Placement Assistance ..... 17

Student Learning Resources..... 18

Disclosure and Retention of Educational Records ..... 18

Student Transcript Records ..... 19

Transfer Student ..... 19

Child Care ..... 19

Constitution and Citizenship Day (September 17<sup>th</sup>) ..... 19

Voter Registration ..... 19

**ATTENDANCE AND ACADEMIC POLICY**

Attendance Policy ..... 20

Attendance Review Policy..... 20

Satisfactory Attendance Progress Policy ..... 20

Withdrawn from Modules ..... 21

Student Appeal Procedures (Relating to SAP Policy and Financial Aid Suspension Policy ONLY) ..... 21

Early Departure from Class Policy and Procedure ..... 21

Tardy (Late for Class) Policy and Procedure ..... 21

Absent from Class Policy and Procedure ..... 22

Make-up Hours / Coursework Policy and Procedure ..... 22

Maximum Time Frame for Program Completion ..... 22

Leave of Absence ..... 22

Use of "Time Clock" Requirement..... 23

**ACADEMIC POLICY**

Academic Review Policy ..... 24

Satisfactory Academic Progress Policy..... 24

Withdrawn from Modules ..... 24

Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY) ..... 25

Grading Policy..... 25

Academic Learning Assistance in Core Subject Area(s)..... 26

Repeat of Failed Academic Subjects / Modules.....	26
Make-up Incomplete Subjects.....	26
<b><u>SCHOOL POLICIES AND REGULATIONS</u></b>	
Graduation Requirements.....	27
Classroom and Workshop Environments Appropriate Attire.....	27
Smoking.....	27
Telephones.....	28
Office Equipment.....	28
Copyright Infringement / Illegal Downloading / Computer Use Policy.....	28
Student Behavior / Conduct.....	28
Student Appeal Procedures (Not related to the Satisfactory Academic Progress Policy.....	29
Reinstatement.....	30
Controlled Substance, Alcohol and Drug Abuse Policy.....	30
Institutional Security Policies.....	32
Sexual Harrassment / Sexual Violence Policy and Procedure.....	35
Campus Crime Statistics.....	38
Student Grievance / Complaint Procedures.....	40
<b><u>PROGRAM OF STUDY</u></b> .....	42
<b><u>TUITION AND FEE POLICY</u></b> .....	46
<b><u>ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE</u></b>	
Estimated Schedule of Total Charges for a Period of Attendance.....	46
Statement Regarding the Availability of Comparable Programs Information.....	46
Student Tuition Recovery Fund (STRF).....	46
<b><u>CANCELLATION, WITHDRAWAL, AND REFUND</u></b>	
Cancellation.....	47
Withdrawal.....	47
Date of Withdrawal / Date of Determination.....	48
Institutional Refund Policy.....	48
<b><u>FEDERAL RETURNS OF TITLE IV POLICY</u></b> .....	48
<b><u>DISCLOSURES</u></b>	
Gainful Employment Information.....	50
Three - Year Cohort Default Rate.....	50
State of California Bureau for Private Postsecondary Education (On-Time Completion Rates).....	51
Council for Occupational Education - Graduate Rates.....	51
State of California Bureau for Private Postsecondary Education - Job Placement Rates.....	52
Council for Occupational Education - Employment Rate.....	52
<b><u>STUDENT COMPLAINT / GRIEVANCE PROCEDURE</u></b> .....	53
<b><u>TRADEMARK NOTICES</u></b> .....	53

# THE FAB SCHOOL GENERAL INFORMATION

## **Note to All Prospective Students**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Approval Disclosure Statement**

The Fab School is a private institution, approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Fab School, will by operation of law, be approved until April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; [www.bppe.ca.gov](http://www.bppe.ca.gov). Copies of The Fab School's accreditations and approvals are available for inspection by contacting the school's Executive Director for the particular campus of interest.

<u>Program Name</u>	<u>Total Clock Hours</u>	<u>Document Awarded at Graduation</u>
Fundamentals of Fabrication	600	Certificate *

\* High School Diploma, G.E.D. or equivalent required prior to enrollment.

## **Accreditation and Approvals**

The Fab School is accredited by the Council on Occupational Education (COE) which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Fab School's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education, under Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov). Copies of The Fab School's accreditations and approvals are available for inspection by contacting the Executive Director at (909) 493-9353 ext. 226, or by email to [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

## **Instructional Language**

The institution does not offer English as a Second Language. All instruction is completed in English.

## **Completion of Program**

California statute requires that a student, who successfully completes a program of study, be awarded an appropriate Diploma or Certificate verifying that fact. The Fab School awards its graduates a "Certificate" as acknowledgment of their successful program completion.

## **Declaration Per Federal Law**

The Fab School has never filed a bankruptcy petition, has never operated as a debtor in possession, and has never had a petition of bankruptcy filed against it under Federal Law. Prospective students are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees for those who qualify.

## **Attestation Statement**

All information and content in The Fab School Catalog is current and correct, and is so certified as true to the best of my knowledge and belief by.

*Troy Johnson*

Founder / President / C.E.O.

# THE FAB SCHOOL ADMINISTRATION

Troy Johnson  
David K. Hall  
Joey Westhoff  
Brittany Westhoff  
Gustavo Hernandez  
Michael Johnson  
Matt Hayes  
Kelly Kilkenny  
Jennifer Mabini  
Heather Valdez  
Marisol Sanchez  
Brandi Leighton  
Ernesto Rosas

Founder / President / Chief Executive Officer  
Executive Director / Chief Operating Officer  
Director of Education / Chief Academic Officer  
Marketing Director  
Admissions Representative  
High School Outreach Recruiter / Admissions Representative  
Military Outreach Representative / Admissions Representative  
Student Services  
Financial Aid Officer  
Financial Aid Officer  
Financial Aid Officer  
Administrative Assistant  
Custodial / Maintenance

## **Faculty Members and Qualifications**

All Lead Instructors have a minimum of ten (10) years' field experience and/or education in their field of instruction. All other Instructors have a minimum of three (3) years' field experience and/or education in their field of instruction. All faculty members attend continuing education in teaching methodology, professional development and other like topics. The Fab School employs instructors who are knowledgeable and well informed about teaching topics and applications used in the fabrication and welding industry.

Joseph Westhoff	Director of Education / Lead Instructor	14 years of field experience
Jake Ewan	Instructor	11 years of field experience
Luke Czaplinski	Instructor	21 years of field experience
Ronald Warkentin, Jr.	Instructor	19 years of field experience
Angel Morfin	Instructor	10 years of field experience
Marcio Umanzor	Instructor	18 years of field experience
Robert Claro	Instructor	17 years of field experience
Nicholas Berlanga	Instructor	15 years of field experience
Russell Winkler	Instructor	33 years of field experience

## **Educational Objectives**

The Fab School's educational objectives are to provide an instructional program that utilizes instructional information and materials, along with access to technology with tools and equipment used by the fabrication and welding industry; to develop personal and team/group project skills; to provide students with the occupational academic and skills training required for entry-level employment in the field of metal fabrication and welding; and to provide students with sound methods to best evaluate, analyze, and synthesize information in order to develop critical thinking, problem solving and communication skills in an occupational career environment.

# INSTITUTIONAL INFORMATION AND POLICIES

## **The Fab School's Mission Statement**

The Fab School provides students with the technical and hands-on skills required to become marketable candidates for entry-level employment in the metal fabrication and welding industry.

## **History of The Fab School**

The Fab School opened its doors to its first group of students in November of 2005 with the approval of the State of California Bureau for Private Postsecondary and Vocational Education (B.P.P.V.E.). The mission of the school has continued to train students to fill a void in the fabrication and welding industry of knowledgeable and skilled entry-level fabricators. During its now eleventh (11) year of training hundreds of entry-level fabricators and welders, the curriculum continues to embrace the hands-on approach to learning the trade. Over the past eleven (11) years, the school has and continues to employ handpicked, top industry professionals as instructors, with each Lead Instructor possessing over ten (10) years of field experience.

In May of 2009, The Fab School received initial approval as an accredited school by the Council on Occupational Education (C.O.E.), a national accrediting agency, approved by the U. S. Department of Education.

In July 2013, with the approval to participate in the U.S. Department of Education's Title IV Program, The Fab School began offering, to eligible applicants, assistance through the William D. Ford Direct Loan Programs (Subsidized Federal Direct Student Loans, Un-Subsidized Federal Direct Student Loans), and the Federal Direct Plus Loans program.

In April of 2015, The Fab School received approval from the Council on Occupational Education to move the training facility location from Riverside, CA to its current location in Rancho Cucamonga, CA.

The Fab School received its Renewal of Accreditation from the Executive Committee of the Council on Occupational Education, effective April 2015, extending its membership as an accredited school through April 2021.

The Fab School received its Renewal to Operate as an Accredited Institution from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.) in April 2016 through April 30, 2021.

### **Method of Training**

The Fab School does not offer any portion of any course or courses via distance education. All instruction and laboratory training is completed on-site at its main campus.

### **Physical Description of the School**

The Fab School's Corporate Headquarters, Administrative Offices, and "Main Campus" is located in Rancho Cucamonga, CA.

The Fab School's Main Campus facility occupies approximately 33,000 square feet in a traditional campus facility located at 9571 Pittsburgh Avenue, Rancho Cucamonga 91730. The Fab School facility offers a unique learning environment consisting of administrative offices and staff, a spacious and relaxing student lounge, along with six (6) spacious air-conditioned classrooms where there is a focus on developing an academic perspective of fabrication and welding. Each classroom is also equipped with reference texts and information specific to the subject area(s) being taught. In addition, there are six (6) large workshops (labs), specific to each module of scheduled learning to include Sheet Metal, Chassis Design, MIG Welding, Advanced TIG welding, Machine Shop, and General Fabrication to name a few. The Fab School has equipped each workshop with the latest technology and tools required in the industry to prepare our students as they begin their careers in Metal Fabrication and Welding. During a student's training program, he or she will have use of a variety of tools and equipment that may include (but not limited to): welders, tube notchers, plasma cutters, mill, lathe, grinders, cold saw, chop saw, belt sander, disc sander, English wheel, drill, and other industry related machines and hand tools. The Fab School classroom and/or shops have the ability to accommodate the handicapped.

The Fab School limits its class sizes to a maximum of sixteen (16) students with one to two qualified instructors, in order to provide each student with the maximum opportunities for supervised learning and hands-on skill building. By design, the combined classrooms and workshop facilities, will accommodate approximately 112 students at any one time. All courses are held on-site at the Main Campus location in Rancho Cucamonga, California.

### **Admissions Policies / Requirements for Enrollment**

The Fundamentals of Fabrication program offered by The Fab School is open for regular enrollment to men and women who possess, at a minimum, a high school diploma or the equivalent, and the ability to benefit from the training offered. In addition:

1. All applicants are required to be at least seventeen years old (possessing a High School Diploma or its equivalent). If seventeen years of age, application for enrollment must include the approval and signature of a parent or eligible guardian.
2. Complete a personal interview with a school admission's representative in order to mutually determine whether the program meets the needs of the applicant.
3. All applicants must tour the facility in person prior to enrollment.
4. Applicants must supply one of the following documents:
  - A High School Diploma or Official School Transcript, as recognized by the student's state indicating the date of high school graduation. Diplomas and transcripts will be evaluated upon receipt and evaluated for validity / authenticity. The school reserves the right not to accept documentation deemed invalid; or
  - A State-issued GED or equivalent; or
  - A copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; or
  - Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an official transcript from the college); or
  - Evidence of successful completion of home-schooling, Certificate or Self-Certification, along with a copy of a Private School Affidavit as recognized by the state of original residence or an approved online high school diploma.

5. Each applicant must complete an Enrollment Agreement, provide a copy of government issued identification, and all transcripts from other institutions attended for the student's academic file.
6. Applicants must have an approved financial plan prior to enrollment.
7. Applicants applying for Title IV funding must have all required documents completed and processed prior to enrollment. All discrepancies or conflicting issues/information must be resolved before program start date.
8. Students are required to speak, read, and write English fluently at the level of a graduate of an American high school as The Fab School's instructional setting necessitates the use of English for educational or communication purposes. If applicable, acceptable documentation of English proficiency includes graduation from a high school, GED, passage of the California high school proficiency exam, or successful completion of a postsecondary school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL exam of 500. The Fab School does not provide English language services, such as translators or ESL classes.
9. The Fab School will consider a non-high school graduate and/or one who has not obtained the equivalent of a high school diploma (such as a G.E.D.) for enrollment, provided that the applicant previously was enrolled in an institution of higher education with eligibility for Federal financial aid, and passed an "Ability-to-Benefit" test authorized by the U.S. Department of Education.
10. Any applicant that indicates a history of being convicted of or pleading guilty/no contest to a violent crime, or other type of felony will be subject to further review by The Fab School before acceptance will be granted. This policy applies to those who have already enrolled and/or are active students. Conviction of a felony while attending and/or while awaiting your class to begin, is grounds for termination or denial.
11. Payment of Registration Fee, and charges for books, equipment, uniform and tools.

Please note: Any such partial or full payment of the Registration Fee and charges for books, equipment, and tools does not hold or secure a prospective student's position in the program's next class. It is a requirement for enrollment that he/she must meet all of the above aforementioned conditions and requirements.

**The Fab School does not offer employment services as an incentive to enrollment.**  
**The school's Fundamentals of Fabrication program does not lead to positions in a professional, occupational, trade, or career field requiring licensing in this state.**

### **Out-of-the-Area Student Enrollment**

Prospective Students that are located more than 250 miles from the Rancho Cucamonga, CA Main Campus may be considered for "Provisional Enrollment Status", provided all enrollment requirements are satisfied with the exception of the completion of a school classroom and workshop tour and the signing of an Enrollment Agreement, which may be completed on or before the first day class.

### **Full/Part Time Student Status**

Enrollment in the daytime schedule of the 600 clock hour Fundamentals of Fabrication program is considered a full-time program of enrollment by the Department of Education (24 clock hours per week), and as such, students enrolled in this daytime schedule are considered full-time students.

Enrollment in the evening schedule of the 600 clock hour Fundamentals of Fabrication program is considered a part-time program of enrollment by the Department of Education (16 clock hours per week), and as such, students enrolled in this evening schedule are considered part-time students.

### **Clock Hour Measurement**

The Fab School measures academic progression in clock hours. (1) A clock hour is a period of time consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period; or a 50 to 60-minute faculty supervised laboratory or shop training experience in a 60-minute period.

This policy is consistent with that which is regulated / approved by the U.S. Department of Education (U.S.D.O.E.) and the Council on Occupational Education (COE).

An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations, and that is a minimum of 900 clock hours and 26 weeks for students enrolled in full-time programs.

### **Ability to Benefit**

Effective July 1, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in a home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations. Under an "Ability-to-Benefit" condition, for eligibility to apply for admission to The Fab School and for Federal financial aid, those applicants without a high school diploma or the equivalent of a high school diploma (i.e., a G.E.D.), yet previously were enrolled in an institution of higher education with eligibility for Federal financial aid, along with having passed an "Ability-to-Benefit" test, will be considered for admission to the school.



Students no longer become eligible by only passing an approved “ability to benefit” test or by satisfactorily completing at least six credit hours or 225 clock hours of college work applicable to a degree or certificate offered by a postsecondary school.

### **Procedure for Enrollment**

An applicant makes an appointment for an interview with an Admissions Representative. When the applicant first visits The Fab School facility, the applicant will complete a school application covering their personal, educational information, and area of occupational interest. Following a brief introduction and explanation of school tour they are about to take. The applicant is then taken on a thorough tour of the facilities. This tour includes an explanation of what goes on in each classroom and respective workshops (lab) along with a review of module subject areas, equipment and materials.

Following the completion of the school tour, the Admissions' Representative will complete the initial portion of the Admissions' Interview, discussing the program's objectives and those of the applicant's career goals. Based upon the stated applicant's objectives, the Admissions' Representative will then have the applicant meet with a Financial Aid representative to complete a Financial Aid Prescreen Interview. At the completion of the Financial Aid Prescreen Interview, the applicant will be returned to the Admissions' Representative.

Following the Financial Aid Prescreen, the Admissions Representative will continue the admissions' interview, responding to any questions or comments the applicant may have in order for the applicant to make a well-informed decision about the school and the actual enrollment process. The process may not continue until all questions and comments regarding the school, the facility, the program, etc., and/or any other related questions have been answered to the satisfaction of the applicant.

The interview may then culminate in the applicant enrolling in the Fundamentals of Fabrication program by completing the appropriate documents, to include the School Performance Fact Sheets, the Enrollment Agreement being completed, receiving a copy of the School Catalog, and the registration and equipment fees being paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, personal behavior / conduct, character references, and/or scholastic record. All fees are payable in advance unless other arrangements have been made prior to commencing classes.

Applicants residing outside of the local area or in another state, please call or write so we can send you the proper application forms. Applications must be submitted to The Fab School with the Registration Fee of \$250.00, unless other arrangements have been made. This fee is fully refundable if the school does not accept the application. Processing an application normally takes one to two weeks, and early submission of an application is recommended. Out-of-area applicants will be notified by mail of The Fab School's acceptance or denial.

All applicants must arrange to be at The Fab School facility on the scheduled first day of classes for New Student Orientation and class. New student orientation is typically conducted prior to the program start. All enrolled students are required to attend orientation. In the event a student is unable to be present during orientation, he or she must obtain provisional approval from the Executive Director. Tuition is due upon commencement of classes unless arrangement for tuition payments are made under the various financial programs offered by The Fab School.

### **Re-Enrollment**

A prior student who wishes to re-enroll (a previously terminated enrollment), must submit to the Executive Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new enrollment agreement at the current tuition rate. Any previously earned tuition balance due must be paid in full before they are allowed to re-enroll, unless authorized by the Executive Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file. A student who has been approved for re-enrollment will receive credit for all prior payments received and coursework completed.

A prior student who canceled their enrollment agreement within the allowable seventh (7<sup>th</sup>) calendar day cancellation period, and wishes to re-enroll, must email or write to the Executive Director a letter requesting authorization to enroll. Students who previously cancelled their enrollment, will only be allowed to enroll one (1) additional time, unless extenuating circumstances can be documented when submitting such request to the Executive Director for consideration.

### **Tuition and Financial Assistance**

The Fab School participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. Applications and additional information may be obtained from The Fab School's Financial Aid Department.

For eligibility determination to apply for Federal financial aid, an applicant must possess/present a High School Diploma, or Official School Transcript, as recognized by the student's state indicating the date of high school graduation, or a recognized G.E.D. or equivalent. Diplomas, transcripts, and or G.E.D.s will be evaluated upon receipt and evaluated for validity / authenticity. The Fab School reserves the right not to accept documentation deemed invalid. Applicants are required to submit the following:

- A State-issued GED or equivalent; or
- A copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; or
- Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an official transcript from the college); or
- Successful completion of home schooling officially recognized by the state of original residence or an approved online high school diploma.

Effective July 1st, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in a home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Act; and Trade Readjustment Act. All public and private agencies have certain requirements for eligibility.

Tuition assistance is also available through private lending institutions, such as the applicant's personal bank or credit union. If a student's tuition is not covered by any of these sources, The Fab School may elect to carry the tuition balance, utilizing an agreed-upon Payment Plan with the student during their period of enrollment. However, should the Payment Plan not be adhered to, the School reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. The student must sign a promissory note/loan document, including required disclosures as well as detailed terms and conditions. For more information, contact the School's Financial Aid Department.

Tuition must be paid in full before receiving an Official Transcript Certificate, Program Completion Certificate, or participation in formal Graduation Ceremony.

Students who fail to make prompt payments, or fail to make a good-faith effort to keep their account current and in good-standing may be subject to the school's disciplinary action which may include suspension or termination. Applicants and/or students who issue personal checks as a means of payment to The Fab School, which are returned by their bank for insufficient funds, are subject to an additional charge of \$25.00 to cover both bank and school administrative costs.

Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. All credit balances over five dollars (\$5.00) will be issued to students within fourteen (14) days after the credit balance occurs.

### **How to Apply for Financial Aid**

All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used by the Department of Education to calculate the Expected Family Contribution (EFC) that will determine eligibility for aid. This can be done directly via FAFSA on the Web. You must have applied and received your FSA User ID and Password to complete the FAFSA.

The FAFSA is then transmitted electronically for processing by the Central Processing System (CPS). The CPS will generate an Institutional Student Information Record (ISIR) that will provide the official EFC. The range of the EFC number will determine the student's eligibility for the Federal Pell Grant program.

A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30 in any one year, a new FAFSA application will be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

Besides the FAFSA, it is necessary to complete all required The Fab School's Financial Aid forms. This includes additional personal information and other data needed to verify eligibility.

Students receiving a Title IV, HEA loan and/or their parents are informed that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Please direct all of your questions to The Fab School Financial Aid Office by visiting or calling (1-877) 411-9353.

### **Verification**

The Fab School verifies 100% of the financial aid applicants that the U.S Department of Education (U.S.D.O.E.) randomly selects for verification. Students may be selected for verification by either the U.S.D.O.E. or by the school. Verification means proving that what was reported on the FAFSA is correct. If selected, the student may be asked to verify any of the following information:

- Adjusted gross income;
- Federal income tax paid;
- Household size;
- The number of family members enrolled in postsecondary education at least half-time; and/or
- Certain untaxed income and benefits received.

The Financial Aid Representative may request certain documents in addition to a spouse's and/or parents Federal Income Tax Return. If, at the time the application is processed, it is selected for verification, a Verification Worksheet will be received with the ISIR. This is to be completed and submitted to the financial aid office at the school. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid.

### **Private Alternative Loans**

Currently, The Fab School does not participate in any private alternative loans program.

### **Default Prevention**

The Default Prevention team is available to answer any questions regarding repayment of your student loans including but not limited to: alternate repayment schedules, reduced payment options such as income based repayment, deferments/forbearance and in certain limited case loan discharge. Additionally, the Default Prevention team will be able to assist you with obtaining an In-school Deferment on any previous student loans. Please direct all of your questions to the Financial Aid Office by visiting or calling (1-877) 411-9353.

### **2017 Scheduled Time of Classes**

Fundamentals of Fabrication:

#### Days Classes – 24 clock hours per week

Monday, Tuesday & Wednesday 8:00 a.m. – 5:00 p.m., (1-hour lunch break, 12:00 p.m. to 1:00 p.m.)  
Tuesday, Wednesday & Thursday 8:00 a.m. – 5:00 p.m., (1-hour lunch break, 12:00 p.m. to 1:00 p.m.)

#### Evening Classes – 16 clock hours per week

Monday, Tuesday, Wednesday & Thursday 6:00 p.m. – 10:00 p.m.

### **2017 Scheduled Class Start Dates and End Dates**

Classes are not conducted on a standard term basis. Classes start approximately every four to eight weeks throughout the year. The following posted Day and Evening class start dates reflect those scheduled for 2017.

<u>Day Classes START Dates</u>	<u>Day Classes END Dates</u>	<u>Evening Classes START Dates</u>	<u>Evening Classes END Dates</u>
February 14, 2017	August 8, 2017	January 23, 2017	October 16, 2017
March 21, 2017	September 12, 2017	April 24, 2017	January 24, 2018
April 17, 2017	October 11, 2017	July 24, 2017	April 23, 2018
June 13, 2017	December 6, 2017	October 23, 2017	July 24, 2018
August 14, 2017	February 13, 2018		
September 19, 2017	March 20, 2018		
October 17, 2017	April 17, 2018		
December 11, 2017	June 12, 2018		

The Fab School reserves the right to postpone training in the event of natural disasters, acts of God (such as fire, flood, and earthquake), labor disputes, or equipment failure, for a maximum of 30 days. Students will be duly notified and compensated within the school's sole discretion, if applicable. All program schedules are subject to change with respect to start and end dates. Students will be duly notified, and offered the opportunity to consent as provided by law. In cases where such changes would cause undue hardship, a refund will be offered. Maximum postponement of class start date is 90 days.

## **2017 School Holiday Vacation Recess Schedule**

The following Holidays are observed:

Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and the Day after

Students will be on Winter Vacation Recess beginning Friday, December 22, 2017 through Monday, January 1, 2018. Classes will resume on Tuesday, January 2, 2018. The Fab School reserves the right to modify this Holiday Vacation Recess Schedule with reasonable advance notice to students.

### **Facilities and Services Available to Students with Disabilities**

The Fab School does not discriminate on the basis of disability. Students with a disability as defined under applicable law may request reasonable accommodations. All requests for reasonable accommodations must be submitted in writing to the Executive Director using the Student Intake Form and Disability Verification Form. All requests for reasonable accommodation will be acted upon immediately by the School and the student will be notified promptly of the School's decision. The Fab School will not ask applicants or current students if they have a disability. The disclosure of a disability is voluntary on the part of the applicant/student. If an applicant/student with a disability wishes to receive academic accommodations, it is the student's responsibility to inform the Executive Director of the disability and to follow the procedures to request the academic accommodations.

### **Veteran Students**

The Fab School is designated by the Veterans' Administration as a Non-College Degree (NCD) school, and classified as a Non-Standard Term School. Eligible Military Veterans may apply for The Fab School Veteran Scholarship. In addition, Veterans must provide a copy of their DD214 and Certificate of Eligibility upon enrollment. In addition to the general policies and procedures for students listed in The Fab School Catalog, please refer to the Veterans Administration – Addendum to The Fab School Catalog.

Enrollment in the daytime schedule of the 600-clock hour Fundamentals of Fabrication program is considered a full-time program of enrollment by the Veterans Administration (24 clock hours per week). As such, veteran / active duty students enrolled in this daytime schedule are considered full-time students. Enrollment in the evening schedule of the 600-clock hour Fundamentals of Fabrication program is considered a  $\frac{3}{4}$  time program of enrollment by the Veterans Administration (16 clock hours per week). As such, veteran / active duty students enrolled in this evening schedule are considered  $\frac{3}{4}$  time students.

### **Iraq and Afghanistan Service Grant Program**

Eligibility for the Iraq and Afghanistan Service Grant is as follows. 1) A student who is not eligible for a Federal Pell Grant on the basis of their Expected Family Contribution (EFC) but meets the remaining Federal Pell Grant eligibility requirements; 2) 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 Sept. 11, 2001; 3) individual was under the age of 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death. Each of the aforementioned criteria must be met in order to be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Pell Grant for the current federal award year, minus a reduction of 6.9%, through October 1, 2017, as per the Grant guidelines.

### **The Fab School Veteran Scholarship**

Eligibility for The Fab School's Veteran Scholarship is as follows. 1) Eligibility is for the Veteran himself / herself and is not transferable; 2) the Veteran has a 100% educational benefits approval. Each of the aforementioned criteria must be met in order to be eligible to apply for The Fab School Veteran Scholarship. Applications are available in the Financial Aid Office at The Fab School.

### **International Students**

The Fab School does not issue the Form I-20, Certificate of Eligibility for Nonimmigrant (M-1) Student Status-For Vocational Students. An interested International applicant must submit proof they are legally in the United States and eligible to remain during their enrollment period, prior to enrollment. An international student is required to pay their tuition in full prior to their program start date. Acceptable documentation of English proficiency includes graduation from a high school that teaches all non-foreign language courses in English, or an acceptable score on the TOEFL Exam.

### **Acceptance of Credit for Prior Education or Experience**

At the discretion of The Fab School, the school may accept the transfer of credit for a postsecondary course or courses when comparable scope and content can be determined. The credits earned at The Fab School are not college-level; therefore, will not automatically transfer to other institutions. Our courses are unique and specific to this school's

vocational program, thus any welding courses or fabrication courses taken at other institutions will be evaluated as to transferability. However, as it has been often found in the past, while such training is helpful to the student, the academic and skill-set learning rarely meets the standards of performances required of the student during the training program at The Fab School. However, any such comparable training/course with a grade of "C" (2.0) or better will be considered. No more than 75% of the credits required for a non-degree (Certificate) program will be considered for transfer eligibility.

The School's established criteria for considering transfer credit is a systematic process of comparability, scope and depth of learning application, grade earned, and/or institutional accreditation status. Any transfer credits will be counted as both attempted and earned credits, if applicable.

If credit for prior experiential learning is to be granted, the experiential learning must meet the following criteria:

- (1) (A) The prior learning is equivalent to a college or university level of learning;  
(B) The learning experience demonstrates a balance between theory and practice and;  
(C) The credit considered/awarded for the prior learning experience directly relates to the student's program and is applied in satisfaction of some of the program requirements.
- (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent to in our program and (2) how many credits toward a Certificate of Completion may be granted for that experience.
- (4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:  
(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;  
(B) The bases for determining that the prior experience (i) is equivalent to the school's level of required learning and (ii) demonstrates a balance between theory and practice; and  
(C) The bases for determining (i) to what level of the school's training the experience is equivalent to and (ii) the proper number of credits to be awarded toward the prospective program for that experience.
- (5) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

### **Transferability of Credit**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at The Fab School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Fundamentals of Fabrication program is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or the Certificate that you earn at this institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that Institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Fab School to determine if your clock hours or Certificate will transfer. An institution's accreditation does not guarantee that credits earned at that school or institution would be accepted for transfer by any other institution.

### **Transfer / Articulation Agreements**

The Fab School has not entered into any transfer or articulation agreements with any other vocational school, college or university.

### **Statement of Non-Discrimination**

The Fab School does not deny admission or discriminate against students currently enrolled at the school on the basis of race color, religion, sex, age, disabilities, financial status, national origin, marital status, sexual orientation, or any other legally protected status in any of the school's activities. The Fab School will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. The following person with The Fab School has been designated to handle inquiries regarding the non-discrimination policies including Title IX issues:

David Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (951) 782-0567 x 226 [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> for information and the address and phone number of the office that serves your area, or call the Customer Service Team Hotline at 1-800-421-3481.

**Student Body Diversity**

Men	99%
Women	1%

**Breakdown by Ethnicity**

American Indian or Alaska Native	0%
Asian	1%
Black or African American	3%
Hispanic/Latino	28%
Native Hawaiian or Other Pacific Islander	1%
White	64%
Two or more races	2%
Race/ethnicity Unknown	1%
Nonresident Alien	0%

Source: National Center for Education Statistics – 2015 / 2016

**Retention Rate, Completion / Graduation Rate and Disaggregated Completion / Graduation Rate**

Retention Rate:	98%
-----------------	-----

**Completion / Graduation Rate:**

Men	98%
Women	0%

**Breakdown by Ethnicity**

American Indian or Alaska Native	0%
Asian	0%
Black or African American	4%
Hispanic/Latino	27%
Native Hawaiian or other Pacific Islander	1%
White	65%
Race/ethnicity Unknown	1%
Two or more races	2%
Non-Resident Alien	0%

Source: National Center for Education Statistics – 2015 / 2016

**Breakdown by Financial Aid Status (Based upon "Student Body Diversity"):**

Students receiving Pell Grant	37%
Students receiving Subsidized Direct Loans	53%
Students receiving neither Pell Grants nor Subsidized Direct Loans	10%

Source: National Center for Education Statistics – 2015 / 2016

**Suspension and Dismissal Policy**

The Fab School reserves the right to suspend or terminate enrollment of any student whose attendance, professional conduct, or academic performance do not meet the school's standards and/or who fails to abide by the school's rules and regulations; including the Academic Review Policy and/or the Satisfactory Academic Progress Policy.

**STUDENT SERVICES**

**Student Parking**

Free parking for students is available on the north side of the building, adjacent to the school facility. The Fab School is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.



### **Student Academic Counseling (Non-Professional)**

The staff of The Fab School makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic counseling. All academic counseling is completed by instructors, the Director of Education and / or the Student Employment Advisor. For any academic related concerns, a student may request a private appointment with his or her instructor, or the Director of Education. In addition, the appointment will only be scheduled during an instructors' office hours. Instructors are unable to accommodate private appointments during classroom / workshop hours.

### **Referral Services**

The Fab School does not employ a trained or licensed professional counselor. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office. In addition, any student with such special need(s) should visit or contact the school's Student Services Department for referral information. The Fab School in Rancho Cucamonga is located near major hospitals. Should the need arise, The Fab School will refer student(s) to an appropriate medical facility.

#### **DEPARTMENT OF SOCIAL SERVICES**

- San Bernardino County Social Services, 10825 Arrow Route, Rancho Cucamonga, CA 91730, Phone #: (909) 945-0700
- Riverside County Department of Public Social Services, 11070 Magnolia Avenue, Suite "B", Riverside, CA 92505, Phone #: (951) 358-3555
- Department of Social Service, 1811 W. Lugonia Avenue, Redlands, CA 92374, Phone #: (888) 818-8988

### **Housing**

Upon application to The Fab School, out-of-area applicants may request and will receive information about possible local housing locations. The Fab School does not offer any dormitories to students nor do they find housing for students. No housing is owned or maintained by The Fab School. There is available housing near the institution where student(s) may choose to rent a room, apartment, or home based upon their need and/or desire. If a student needs assistance locating local areas for housing, he or she may contact the Student Services Office for information. The Fab School does not offer roommate matching with other students. If there is interested in shared housing with other students, he or she should speak directly to other students attending the facility. In Southern California, while it is not necessary, some form of transportation is often desirable, be it personal vehicle or use of public transportation. The availability and cost range of housing, within reasonable proximity of The Fab School, may be found by accessing the following websites and/or others which are within reasonable proximity to The Fab School:

<http://www.apartmentguide.com/apartments/California/Rancho-Cucamonga/>  
<http://www.apartmentguide.com/apartments/California/Ontario/>  
<http://www.apartmentguide.com/apartments/California/Upland/>

### **Change of Schedule**

Students can request to change their class schedule from being full-time (day classes) to (evening classes) part-time status or vice-versa. Students are required to submit the Change of Schedule form to The Fab School's Student Service Office. The request will be reviewed form academic consistency from one session to another. Upon review, the Change of Schedule may be granted or denied (commonly concerning classroom available space and academics). This form will be returned to the student within 10 working days of request submission. Students must be maintaining Satisfactory Academic & Attendance Progress and have financial clearance in order to be considered for a change in class schedule. Be advised that a change in class attendance will only be granted if there is available space within a class population, as class sizes are limited to 16 students.

### **Refresher Training**

Graduates who request refresher training within two (2) years of graduation must do so in writing to the Director of Education for consideration. The request must specify desired learning objectives and timeframe for the refresher training. Approval will be based instructional availability, subject areas being taught in existing classes / workshops, and consideration to the limited class population allowed by the School. Any charge for such training will be determined at the time of authorization for requested refresher training by the Director of Education.

### **Loitering / Disrupting Other Classes**

Students are not permitted to loiter in classrooms or around the building at any time. If a student arrives early to class, he or she may not enter the classroom and/or workshops before his or her designated class time. Students will not be permitted in classrooms or workshops without instructor presence.



### **Student Entrance to Building**

The Fab School "Student Entrance" to the facility is located on the north side of the building. Students will not be permitted to enter or exit thru shop doors at any time, including but not limited to roll-up bay doors.

### **Electronic Devices and Laptop Computers in Classrooms**

The use of laptop computers is allowed during class time for the purpose of note-taking only with advance administrative / instructional written approval. Laptops or any other electronic devices are not allowed during tests or quizzes. Please check with the Student Service Office for a copy of the [Classroom Laptop Computer Usage Agreement](#) for authorization prior to classroom usage.

Cellular phones and other electronic devices must be on silent and out of sight while students are in class and in the workshops. Cell phone usage is only allowed during official break times. It is recommended that in the event of an emergency, family or friends may call the front office to reach a student. After hours, the office phones are answered by an answering service that will notify us of any emergency calls.

### **Smoking / Chewing Tobacco**

Smoking, chewing tobacco (with a container), electronic cigarettes and vaporizers are only allowed in the designated area outside the facility. They are specifically prohibited in the classroom, workshop areas and parking lot. Smoking is only allowed outside the student lounge in the designated smoking area.

### **Food & Liquids in the Classroom or Workshop**

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in classroom, labs, or workshop areas. However, students are permitted to bring bottled water with a screw-on top into the classrooms ONLY during class time. The Fab School provides a student lounge, where a refrigerator is available for students to store a meal during class and workshop hours.

### **Student Lounge**

Students are encouraged to utilize the student lounge for breaks and lunch. Television, vending machines, microwave ovens, and a refrigerator are provided by The Fab School for your convenience. Students who use this area are expected to clean-up after themselves and keep the lounge area clear of trash at all times. If at any time a student finds that a piece of equipment isn't operational (i.e. vending machines, microwaves, etc.), student will report it to The Fab School receptionist. Every Thursday the refrigerator will be cleared of its contents. Students must remember to remove their food and containers or these items will be disposed of. Students are also prohibited from using the TV and A/C controls, only instructors or staff are permitted to do so.

### **Student Personal Property**

The Institution bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school's premises or during any school activities. Additionally, the school has no responsibility with respect to any disputes arising between students or for any damages or injuries arising there from.

### **Classroom / Workshop Temperatures**

Area temperatures may fluctuate between classroom and workshops environments due to their respective learning areas. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain moderate / average temperature throughout all areas of instruction and workshops. Students are also prohibited from modifying the A/C controls, only instructors or staff are permitted to do so.

### **Vaccination Policy**

The Fab School does not have a requirement for students to be vaccinated.

### **Career Development and Placement Assistance**

The Fab School Career Services Department employs staff members who work directly with students and employers. Students participate in Career Development throughout the course of their training as part of the general curriculum. As a student nears program completion, they will meet on an individual basis with one of the Career Services staff members to finalize employment preparation and goals.

The Career Services representative is the liaison between graduate and employer. They are in constant communication with various owners, managers, and supervisors who are new to and familiar with our training program, and will refer the graduate for employment interviews. The Fab School provides placement assistance to all graduates in good standing.

During Career Development training, students are assisted in the classroom with résumé preparation, filling out mock job applications, as well as tips on appropriate interviewing attire and presentation techniques to help them project a professional image during their employment interviews. They also learn how to conduct a self-directed job search strategy.

The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on parole may diminish or prohibit opportunities for employment with such an employer.

### **THE FAB SCHOOL DOES NOT GUARANTEE EMPLOYMENT FOR ITS GRADUATES**

**It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview.** A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. Those graduates who demonstrate strong determination in job searching, interviewing, and follow-up are most often successful in reaching their goals of employment.

The Fab School is always available to assist an alumnus who contemplates a change in employment. Only graduates of The Fab School are eligible for placement assistance.

**Note:** All graduates will be considered to need placement assistance unless the graduate submits a signed Student Waiver Form for placement assistance, along with a written explanation and supporting documentation. Graduates waiving placement assistance may still receive placement assistance by notifying the Career Services Department that they again wish to be an active participant in employment-seeking activities.

### **Student Learning Resources**

The Fab School is devoted to providing current, safe, and adequate learning materials and resources that meets and/or exceeds industry standards. This may include both text and media services. While fabrication and welding do not necessarily reflect a broad spectrum of media services, students are encouraged to work with their instructors on availability and descriptions of all DVDs, books, periodicals, internet resources, and reference materials related to their program which are located in the classrooms. The Fab School is committed to quality media services to their students.

### **Disclosure and Retention of Educational Records**

The Fab School protects the privacy and confidentiality of all student records. The Family Rights and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third-party without the written consent of the student, with the exception of regulatory education agencies. However, The Fab School may disclose appropriately designated directory information without written consent, unless you have advised the school to the contrary in accordance with The Fab School procedures. The primary purpose of directory information is to allow the school to include this type of information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists; and
- Graduation Programs

If you do not want The Fab School to disclose directory information from your education records without your prior written consent, you must notify the school in writing. Students can prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Executive Director. The written request should be dated and signed by the student.

The Fab School has designated the following information as directory information: Student's name, photograph, field of study, period of enrollment and status, honors, and awards received.

The Fab School may also disclose student information to emergency personnel in the event of a significant health or safety emergency that presents imminent danger or in a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Any release is temporarily limited to the period of the emergency.

Students have the right to inspect, review, and challenge information contained in their educational records file. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by The Fab School's Administration. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records. Hard copies of student records and transcripts are permanently retained by the school for a period of not less than five (5) years from the date the student graduates, withdraws or otherwise ceases to be enrolled. These same records are scanned and indefinitely retained electronically, and will contain the awarded Certificate granted and the date on which such Certificate was granted, as well as the courses and respective earned grades on which the Certificate was based.

### **Student Transcript Records**

Permanent transcripts of the student's progress are maintained by the School and are available upon written request by current and former students to the Student Records Coordinator. Students will receive a copy of their Official Transcript at graduation. Tuition must be paid in full or the student must be current with any payment plan before receiving official transcripts.

### **Transfer Students**

There are a number of steps you must take when transferring Financial Aid from one school to another during the same year.

- If you have a Federal Pell Grant, you must request a duplicate of your Student Aid Report (SAR) from the Central Processor.
- This SAR must be submitted to your school. This can be done via FAFSA on the Web with your PIN number.
- All Financial Aid packages at The Fab School will be dependent on what portion of Financial Aid funds have been used in the current Award Year.
- If you have a Direct Loan or a PLUS loan you will need to reapply. Contact your new Financial Aid Advisor as well as your Servicer.
- You cannot receive any Title IV funds at your new school until your Financial Aid history is reviewed on NSLDS or in certain circumstances an Overlapping Loan Period form is requested and received from the prior school.

Check with your school's Financial Aid Representative to find out what programs are available and what additional steps you must take.

### **Childcare**

The Fab School does offer referral assistance to students who are looking for childcare for their children while attending school. However, the Student Services staff have details of other childcare providers in the area, including nursery locations and registers of child minders. Students are asked to contact the Student Services Department for more information. The following list of local childcare facilities are a sampling of those facilities in the area which may provide assistance to students who are in need of childcare services while attending school. These facilities are not for the purpose of endorsement or any other purpose. A student should complete their own due diligence into checking out the credibility / certification / availability of any childcare facility.

Good Steward Day Care  
(Day Care Center)  
9229 Utica Ave., #160  
Rancho Cucamonga, CA  
(909) 948-0016

Ranch Cucamonga KinderCare  
(Day Care Center)  
10191 E. Foothill Blvd.  
Rancho Cucamonga, CA  
(909) 989-6136

Sunny Day Preschool  
(Preschool)  
12732 E. Foothill Blvd.  
Rancho Cucamonga, CA  
(909) 463-3063

### **Constitution and Citizenship Day (September 17th)**

The Fab School complies with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Website with a scan of the U.S. Constitution available online at: [http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html) .

### **Voter Registration**

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state, or for a downloadable version of the form, visit the U.S. Election Assistance Commission at <http://www.eac.gov/> or a paper Voter Registration form can be obtained from the Financial Aid Department.

## ATTENDANCE AND ACADEMIC POLICIES

### Attendance Policy

It is important that The Fab School maintains a clock hour record of attendance for each student. Completion of all required 600 clock hours of attendance is a mandatory part of graduation requirements. At the 25% benchmark of the program, students must be maintaining an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all excused absence and made-up clock hours, divided by the scheduled hours of attendance) of the required 150 clock hours benchmark. At the 50 % clock hours benchmark, students must be maintaining an attendance (clock hours) rate of 100% (actual hours of attendance plus all excused absence and make-up clock hours, divided by the scheduled hours of attendance) of the required 300 clock hours benchmark. At the 75% benchmark of the program, students must be maintaining an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all excused absence and made-up clock hours, divided by the scheduled hours of attendance) of the required 450 clock hours benchmark. Students must maintain an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all make-up hours, divided by the scheduled hours of attendance) of the clock required program hours at the 75% benchmark. At the 100% clock hours benchmark, students must be maintaining an attendance (clock hours) rate of 100% (actual hours of attendance plus all excused absence and make-up clock hours, divided by the scheduled hours of attendance) of the required 600 clock hours benchmark.

Failure to meet the required 600 clock hours of training at the 100% benchmark, will result in denial of graduation eligibility status. Students are expected to be **ON-TIME** to class every day / evening, and complete the required work (academic and workshop/lab) to the best of their ability. Students cannot develop job skills when they are not in attendance. For circumstances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.

### Attendance Review Policy

Each student's rate of progress and clock hours of attendance are monitored weekly throughout their period of enrollment. At the 25% and 75% incremental benchmarks of the program, a student's attendance shall be administratively reviewed. If a student's rate of attendance drops below the 95% minimum standard at the 25% and 75% incremental benchmarks of their program of enrollment, the student will be called in to meet with a student service advisor to discuss cause, impact, and possible solution to any attendance problem. Any student failing to maintain a minimum pace of completion of 95% or better, which is calculated by the total attended clock hours, plus any excused absence and/or made-up clock hours, divided by the total scheduled clock hours for that benchmark, shall be placed on Attendance Review Status at that time.

### Satisfactory Attendance Progress Policy

If a student fails to complete 300 clock hours of attendance at the 50% benchmark when the Satisfactory Attendance / Academic Progress (SAP) evaluation is measured, which shall include both actual, excused absences and/or made-up clock hours, he/she will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, placed on "Financial Aid Warning Status". The student will also be required to meet with the Student Services Representative to discuss the issues which may be giving cause to their less than acceptable clock hours of attendance and the respective impact it can have upon their eligibility for graduation. If necessary, a Plan of Correction will be developed and the student will be held accountable to adhering to such a plan, or the student will be subject to other disciplinary actions to include termination.

When the 100% benchmark of the SAP evaluation is made, if the student has then failed to achieve the required 600 clock hours of attendance, which shall include both actual, excused absences and/or made-up clock hours, the student will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, "Financial Aid Suspension". The student will also be required to meet with the Student Services Representative, where a Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. A terminated student has the right to appeal within seven (7) calendar days of termination. If a current/former student wishes to appeal a decision made by The Fab School, an appeal must be made in writing to the Director of Education.

When a student, who is a financial aid Title IV program participant and has been placed on "Financial Aid Suspension", the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action, or the appeal is denied, the student's financial aid eligibility will be terminated.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when the School can expect their return. Due to the nature and scope of the school's training, any absence is reviewed based upon a

case-by-case condition. The institution shall determine as to whether or not the absence will be considered an excused or unexcused absence. But in no circumstance, may the total number of excused absences exceed 10% of the current scheduled payment period. Re-occurring absences by either definition, may result in disciplinary action, much as it would in an employment environment. It may also lead to dismissal. If at any time a student demonstrates 14 consecutive calendar days of unexcused absences, The Fab School will initiate a “withdrawal” of the student’s enrollment. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module, subject area or program by following the prescribed steps as identified in this School Catalog.

### **Withdrawn from Modules**

Student(s) who withdraw from The Fab School voluntarily or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry. The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

### **Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)**

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances). The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not file an appeal and will be placed on Academic or Attendance Probation Status.

Upon the direction of the Appeals Committee, the student will be placed on an Academic or Attendance Plan, to assist the student in achieving Satisfactory Academic or Attendance Progress. The Academic or Attendance Plan will be specifically tailored to the student’s needs and circumstances at that time.

The length of any such probation status shall continue in place for the student’s remaining enrollment period, up to a maximum timeframe of 150% of the student’s original enrollment period. At the end of the period of Academic or Attendance Financial Aid Probation, the student’s cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic or Attendance Progress or meet the requirements of the Academic or Attendance Plan by the next benchmark, the student’s financial aid eligibility shall be terminated and no appeal shall be allowed.

### **Early Departure from Class Policy & Procedure**

If a student must depart early from class, all such time missed must be made up by the student within Ten (10) school days. Prior to departure, the student is to obtain from the Administrative Assistant, located in the school’s front lobby, a Student Early Departure from Class Notification form. This form is to be completed by the student to include reason, time to be made up, date to complete the make-up time, and the subject area of that day’s work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will then give the form copy to their instructor as a record of their early departure. All time missed from attending class must be made up. Departing from class early includes, but not limited to, clocking out prior to the designated end of class, clocking out prior to the designated start of the lunch hour break, and/or other scheduled times.

### **Tardy (Late Arrival for Class) Policy & Procedure**

If a student must arrive late for class, all such time missed must be made up by the student within ten (10) school days. Prior to joining one’s class, the student is to obtain from the Administrative Assistant, located in the school’s front lobby, a Student Late Arrival Notification form. This form is to be completed by the student to include reason, time to be made up, date to complete the make-up time, and the subject area of that day’s work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will then give the form to their instructor as a record of their late arrival. All unexcused time missed from attending class must be made up. Arriving late for class, includes, but not limited to, clocking in late at the designated beginning of class, returning late from the designated lunch hour break, and/or other scheduled times.



### **Absent from Class Policy & Procedure**

If a student knowingly will be unable to attend a future scheduled class or classes, PRIOR to the class or classes, the student is to obtain a Student Absent from Class Notification form from the Administrative Assistant, located in the school's front lobby. The form is to be completed by the student to include date of absence, reason for absence, date to complete the make-up time, and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will not be permitted to return from the known class absence until the instructor verifies prior receipt of the form as a record of the student's future absence. All time missed from attending class must be made up by the student within ten (10) school days of the day absent.

Should a student be absent from a scheduled class or classes (entire day or evening class session) without prior documented notification to the school, PRIOR to joining one's class, the student is to obtain a Student Absent from Class Notification form from the Administrative Assistant, located in the school's front lobby. The form is to be completed by the student to include date of absence(s), reason for absence(s), date to complete the make-up time(s), and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will not be permitted to return to class until they submit the complete form to their instructor as a record of their absence and make-up schedule. All time missed from attending class must be made up by the student within ten (10) school days of the day absent.

### **Make-up Hours / Course Work Policy & Procedure**

All time missed from attending class must be made up. All required make-up time will take place in the shop area only. Prior to making up any time, the Make-up Time Sheet must be obtained from the Administrative Assistant, located at the front desk or the instructor. The form is to be completed by the student as noted. The form is to be submitted to the instructor for review and approval once the make-up clock hours are completed. Any required make-up clock hours necessary to meet graduation requirements that exceed beyond that of the originally scheduled 600 clock hours of the program, at the discretion of the school, the student will be personally responsible for all financial costs for the period of make-up time. The cost will be based upon the agreed to timeframe required for instructional supervision / participation, at an established rate of \$42.50 per hour, and paid in advance. All make-up time must be completed prior to consideration for eligibility to graduate.

It is critical that each student consistently attends all scheduled 600 clock hours of their program, first and foremost in order to be eligible for graduation. In addition, maintaining their rate of attendance and academic work is also an important part in meeting graduation requirements. Students are requested to make every attempt to contact the School in the event they will arrive late, depart early, or not be in attendance for any schedule school day / evening, just as they would a place of employment. Like many employers, The Fab School will determine the classification of all absences, be it excused or not excused. A combination of actual attendance, excused absence(s) (not to exceed 10% of each scheduled clock hours per payment period) and non-excused absent time(s) that were made-up will be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress and meeting the required 600 clock hours of attendance for graduation.

### **Maximum Time Frame for Course Completion**

A student must satisfactorily complete his/her program of enrollment within a maximum time frame, defined as one and one-half times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

<u>Program Name</u>	<u>Session</u>	<u>Maximum Time Frames Allowed</u>		<u>Maximum Time Frame in Weeks</u>	<u>Maximum Time Frame in Clock Hours</u>
		<u># of Weeks</u>	<u># of Clock Hours</u>		
Fundamentals of Fabrication	Day	25.0	600	37.50	900
Fundamentals of Fabrication	Evening	37.5	600	56.25	900

The maximum time a student can take to complete their program of enrollment is defined as 150% of the clock hours of their program of enrollment. In addition to meeting the required benchmark of clock hours, a student must have achieved an earned minimum grade point average (G.P.A.) of 70%, "C" or better.

### **Leave of Absence**

A "Leave of Absence" (LOA) is considered as a temporary interruption in a student's program of study, with the reasonable expectation that the student will return. If an LOA is needed, a student must provide the Student Service Department with a signed written request/email communication, explaining the basis of the request, the date of the request, and the expected return date.

Submission of the request does not automatically reflect the school's approval. The School has discretion in determining whether to approve an LOA, the length of the LOA, the student's return date, and any other conditions concerning the taking of the LOA that the School deems necessary. Leave of Absence requests will be considered, respective to the student's current learning subject area, both prior to the beginning of a potential LOA and relative to when the student requests to return which can return based upon curriculum/program scheduling.

A student is ONLY eligible to utilize any combination of an LOA, or multiples, up to a maximum of 180 calendar days within a 12-month period. The School will notify the student of the terms of any proposed LOA.

The School may grant an LOA to a student who is unable to provide the request prior to the LOA due to unforeseen circumstances, if the School documents the reason for its decision and obtains the written request from the student at a later date. In this case, the School would determine the beginning date of the LOA to be the date the student was unable to attend School because of the unforeseen circumstances.

If the student's Leave of Absence request is NOT approved or the student does not agree to the terms of the LOA as approved by the School, the student will have the option of continuing their program of enrollment or to be considered to have withdrawn from the school. If the Leave of Absence request is approved, the student may return prior to or at the end of the Leave of Absence and resume their training without paying any additional tuition for the specified period of the LOA. If a student does not resume attending class on or before the agreed to date scheduled for the end of a leave of absence, the School must treat the student as a withdrawal.

A student requesting a Leave of Absence must understand that upon return, a revised course completion date will be established based upon class schedules, which may give cause for an extended period of enrollment. Students who fail to return from a Leave of Absence will be considered to have withdrawn from the School and will be dropped. A student wishing to re-enroll after a failure to return from a Leave of Absence must follow The Fab School's re-enrollment procedures outlined in this School Catalog.

A subsequent LOA (second or more) to an original LOA previously approved may not exceed 30 days in length and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and that any subsequent approved LOAs are supported by documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If the student is a Title IV, HEA program loan recipient, the School will explain to the student, prior to granting the Leave of Absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

#### **Use of "Time Clock" Requirement**

The Fab School records all student daily attendance time using a computer based time clock. All students are required to clock in daily for all hours they are in attendance at the facility (defined as the building and parking area), as they would on most jobs. All students are required to clock out daily each time they leave the facility for all scheduled lunches or unscheduled breaks and/or reason to be away from the facility, and clock back in when they return, as they would on most jobs. Students will use their hand print to clock in and out.

If it is determined that a student is not following the time clock procedures. knowingly or unknowingly, he or she will receive an initial written "Warning". If it is determined that a student is tampering with the time clock, falsifying their attendance time records, or any other related inappropriate action is determined, it will be considered a violation of the Student Conduct Policy, and subject to enrollment termination. The Fab School understands that sometimes students may forget to clock in and/or out. All time clock issues must be reported to the instructor immediately. In addition, if the time clock should temporarily fail, students must sign in and out on a manual sheet that placed adjacent to the time clock. Instructors will verify the posted time in or out should this situation occur. A student's time cannot be corrected after 7 days of the occurrence, unless it is a system error.

## **ACADEMIC POLICY**

The Fab School adheres to a strict academic policy to ensure that students maintain academic progress and success. Failure by students to maintain academic progress may result in suspension or termination. The Fab School's Satisfactory Academic Progress Policy applies to all The Fab School students, regardless of whether they are receiving Federal Title IV funds or not. For instances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.



### **Academic Review Policy**

At the 25% and 75% incremental benchmarks of the program, a student's academic achievement shall be reviewed. Any student failing to maintain a cumulative Grade Point Average of 70%, "C" or better and a minimum pace of completion of 90% or better (which is the total attended clock hours divided by scheduled clock hours), shall be placed on Academic Review Status.

Students on Academic Review Status will be closely monitored and an action plan may be instituted to assist students in obtaining and achieving academic requirements towards graduation. The length of the Review Status shall be for the period of thirty (30) business days. The Review Status period may be lengthened to provide assurance that the student achieves and maintains the required rates of academic achievement.

### **Satisfactory Academic Progress Policy**

For a student to be considered making Satisfactory Academic Progress (SAP) at the 50% and 100% benchmarks of their enrollment period, the student must maintain a cumulative Grade Point Average of 70%, "C" or better.

If at the 50% completion benchmark that Satisfactory Academic Progress (SAP) is measured, it is determined that the student is not achieving the minimum standard of academic performance, for the Title IV program participating student, he/she shall be placed on Financial Aid Academic Warning Status for one payment period. During the Financial Aid Academic Warning Status, the student shall remain eligible for Title IV programs. Financial Aid Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average by the next payment period's Satisfactory Academic Progress evaluation. As a result of this status being imposed, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment.

For students who are not participating in Title IV programs, he/she shall be placed on Unsatisfactory Academic Warning Status. Should an Unsatisfactory Academic Warning Status occur, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. Unsatisfactory Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average and the student satisfies the minimum pace of completion prior to the next evaluation benchmark (100% benchmark).

If at the time of the next payment period's Satisfactory Academic Progress (SAP) evaluation is measured (100% completion benchmark), it is determined that the Title IV Financial Aid participating student is still not achieving the minimum standard of academic performance required by way of a cumulative Grade Point Average, he/she shall be deemed to be ineligible for any financial aid disbursements and shall be placed on Financial Aid Suspension Status. While on Financial Aid Suspension Status, the student will be ineligible for any financial aid disbursements and any charges incurred by the student will be the sole responsibility of the student. The student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action, or the appeal is denied, the student's financial aid eligibility will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

For students who are not participating in Title IV programs, when the 100% completion benchmark is reached, he/she will be placed on Unsatisfactory Academic Probation Status. The student will be required to meet with Student Services to discuss the issues which have given cause to their less than acceptable academic performance and the respective impact it will have upon their eligibility for graduation. A Corrective Plan of Action and schedule of required completion will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include the possibility of termination from their program of enrollment. If the student is terminated from his/her program of enrollment, the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, the student will be allowed to continue their program under strict probationary conditions. If the student fails to appeal the action, or the

appeal is denied, the student's enrollment will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

### **Withdrawn from Modules**

A student who withdraws from The Fab School voluntarily or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry. **The student will also be responsible for any charges for training materials used to repeat said module or subject area.**

A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

**Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)**

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances). The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not file an appeal and will be placed on Academic Probation Status.

Upon the discretion of the Appeals Committee, the student may be placed on an Academic Plan, if it is deemed necessary by the Appeals Committee to assist the student in achieving Satisfactory Academic Progress. Any Academic Plan will be specifically tailored to the student's needs and circumstances at that time.

The length of any such probation status shall continue in place for the student's remaining enrollment period, up to a maximum timeframe of 150% of the student's enrollment. At the end of the period of Academic/Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic Progress or meet the requirements of the Academic Plan, if any, by the next benchmark, the student's financial aid eligibility shall be terminated and no appeal shall be allowed.

**Grading Policy**

The purpose of vocational education is to prepare students for employment in a determined career field. This purpose also parallels the mission of The Fab School. For this reason, consistent academic and skill-sets evaluation is administered throughout the program in order to measure and monitor a student's progress for developing and meeting the minimum knowledge and skills proficiencies expected by business and industry. The Fab School utilizes a grading method that is based on academic student learning, lab/shop work, and professionalism. Students are notified of their academic/lab/workshop grading at each predetermine point within a subject area and their program.

A numeric grade for each module or subject area of the program is determined by the combined classroom and lab/workshop earned grades from academic learning/projects as determined by the instructor and stated in the module or subject area of the program syllabi. Please refer to the "GRADING SCALE" noted below:

<u>The School's 'Grading Scale'</u>			
A	=	Excellent	= 90% - 100.0%
B	=	Good	= 80% - 89.9%
C	=	Satisfactory	= 70% - 79.9%
F	=	Failed	= 00% - 69.9%
I	=	Incomplete	= 00%
W	=	Withdrawn from Course or Program / No Credit / Grade Assigned	
N/A	=	Subject Area or Project Not Applicable	

- A student achieving a cumulative GPA of 97% - 100% and a 97% to 100% attendance performance at the time of program completion shall be given the status of "Founder's Honor Roll".
- Sponsoring agencies (third party) are mailed copies of Student Progress Reports, where permitted by Family Education Rights and Privacy Act (FERPA), on a regular basis.

Re-occurring late coursework or make-up coursework may result in disciplinary action, to include suspension or termination.

### **Academic Learning Assistance in Core Subjects**

It is the central objective of The Fab School is to develop the hands-on skill-sets of the student in welding and fabrication for employment in the industry. If a student should request assistance in academic or shop tutoring, as they relate to the career studies in welding and fabrication, instructors will provide additional attention and instruction as needed, outside of regularly scheduled class time at a rate of \$42.50 per hour charge, payable in advance. Students completing any such assistance are required to continue with their regular coursework and maintain Satisfactory Attendance and Academic Progress.

### **Repeat of Failed Academic Subject Area(s) / Modules**

Students may be required to repeat any incomplete subject coursework, lab work or failed subject area(s) or modules. As such, the student will be responsible for any charges for training materials used to repeat such subject area(s) or modules.

### **Make-up Incomplete Subjects**

It is important that students attend every scheduled class hour to ensure that he/she is able to stay current with required skill-sets learning toward meeting graduation requirements. Students are requested to make every attempt to contact the School in the event they will not be in attendance for any schedule school day / evening, just as they would a place of employment.

A student may be given an opportunity, at the discretion of the instructor and/or Director of Education, and subject to the availability of space, to make up incomplete academic/shop coursework. The responsibility of establishing a timeframe to complete any outstanding or incomplete coursework prior to the end of a subject area or module is the responsibility of the student in cooperation with the instructor.

It is required that if a student receives an "I" (Incomplete) on any required coursework, that he/she completes the make-up coursework prior to the current module's completion. If the student does not make-up the incomplete coursework by the end of the current module, the incomplete module coursework grade will be considered an "F" and will reflect the value of "0" when calculating the student's GPA at the conclusion of the module. Students must check with their instructor to arrange any/or all make-up (incomplete) module coursework. Students are expected to complete all scheduled/required module coursework, prior to the conclusion of each module in order to receive an appropriately earned cumulative grade for that module's work, which in turn, contributes toward graduation eligibility.

In the event that a student will not meet graduation requirements due to an academic grade issue, the student will be permitted to make-up any such work in the workshop area only. In such case(s) a schedule of make-up clock hours/shop work must be established and approved by the student, instructor, and the Director of Education. When make-up clock hours/shop work is required in order to meet graduation requirements beyond that of the scheduled 600 clock hours of the program, at the discretion of the school, the student will be personally responsible for all financial costs for the period of make-up time. The cost will be based upon the agreed to timeframe required for instructional supervision / participation, at an established rate of \$42.50 per hour, and paid in advance.

Once a student has repeated a module or subject area in which he/she received an original failed grade, the revised final grade will replace the original grade. The overall cumulative grade point average is then recalculated. The time needed to repeat the module, or modules, must be within the maximum timeframe for the original program of enrollment. The student will be given an opportunity, at the discretion of the Director of Education and instructor, subject to the availability of space, to repeat, or make up failed coursework/shop work. This work shall be given full standing and credit with respect to the evaluation of the student maintaining Satisfactory Progress and meeting graduation requirements. However, any revised module/course grade where make-up coursework/shop work has occurred will result in an earned grade no greater than that of a "B" or 89.9%. The cumulative grade point average is then recalculated. This work shall be given full standing and credit with respect to the evaluation of the student achieving/maintaining Satisfactory Progress. The time needed to repeat the subject area, module or course must be within the maximum timeframe for the program of enrollment.

Students, who have been dismissed for lack of Satisfactory Academic Progress from their program of enrollment, may apply to the Executive Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this Catalog.

A student may appeal the determination of Unsatisfactory Academic Progress and/or their dismissal, based upon extenuating circumstances by following the Student Appeals Procedure outlined in this Catalog.

# SCHOOL POLICIES AND REGULATIONS

FOOD IS NOT ALLOWED IN THE CLASSROOMS OR SHOP AREA  
BEVERAGES ARE ALLOWED CLASSROOMS ONLY IN A CAPPED CONTAINER/BOTTLE  
FAMILY MEMBERS ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES. THIS POLICY IS FOR THEIR  
SAFETY

## Graduation Requirements

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- To be eligible for graduation consideration, all specified program subject areas, modules, and/or courses must be completed with a minimum cumulative G.P.A. of 70.0% or better;
- Must have attended a minimum 90% or better classroom/shop clock hours required for the program of enrollment;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;
- All students who have received financial aid must complete a Financial Aid Exit Interview;

The Fundamentals of Fabrication Program Completion Certificate will be available to graduates during The Fab School's 'Graduation Ceremony', provided the above noted requirements (as applicable) are completed and documentation submitted.

## Classroom and Workshop Environments Appropriate Attire

Due to the nature of The Fab School's training and safety issues and requirements within the classrooms and workshops, the following dress code is enforced.

- **Shoes** - must be closed toe shoes only, no open toe allowed due to hazardous area/material in the workshop area (safety precaution). Work boots preferred but thick soled tennis shoes are allowed. Please make sure the tennis shoes have a solid grip on the sole;
- **Pants** - must be black in color, and cannot be tight fitted or excessively baggy. Undergarments must be covered at all times;
- **Shirts** - only those issued by The Fab School (black in color) with the school's logo, are permitted to class each day;
- **Skirts/Dresses/Shorts** – are not permitted at any time while attending The Fab School;
- **Piercings** - ONLY non-dangle earrings/piercings are permitted (safety precaution);
- **Jewelry** – dangling and/or bulky jewelry of any type is not permitted due to equipment used in the workshops (safety precaution);
- **Non-Fab School Issue** – students are not permitted to wear shirts that do not have The Fab School logo on them;
- **Hats** are permitted at the discretion of the instructor, as long as there are no visible offensive inappropriate statements, insignias, pictures, etc.;
- **No drug or gang-related** clothing or accessories may be worn or carried onto The Fab School campus;
- **No drug or gang-related** tattoos can be visible. If a student has one, it must be covered by clothing while on campus.
- **Student Haircuts** - must comply with safety and professional standards as determined by The Fab School. Hair is expected to be neatly groomed and off the collar. Hair must be clean, neat and contained away from the face and eyes or pulled back from the face and eyes so it does not pose a safety threat. Generally, this means the hair must be fastened securely to the back of the head or held away from the face in all lab situations.
- **Facial Hair** - is to be neatly trimmed and groomed at all times. The Founder, Director of Education, and/or Executive Director will review unresolved disputes concerning the hairstyle policy on a case-by-case basis and make a final determination.

Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to maintain student safety, while completing work in the workshop as well as to enable our students to become comfortable with the type of work related apparel expected by most of the employers who interview and hire our graduates.

## Smoking

Smoking and/or the use of vapers is not permitted inside the school facility. A designated area for smoking can be located outside the student lounge, on the south side of the facility.

### **Telephones**

The Fab School business telephones are not intended for personal use by students. Students are allowed to use the school's phones for emergency purposes only, and only when authorized by a staff member. Student's cellphones are to be turned off during class hours to avoid any classroom or lab/workshop disruption.

### **Office Equipment**

Students are not allowed to use any of The Fab School's office equipment, including the copy/fax machines, without authorization from the Director of Education.

### **Copyright Infringement / Illegal Downloading / Computer Use Policy**

Network and computing resources at The Fab School are provided primarily to support the School's mission in educating and training its students. Students may not use The Fab School network and computer resources in violation of The Fab School's Network and Computer Use Policy. A copy of which is available upon request by contacting the Director of Education. In addition, students may not use The Fab School's network and computing resources nor may they use their own resources on The Fab School's property that would in any way violate the Copyright Act (Title 17 United States Code); this includes illegal Peer-to-Peer (P2P) file sharing. Violations of The Fab School's Network and Computer Use Policy or any acts of copyright infringement or illegal downloading are considered grounds for disciplinary action.

### **Student Behavior / Conduct**

The Fab School's success depends on many factors, including the quality of its instruction, the employment achievement of its graduates and the image its student's project. The effectiveness of any training program is dependent upon the full cooperation between students, faculty and administrative staff. The Fab School has created a professional "work-like" shop environment in which students can increase their knowledge and develop employment skills according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the school administrators. Students must adhere to high standards of scholarship and conduct at all times when attending The Fab School.

In the event where students discredit themselves through their behavior, conduct, or course work or discredit the School, they may be subject to disciplinary action(s) up to and including dismissal. Learning how to communicate and dealing with a variety of people, coping with frustration, time management, problem solving, disciplining one-self professionally are just a few of the components that go into the makeup of a professional. In these and like areas, The Fab School has high standards of performance requirements because of the school's commitment to preparing our students for the highest expectations of employers.

Beginning with the first day a student starts at The Fab School, he or she becomes part of a proud tradition and, as part of that tradition, we expect that students will want to share in the benefits of that reputation for years to come. There is more to being a successful fabricator than learning the skills in class. Qualities such as dependability, appearance, a positive attitude and good attendance are as important to any employer as well as the knowledge the employee possesses.

In order to help build upon the personal qualities necessary to become a successful student and employee, the school has identified, when necessary to apply, specific Grounds for Disciplinary Action(s). These actions are listed below and not to be considered limited to. The Fab School reserves the right to impose a variety of disciplinary actions, including suspension or termination from The Fab School, on any student whose behavior on campus violates a professional behavior. Any such action(s) may result in the application of any one of the Grounds for Disciplinary Action conditions as noted, but not limited to. In the event an incident of unprofessional behavior or conduct is displayed by a student, the School's officials will determine, in their sole discretion, any such disciplinary action, defined or otherwise, may be appropriately imposed regardless of whether that conduct also involves an alleged or proven violation of law.

#### **Grounds for Disciplinary Action**

The administration of The Fab School reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

- 1) Failure to abide by the Rules and Regulations of "The Fab School";
- 2) Breach of The Fab School Enrollment Agreement;
- 3) Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class;
- 4) Disruptive behavior, which includes but is not limited to, obscene language, profanity, drawings, pictures, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission;
- 5) Unsatisfactory Academic performance;
- 6) Failure to meet the attendance requirements at each measured benchmark of the program;
- 7) Excessive tardiness/early departure;



- 8) Use of Drugs, Narcotics, Alcohol (or under the influence);
- 9) Gambling or use of Profanity;
- 10) Any action in violation of federal, state or local laws on The Fab School campus;
- 11) Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed towards The Fab School staff;
- 12) Vandalism of The Fab School or personal property of students or staff on The Fab School campus;
- 13) Stealing or possessing stolen property on The Fab School campus;
- 14) Failure to meet Career Services Department requirements;
- 15) Failure to meet Financial Aid Department requirements;
- 16) Inappropriate professional clothing worn during training (classroom/workshop), i.e. black pants & The Fab School shirt;
- 17) Failure to pay tuition (or any other charges) when due;
- 18) Cheating and/or Plagiarism;
- 19) Falsifying The Fab School records;
- 20) Carrying a concealed or potentially dangerous weapon of any kind, to include but not limited to a knife with a blade longer than two (2) inches, or use thereof on The Fab School campus;
- 21) Instigation and/or participation in rebellious activities against The Fab School and/or its student(s);
- 22) Solicitation, which reflects unfavorably upon The Fab School and/or its students;
- 23) Violation of The Fab School's Network and Computer Use Policy including copyright infringement and illegal downloading;
- 24) Sexual Harassment/Sexual Violence;
- 25) Misuse and/or unauthorized use of The Fab School's tools and/or equipment;
- 26) Remaining in Workshop / lab area WITHOUT supervision of qualified instructor;
- 27) Loitering / Disrupting other classes;
- 28) Eating & drinking (other than bottled water) in Classroom and/or Workshop;
- 29) Speeding / Reckless Driving / Excessive Noise in parking area and/or around The Fab School facility;
- 30) Unauthorized photography, use of audio or video recording equipment, computers, cell phones and/or pagers in and about The Fab School facility;
- 31) Failure to utilize the designated area by the Fab School for smoking / chewing tobacco / electronic cigarettes and vaporizers;
- 32) Use of and/or storage of skateboards, mini and/or pocket bikes on The Fab School grounds (to include parking area) is prohibited;
- 33) Test drives / test rides in any The Fab School training vehicles requires instructor supervision.
- 34) Display of gang-related hats, caps, headgear, jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire, visible gang-related tattoos, or gang-related vehicle stickers or decals are not permitted;
- 35) Adherence to Dress Code and Hair Grooming requirements as stated in this catalog is required due to the safety issue in the training program.

A student dismissed for any reason, including unsatisfactory or unprofessional behavior or conduct as noted above, may request reinstatement as an active student into their program by following the procedures set forth under Student Appeal Procedure and Reinstatement sections in this Catalog. There are special procedures for acts involving sexual harassment/sexual violence, please contact The Fab School's Executive Director for more information: Email: [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

David K. Hall  
 Executive Director & Title IX Coordinator  
 9571 Pittsburgh Avenue  
 Rancho Cucamonga, California 91730  
 Tel: (909) 493-3761 x 226 [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

**Student Appeal Procedures (Not related to the Satisfactory Academic Progress Policy)**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or School Administration (for an appeal of Financial Aid Suspension Status, see the Satisfactory Academic Progress Policy), must submit a written letter to the Executive Director to be reviewed by an Appeals Board within seven (7) days of the school's disciplinary action and/or decision. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of not less than three (3) attending members. The Appeals Board shall be chaired by a School Administrator and consist of, but not be limited to, a representative from the Education Department, Financial Aid Department, and Student Services Department.

The student will be notified of the Appeals Board decision within fourteen (14) business days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

## **Reinstatement**

A prior student requesting to be reinstated as an active student, based on a positive Appeals Board decision, must do so in writing to the Executive Director for consideration. A copy of the Appeals Board decision must be included in or attached to the reinstatement request. The Executive Director will review the request and issue a Reinstated Status declaration within five (5) business days of having received the student's request, along with providing a revised schedule of classes.

A student who has been approved for reinstatement will do so with an Enrollment Agreement Addendum, if necessary, and will receive credit for all prior The Fab School payments received and coursework completed. Any increase in the tuition, books and/or supplies will be included on the addendum agreement, if applicable.

## **Controlled Substance, Alcohol and Drug Abuse Policy**

School Policy:

It is the goal of The Fab School to maintain an academic and work environment free from the use and influence of alcohol and unlawful drugs, and fully comply with the Drug Free Schools and Communities Act Amendment 1989 and Drug Free Workplace Act of 1988. As such, the following is The Fab School's policy and awareness program.

Being under the influence of any illicit drug or alcoholic beverage while on the job or in school poses serious risks to individuals' health and safety. Accordingly, all students and employees are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or enrollment in school.

Alcohol and Drug Abuse Prevention:

The Fab School is committed to assisting members of our community in facing the challenges of alcohol and drug abuse; EDUCATION AND PREVENTION IS THE KEY. Please visit the following website: <http://www.adp.ca.gov/> for valuable information on the dangers of alcohol and drug abuse and how to prevent it in the first place.

Assistance / Programs Available:

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. The following represent only a few of the local agencies that provide assistance to employees, students, and their families with alcohol and drug-related issues.

Drug Information Hot-Line	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Region	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069 (Avail. 8 a.m. - 2 p.m. M-F; 11 a.m. - 2 p.m. weekends)

The forgoing agencies are available for drug-free awareness programs and detailed information regarding:

- 1) Dangers of drug and alcohol abuse;
- 2) Assistance with drug and alcohol abuse counseling;
- 3) Penalties for the abuse of alcohol or drugs;
- 4) Rehabilitation programs.

Health Risks Associated with Alcohol and Drug Abuse:

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can lead to illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise;
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure motor vehicle accident injuries, and reduced job performance;
- Repeated use of alcohol can lead to dependence.

The following are more specific health risks associated with other specific drugs:

*Cocaine*: a central nervous system stimulant is very addictive. The odorless, white powder comes in various forms, "crack" being one of the most popular. Cocaine creates a high in the user, which causes alertness, excitement, talkativeness,



overconfidence and a lessened need for sleep. After the high, the "crash" occurs including depression, restlessness, anxiety and impaired concentration. Repeated use of cocaine will lead to addiction and other complications which may include heart failure, family, school and financial problems.

*Hallucinogens:* include LSD (D-lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, mushrooms (psilocybin), Ecstasy, angel dust and PCP. They cause increased pulse rate and blood pressure, tearing of the eyes, visual hallucinations, illusions, sensory confusion and altered time perception. The most common adverse effect is a panic reaction or "bad trip." Extreme agitation or delirium may occur. Some people have psychotic episodes or flashbacks, which may occur long after use. The major danger from this group of drugs is markedly impaired judgment with hallucinations, predisposing the individual to accidents and bizarre behavior that can result in death.

*Marijuana:* can cause psychological dependence. It produces a feeling of relaxation, mild euphoria and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, making driving a substantial risk. An adverse effect of the drug is acute panic reaction. High doses may cause hallucinations, paranoia and delirium. Male chronic users can experience impaired production of male hormones, causing breast enlargement and a reduced sperm count. Female chronic users can have egg damage, suppression of ovulation, disrupted menstrual cycles and altered hormone levels. The tars and other gasses in the smoke increase the risk of respiratory diseases and lung cancer, similar to those related to nicotine.

*Opiates:* include heroin, morphine, Demerol and Percodan, among other drugs. They produce euphoria, drowsiness and respiratory depression. Over-dosage causes coma, respiratory arrest and death. The physiological addiction is very strong; tolerance and dependence develop quickly, requiring higher doses to produce an effect. Because these drugs are often injected, use of shared or unclean needles and syringes may result in Hepatitis B infection and HIV/AIDS, as well as endocarditis, an infection of the heart muscle; all which result in death.

*Prescription drugs:* such as tranquilizers, barbiturates and depressants are legal and can often be the first abused drugs. Even in small amounts, these drugs slow reaction time and interfere with judgment. Alcohol use greatly increases the effects of these drugs, and can cause a fatal overdose when combined with prescription drugs.

*Steroids:* are used by some people to increase their body's performance. Although performance is temporarily increased, the side effects are very harmful to the body. Long term effects include heart, kidney and liver trouble, high blood pressure, diabetes, poor healing after injury, muscle and tendon tears and psychological problems with aggression and depression. Short-term effects include impotence, balding, acne, decreased hormone levels and psychological problems such as increased aggressive behavior. Steroids may temporarily enlarge the body muscles, but without constant use and exercise, the muscles will decrease quickly.

*Tobacco:* is illegal to purchase if under age 18. Nicotine, the active ingredient in tobacco stimulates the central nervous system and is physically and psychologically addictive. Nicotine irritates lung tissues and increases blood pressure. The most common cause of cancer deaths is cigarette smoking. Smoking is the major cause of chronic bronchitis and emphysema and also causes pneumonia, coronary heart disease, and blood vessel disease and stomach ulcers.

#### Reporting Standards:

In addition to termination or expulsion, individuals in possession or distributing drugs to employees or students on school grounds will be reported to the local authorities.

Employees and students are required to notify The Fab School (Executive Director, or Human Resources) in writing of any conviction of a criminal drug statute violation occurring in the workplace no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the School must notify the U.S. Department of Education in writing of the conviction, and within thirty (30) days take appropriate disciplinary action with regard to the employee or student.

#### Legal Penalties:

Aside from The Fab School action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first time convictions for the use of a controlled substance or alcohol abuse may or may not be referred to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to \$4 million. Marijuana trafficking carries penalties of up to five years to life, depending on the quantity of drugs involved and fines up to \$4 million for the first offense. Possession of controlled substances under federal law carries sentences of up to one year and fines up to \$100,000 for first offenses, with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to \$250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to pregnant woman. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

### **Institutional Security Policies**

Federal regulations require every school that participates in federal Student Financial Assistance programs to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The Report is prepared every year by the Executive Director & Title IX Coordinator. The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1<sup>st</sup> of the subsequent year. The Fab School must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Executive Director & Title IX Coordinator and/or the Director of Education as the appropriate security personnel to report, either any criminal actions or other emergencies occurring on campus. The Executive Director & Title IX Coordinator may be contacted in person, by telephone, or by email, at 9571 Pittsburgh Avenue, Rancho Cucamonga, CA 91730; the telephone number and e-mail address for the Executive Director & Title IX Coordinator is (909) 493-3761 x226 and [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu). Reports to the Executive Director must be made in person at the campus location or by telephone at (909) 493-3761 x226. Any student witnessing, or being a victim of any criminal offenses on campus are to report those actions to the Executive Director & Title IX Coordinator or the Director of Education immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely warning reports to members of the campus community.

The Fab School allows victims or witnesses to report crimes on a voluntary, confidential basis please contact The Fab School's student & staff hotline at (909) 493-3711. The Fab School does not offer regularly scheduled programs to address security awareness or crime prevention for its students or employees.

The Fab School requires all criminal offenses that occur on campus be reported in person to the Executive Director immediately, but not later than forty-eight (48) hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the Executive Director, to ensure accurate and prompt reporting. The Executive Director will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at The Fab School's next staff meeting or at an emergency meeting, if necessary. The Fab School will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification to students will take place by bulletin on the bulletin board and by general notice distribution throughout the campus. Although the School does not offer regular scheduled crime awareness or prevention programs, this policy, which is published in The Fab School's Catalog and is disclosed by general notice distribution every October 1<sup>st</sup> is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The Fab School Main Campus Office is open every Monday through Thursday from 8:00 a.m. until 6:00 p.m., and 8:00 a.m. to noon on Friday. The facility is accessible during regularly scheduled class hours of 8:00 a.m. to 10:00 p.m. Monday through Thursday. The Fab School Office is accessible to designated staff and visitors on Friday, 8:00 a.m. to noon. The Fab School does not have on-campus housing, nor does The Fab School employ pastors or professional counselors. Security of the campus is under the supervision of the State and local police. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages its students, employees, and visitors to immediately report suspected criminal activity or other emergencies to the designated school officials and/or, in the event of an emergency, directly to local law enforcement or other emergency response agencies by dialing "911." The school assists in notifying authorities in incidences of a criminal offense, and State and local police agencies have the right to make arrests. There is no written Memorandum of Understanding between The Fab School and state or local police.

The Fab School offers periodically scheduled educational programs to promote the awareness and prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Fab School has developed policies and procedures to follow if a sex offense occurs. As stated above, The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies, and has designated the Executive Director & Title IX Coordinator and the Director of Education as the appropriate security personnel to report, either in person, by telephone, or by email, any criminal actions or other emergencies occurring on campus. The student has the option to notify appropriate law enforcement

authorities, including campus security personnel and local police. Institutional personnel will assist the student in notifying the authorities if the student requests the assistance of these personnel. The School does not offer on-campus professional counseling for victims of sex offenses. However, off-campus professional counseling options such as off-campus counseling, mental health, or other services for victims of sex offenses are available to students and staff by contacting the San Bernardino Sexual Assault Hotline at (909) 895-8884 or the San Bernardino Sexual Assault Services 24-Hour Crisis Hotline (800) 656-4673. The institution will change a victim's academic situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available. Procedures for campus disciplinary action in cases of an alleged sex offense include a formal hearing to determine facts and disciplinary action, if warranted. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. The school will upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Compliance with this does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). Sanctions may include probation, suspension, or dismissal.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling "Crimes Against Children and Sexually Violent Offender Registration Act", the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Fab School is providing a link to the San Bernardino County Registered Sex Offender Registry <http://www.homefacts.com/offenders/California/San-Bernardino-County/San-Bernardino.html>. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of California, convicted sex offenders must register with the "Sex Offender and Crimes Against Minors Registry" maintained by California Department of Justice. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

The California Department of Justice is responsible for maintaining this registry. Follow the link below to access the California Department of Justice website: <http://www.meganslaw.ca.gov/>

The school will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and /or staff occurring on the campus using The Fab School Alert System.

Activation of The Fab School Alert System shall be initiated by any one of the following "Designated Emergency Personnel:

1. Jake Ewan – Instructor
2. Joey Westhoff – Director of Education
3. David Hall – Executive Director

In the event that none of the above-named personnel are present at the time of the emergency then the person designated in their absence shall initiate activation of The Fab School Alert System.

Emergencies shall be divided into two categories (1) Priority 1 Emergencies; and (2) Priority 2 Emergencies.

**Priority 1 Emergencies:**

*Priority 1 Emergencies* are emergencies where there is a possible or known situation that poses an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School campus.

Examples of Priority 1 Emergencies: active shooter, shooter, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat, suspicious device found, fire, gas leak, chemical spill, biological hazard, geological hazard, extreme weather (such as earthquake, thunderstorm, tornado, or flood).

**Priority 2 Emergencies:**

*Priority 2 Emergencies* are emergencies where there is a known situation that does not pose an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School Campus.

Examples of Priority 2 Emergencies: Power outages, leaks or broken water pipes causing flooding in a classroom/office, emergencies occurring outside The Fab School campus but within the vicinity such as fires, police activity, minor traffic situations, weather warnings from the National Weather Service affecting the area such as thunderstorm and flash flood warnings.

## **EMERGENCY NOTIFICATION PROCEDURES**

### **Priority 1 Emergencies:**

#### **Initiation of Notification Procedures**

The Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 1 Emergency. Confirmation of a Priority 1 Emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 1 Emergency; or
- There is a reported situation that would constitute a Priority 1 Emergency.

The Designated Emergency Personnel shall assume the situation to be a Priority 1 Emergency and initiate The Fab School Alert System immediately; only after initiating The Fab School Alert System shall the "Designated Personnel" or other campus staff confirm the accuracy of the reported situation. If the reported situation is confirmed, then The Fab School Alert shall continue

in effect until the situation is resolved; in the event the reported situation is found not to be accurate, then The Fab School Alert may be canceled by the Designated Emergency Personnel.

Contemporaneous with initiating The Fab School Alert System, School staff shall immediately notify 911 of the situation. Except where it is immediately necessary to evacuate the premises or otherwise protect the health and safety of employees and students, the Designated Emergency Personnel and/or campus staff shall not leave their office/classroom and allow any emergency responders to address and investigate the situation. The Designated Emergency Personnel, campus staff, and students shall comply with any and all directions made by emergency responders.

Contemporaneous with or after initiating The Fab School Alert System and notifying 911 of the situation, the Designated Emergency Personnel and/or campus staff shall contact and brief the Director of Education and/or the Executive Director regarding the emergency situation.

Only upon confirmation by the emergency responders that the emergency situation has been resolved and there is no longer an immediate threat to the health or safety of students or employees the Designated Emergency Personnel may cancel The Fab School Alert. Dissemination of Information for The Fab School Alerts shall be disseminated by any one or combination of the following methods:

- Campus Intercom System
- E-mail
- Telephone
- Voicemail

#### **Content of Information:**

The following persons are to receive The Fab School Alerts:

- All campus staff and currently enrolled students of the campus experiencing the emergency whether on campus or off campus;
- Designated members of the Executive Staff

### **Priority 2 Emergencies:**

#### **Initiation of Notification Procedures**

Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 2 Emergency. Confirmation of this emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 2 Emergency

If the "Designated Personnel does not have actual knowledge that a situation what would constitute a Priority 2 Emergency exists, then the "Designated Personnel must first determine whether the situation is actually occurring. Upon confirmation that the situation is actually occurring then the "Designated Personnel may initiate The Fab School Alert System.

Contemporaneous with initiating The Fab School Alert System, campus staff shall immediately notify 911 of the situation, if necessary. Contemporaneous with or after initiating The Fab School Alert System and/or notifying 911 of the situation, the Designated Emergency Personnel and/or campus staff shall contact and brief the Director of Education and/or the Executive Director regarding the emergency situation.

Only upon confirmation that the emergency situation has been resolved the Designated Emergency Personnel may cancel The Fab School Alert.

### **Dissemination of Information**

**The Fab School Alerts shall be disseminated by the following Methods:**

- Campus Intercom System
- E-Mail

**The following persons are to receive The Fab School Alerts:**

- All campus staff and currently enrolled students of the campus experiencing the emergency, whether on campus or off campus
- Designated members of the Executive Staff

### **Testing Procedures**

At least twice a year the campus shall test The Fab School Alert System. At least one test shall be announced and at least one test should be unannounced. All announced tests shall be publicized to the campus community.

All Tests shall be documented on The Fab School Alert System Test form and shall be kept in a binder located in the Executive Director's office.

### **Sexual Harassment / Sexual Violence Policy and Procedure**

The Fab School takes seriously issues pertaining to sexual harassment/sexual violence. If you believe that you have been the victim of sexual harassment/sexual violence that occurred on campus or was perpetrated by another The Fab School student or employee, please contact The Fab School's Executive Director/Title IX Coordinator to begin the process of investigating and hearing your claim:

David K. Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (909) 493-3761 x 226 [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

The Fab School prohibits any offenses of sexual harassment/violence including but not limited to: domestic violence, dating violence, sexual assault and stalking.

### **Programs for Prevention and Awareness**

The Fab School educates the student community about sexual harassment/violence including sexual assault and date rape through the mandatory orientation prior to the start of each student's program. Literature on date rape education, risk reduction, and The Fab School response is available through the Executive Director.

### **Preventing and Responding to Sexual Offenses**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Fab School strongly advocates that a victim of sexual assault, report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Executive Director. Filing a police report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and The Fab School, or only the latter. The Fab School representative (Executive Director) will guide the victim through the available options and support the victim in his or her decision. The Fab School does not offer on-campus counseling services, but The Fab School will help victims identify counseling and support services outside of The Fab School.



## Definition of Consent

California has adopted the principle of “affirmative consent” when addressing issues of sexual violence. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## The Fab School Procedures and Proceedings Pertaining to Claims of Sexual Harassment/Violence

### Preamble

The following sets forth The Fab School’s procedures for handling alleged charges of sexual harassment/sexual violence that occur between: students, faculty, and staff in any combination thereof whether the alleged act occurred on-campus or off-campus or between students, faculty, or staff and third parties if the act occurred on-campus.

### A. Definitions:

1. Charge: means an alleged act(s) of sexual harassment/sexual violence.
2. Charging Letter: document issued by The Fab School alleging that a respondent has committed an act of sexual harassment/sexual violence.
3. Complainant: the person who alleges that an act of sexual harassment/sexual violence has occurred and may include: students, faculty, and staff. A complainant may also include a third party if the alleged act of sexual harassment/sexual violence occurred on-campus and the respondent was/is a The Fab School student, faculty, or staff member.
4. No Findings Letter: document issued by The Fab School finding that there is not sufficient evidence to proceed with a charge.
5. Preponderance of the Evidence: standard of evidence used decide whether an act of sexual harassment/sexual violence has occurred. A person may be found to have committed an act of sexual harassment/sexual violence if the evidence presented shows that it is “more likely than not” (51% true) that the alleged act occurred.
6. Respondent: the person who is charged with committing an alleged act of sexual harassment/sexual violence against the complainant.
7. Response: The Respondent’s formal written response to the Charging Letter submitted pursuant to the procedures outlined below; or if a No Findings Letter is issued, then the Complainants formal written response to the Charging Letter submitted pursuant to the procedures below.
8. Sexual Harassment/Violence includes but is not limited to acts constitution sexual harassment, domestic violence, dating violence, sexual assault, stalking and all other similar acts.
9. Title IX: Title IX of the Higher Education Act which prohibits discrimination based upon gender. Gender discrimination includes acts of sexual harassment/sexual violence.
10. Title IX Coordinator: employee designated by The Fab School to oversee compliance with Title IX rules and regulations including overseeing the processing of charges of sexual harassment/violence.
11. Title IX Case Packet: a file specific to each case involving charges of sexual harassment/ sexual violence that includes but is not limited to:

- a. The Charging Letter;
- b. The Response (if any);
- c. Witness statements and other written/photographic evidence (if any);
- d. Written findings and decision of the Title IX Committee;
- e. Any other documentation deemed necessary by the Title IX Committee.

### B. Alleged Violations:

An alleged violation of the Student Code of Conduct that relates to sexual harassment/sexual violence shall be forwarded to The Fab School’s Title IX Coordinator:

David K. Hall  
Executive Director & Title IX Coordinator  
9571 Pittsburgh Avenue  
Rancho Cucamonga, California 91730  
Tel: (909) 493-3761 x 226 [david.hall@thefabschool.edu](mailto:david.hall@thefabschool.edu)

All alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be subject to a fair and impartial process in determining whether or not a violation has occurred.

### **C. Investigation:**

1. Alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be investigated in a prompt, thorough, impartial, and reasonable manner.
2. The investigation will be conducted by the Title IX Coordinator or designee who receive training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. The investigation shall gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses. Investigations will be conducted within 60 days barring any unusual complexity.
4. While an alleged violation is being investigated, a student may be removed from class, campus sanctioned events, and other The Fab School functions pending the investigation.
5. Both parties will be given the opportunity to present written or verbal statements to the Title IX Coordinator or designee who is conducting the investigation.

### **D. Preliminary Decision/Notification:**

1. After the investigation is completed, both parties will be promptly notified of the results of the investigation in writing by certified mail United States Postal Service (USPS) and/or by any additional means which may validate proof of receipt.
2. If a violation is found to have occurred a Charging Letter will be issued detailing the charges and recommending possible sanctions or other action.
3. If a violation is not found to have occurred a No Findings Letter will be issued, both parties will be so notified in writing.

### **E. Response / Final Decision**

A student who is charged with a violation of the Student Code of Conduct involving sexual harassment/sexual violence shall be given ten (10) calendar days to submit a written response to the Title IX Coordinator. Failure of a student to respond to the Charging Letter shall result in The Fab School continuing with processing the charge of alleged sexual harassment/sexual violence without input from the charged student.

If no violation is found, the Complainant may submit a response in writing within ten (10) calendars days of the date of the No Findings Letter.

1. A Response shall be in writing and must be submitted within ten (10) calendar days of the date of the Charging/No Findings Letter. The Title IX Coordinator may grant additional time to respond if a written request is received prior to the expiration of the ten-day deadline.
2. Any written, photographic, or other evidence (including witness statements) must be attached to the Response; evidence not included with the Response will not be considered. Additional evidence not included with the Response may be considered if a written request to consider additional evidence is submitted to the Title IX Coordinator before the time set for any hearing in this matter.
3. The Parties shall be notified of any grant of additional time for filing a Response and/or the grant of any request to submit additional evidence.
4. Within five (5) calendar days of receiving a Response, a final decision by the Title IX Coordinator or designee shall be issued. Notice of the final decision shall be promptly issued to all parties. If no Response is received within the time required by this procedure, then the Preliminary Decision shall become final.

### **F. Title IX Committee:**

Upon conclusion of the investigation and the rendering of a Final Decision, either party may request a hearing before a Title IX Committee as set forth below within five (5) calendar days of the date of the Final Decision.

1. The Title IX Committee composition shall be at least three impartial individuals who have no prior involvement with the parties or the investigation and shall consist of any mix of The Fab School faculty or staff.
2. The Title IX Committee shall use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and determine whether a violation occurred and what sanction, if any, is warranted.
3. Upon convening the Title IX Committee shall designate a member as the Committee Chair.
4. The Title IX Coordinator shall not be a member of the Committee nor shall any designee who may have conducted the investigation. Upon request the Title IX Coordinator or designee who conducted the investigation may come before the Committee to answer any questions about the investigation.

### **G. Committee Process:**

1. Students shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. Opposing parties shall separately address the committee to make a statement without the presence of the other party.
2. Students are not entitled to representation by an attorney or any other third party at any point in the process. However, in accordance with the Higher Education Opportunity Act (HEOA), in cases of an alleged sex



discrimination/harassment, opposing parties are entitled to have third parties present during the committee process. (Note: The third party cannot be an attorney).

3. Tape, digital, or other electronic recording of the committee meeting is not permitted.
4. The Committee members are given a Title IX Case Packet with all relevant information for the committee meeting, including any written response received from the student. In Title IX cases, the Case Packet will include opposing parties' statements, all evidence discovered during the investigation, and any written witness statements the parties have submitted.
5. The Committee members sign a standard Confidentiality Statement for Committee Members and, after the Committee's deliberations; the Case Packets are collected and destroyed in order to maintain confidentiality.

**H. Decision:**

After considering all evidence, the Title IX Committee shall deliver written findings and decision.

Any decision rendered by the Title IX Committee shall be pursuant to the Preponderance of the Evidence Standard. The decision shall be delivered by United States Postal Service certified mail and/or by additional means which may validate proof of receipt. Opposing parties will receive notice of the outcome within thirty (30) calendar days of the close of the hearing.

In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, The Fab School will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, The Fab School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

In accordance with the requirements under the HEOA, in cases of an alleged sex discrimination/harassment, opposing parties will be informed of the Committee determination, including any sanction that is imposed.

**I. Sanctions:**

If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to: suspension, expulsion, or that the Respondent attend sexual harassment/sexual violence training at the Respondent's expense as a precondition to continued attendance at The Fab School.

**Campus Crime Statistics**

The following statistics reflect activity of The Fab School for the designated calendar years.

The Fab School wants you to know that during the years of 2014, through April 2015, any reported offenses occurred at its prior location in Riverside, California. As of May 2015, and all of 2016, The Fab School wants you to know that any reported offenses noted occurred at or adjacent to The Fab School's **Main Campus** current located in Rancho Cucamonga, California.

ANNUAL CRIME STATISTICS Rancho Cucamonga Main Campus						
CRIMINAL CRIMES	On Campus			Public Property		
	2014	2015	2016	2014	2015	2016
<b>Criminal Offense:</b>						
Murder and non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0

Motor vehicle theft (Does not include theft from a motor vehicle)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Arrests for:</b>						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
<b>Referred for Disciplinary Action:</b>						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

ANNUAL CRIME STATISTICS Rancho Cucamonga Main Campus															
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin			Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity / National Origin
Hate Crimes	On Campus								Public Property						
Murder and non-negligent manslaughter	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Forcible sex offenses	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Non-forcible sex offenses: Incest	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Non-forcible sex offenses: Statutory Rape	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Aggravated assault	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle)	2013	0	0	0	0	0	0		2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0		2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0		2015	0	0	0	0	0	0

<b>Arson</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Simple assault</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Larceny-theft</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0
<b>Intimidation</b>	<b>2012</b>	0	0	0	0	0	0		<b>2012</b>	0	0	0	0	0	0
	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
<b>Destruction / damage / vandalism of property</b>	<b>2013</b>	0	0	0	0	0	0		<b>2013</b>	0	0	0	0	0	0
	<b>2014</b>	0	0	0	0	0	0		<b>2014</b>	0	0	0	0	0	0
	<b>2015</b>	0	0	0	0	0	0		<b>2015</b>	0	0	0	0	0	0

A copy of the most current, completed Annual Crime Statistics report may be obtained from the Executive Director.

The Fab School does not officially recognize any student organizations; likewise, the school does not monitor and record through local police agencies any criminal activity in which students engage in at off-campus locations.

Possession of alcohol and illegal drugs on campus is prohibited, and possessions of alcohol and/or illegal drugs are grounds for disciplinary action and are subject to discipline as stated in The Fab School Catalog. Please refer to The Fab School Catalog for The Fab School's Drug and Alcohol Abuse Prevention Program.

The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1st of the subsequent year.

### **Student Grievance / Complaint Procedures**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Director of Career Services. If the matter is still not resolved, it should be brought to the attention of the Director of Education for resolution.

Should the grievance not be resolved, the formal procedure is as follows: A written grievance must be submitted to the Executive Director within forty-eight (48) hours of the incident. The Executive Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or another staff member. If the student has followed the above steps, the Executive Director will call a Grievance Committee Hearing within seventy-two (72) hours of receipt of the report.

All documentation must be submitted with the report that is to be signed and dated. The Executive Director will chair a committee meeting that will consist of not less than three representatives of the following departments, including but not limited to:

- A. Education Department
- B. Financial Aid Department
- C. Student Services Department

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within twenty-four (24) hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable to the Executive Director. All complaints will be resolved within thirty (30) business days from the receipt date of the written grievance.

The aforementioned Student Grievance/Complaint Procedures do not apply to complaints involving sexual harassment/sexual violence; for procedures for acts involving sexual harassment/sexual violence, please see The Fab School's Institutional Security

Policies and Crime Statistics contained in this catalog or at the following URL for specific procedures in the handling of claims of Sexual Harassment / Sexual Violence.

<http://thefabschool.com/wp-content/uploads/2016/12/COMPLAINT-GRIEVANCE-APPEAL-POLICIES-PROCEDURES.pdf>

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Schools accredited by the Council on Occupational Education must have a published 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. A copy of the Commission's Complaint Form is available at the school and may be obtained by a request to the Executive Director. 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 or concerns to: Council for Occupational Education (C.O.E.); 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; Telephone (770) 3963898 or (800) 917-2081; [www.council.org](http://www.council.org).

# PROGRAM OF STUDY

## *Fundamentals of Fabrication*

### PROGRAM DESCRIPTION

The “Fundamentals of Fabrication” program is a 600 Clock Hour program, requiring 25 weeks of class attendance (three days per week) during the day, and 37.5 weeks of class attendance (four evenings per week) during the evening. The Fundamentals of Fabrication program design is to provide students with the occupational training, knowledge and skill-sets required by employers for employment in the field of metal fabrication and welding. The curriculum embraces the hands-on approach to student learning, and the class size is designed to provide individualized instruction as well as group project work. Students attending either day or evening classes will develop the knowledge and a full range of fabrication skill-sets necessary for entry-level employment, using the most current technology in fabrication.

### PROGRAM OBJECTIVES

Upon successful completion of the Fundamentals of Fabrication program, graduates will have developed the basic fundamentals of work space and shop safety, tape measure reading, design work calculations, and industry math practices. In addition to the classroom learning objectives, students will develop hands-on skill-sets used in actual shop environments which include, and are not limited to the use of MIG welding on flat and round materials, TIG welding on flat and round materials, rosette splice, fluff and buff, sheet metal, notching and bending, part construction, forming, pattern layout drilling, shocks, suspension basics, aluminum shaping and forming, mill and lathe operations, blocking and smoothing, chassis engineering, advanced project front suspension, rear suspension, static, along with work on a “team” project.

### OCCUPATIONAL OBJECTIVES

Graduates of the Fundamentals of Fabrication program will be qualified for entry-level positions with the knowledge and skill-sets to readily meet the increasing needs of the fabrication industry. Graduates of the program will be qualified for various positions in fabrication and/or welding occupations. These include, but are not limited to: Metal Fabricators; Welders and other related fabrication and welding career job titles. Be advised that various employers policies will differ as to required personal backgrounds, training, and/or experience which can contribute to employability.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #619.361-014; #809.381-010; #819.361-010; #810.684-010; #811.684-014; #810.384-014; #819.384-010, and other related fabrication and welding D.O.T. Codes. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor’s O\*Net S.O.C.: #51-4122.00; #51-4121.06; #51-2041.00; #51.2099.00 and other related fabrication and welding career related S.O.C. Codes.

**\*\*\*This program prepares students for the American Welding Society (AWS) Welding Certification Test\*\*\***

The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on parole may diminish or prohibit opportunities for employment with such an employer.

### CLASSES ARE CONDUCTED:

#### Days:

Monday, Tuesday, and Wednesday per week, 8 clock hours per day, 8:00 a.m. to 5:00 p.m., 25 weeks, 600 Clock Hours

Tuesday, Wednesday, and Thursday per week, 8 clock hours per day, 8:00 a.m. to 5:00 p.m., 25 weeks, 600 Clock Hours

#### Evenings:

Monday, Tuesday, Wednesday, and Thursday per week, 4 clock hours per evening, 6:00 p.m. to 10:00 p.m., 37.5 weeks, 600 Clock Hours

<u>MODULE TITLE</u>	<u>TOTAL CLOCK HOURS</u>
100 Aluminum I	41
100 MIG Welding	49
100 Notching and Beading	23
100 Part Construct and Form	23
100 Safety	3

100	Shocks	12
100	Suspension Basics	11
100	TIG Welding	35
200	Aluminum II	16
200	Blocking and Smoothing	19
200	Chassis Design	48
200	Lathe Operations	20
200	MIG Welding II	22
200	Mill and Lathe Operations	24
200	TIG Welding II	22
300	Advanced Projects	92
300	Front Suspension Theory & Design	68
300	Rear Suspension	56
300	Safety by Design	8
400	Career Opportunities / Life Skills	8
<b>TOTAL PROGRAM CLOCK HOURS:</b>		<b><u>600</u></b>

## MODULE DESCRIPTIONS

### 100 Aluminum I

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with an introduced to welding thin gauge aluminum sheet metal, as well as safety and proper operation of a bead roller. The stomp shear, electric shears and basic hand tools are explained and practiced. The trash can project is at the end of this module.

### 100 MIG Welding

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with the basic fundamentals of welding using the MIG Welding method. Students will perform both continuous and pulse welds on both flat as well as round-tubing. During this time, the students will learn basic measuring skills and basic math involving fractions. The Students are introduced to the cold saw and will learn how to make precise production type cuts. The welding bench is the end project for this module.

### 100 Notching and Beading

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with how to properly use the hole saw notcher as well as how to notch tubing by hand using the belt sanders in conjunction with the band saws. The corner gusset project is constructed during this module. Students are introduced to drafting and scaling during the bending project. Students will also be working with hydraulic draw benders to complete the bending project.

### 100 Part Construct and Form

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning pattern layout, drilling techniques, proper use of leaf, box pan beaks and efficient steps to constructing a part. Students will use basic hand tools for pattern layout and the band saw to cut out all patterns. Then students will use a variety of tools for finish work on all parts before bending and tacking parts together. The A-Arm project is the final portion of this module.

### 100 Safety

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with shop safety as well as safety precautions for each individual tool in the shop. Students are then tested on their knowledge retained. Safety is not just taught day one but is an ongoing exercise through all modules.

### 100 Shocks

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning the inner workings of a shock and how it dampens wheel movement. Students will also participate in an interactive shock rebuild, in which they will learn the fundamentals of disassembling the shock, inspecting all seals and parts, reassembly and final inspection.



## **100 Suspension Basics**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with learning suspension theories and basic suspension terms to better prepare them for the advanced level suspension projects. The A-Arm project will also tie into this module.

## **100 TIG Welding**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with instruction on basic TIG welding skills. The student will perform welds on both square and round tubing and will learn how to properly disassemble and reassemble a TIG torch. Students will receive their TIG flat and TIG round welding grades during this time.

## **200 Aluminum II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with welding on thin sheet aluminum. Students will learn how to create inside and outside contours. Students will learn proper fitment, tack welding, welding, rough and finish sanding while they complete the vase project.

## **200 Blocking and Smoothing**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with instruction on the basics in annealing with an oxygen/acetylene torch, blocking (shaping a part) and proper use and care of an English Wheel. The student will construct the bowl project during this time.

## **200 Chassis Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with different vehicle frame types, safety and rules associated with different sanctioning bodies. Students will learn how to use CAD software to aid in the design and production of a chassis. The Chassis project will be a group effort.

## **200 Lathe Operations**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with safe use and operation of manual Mills and Lathes. Students will learn to use dial calipers, micrometers and other precision measuring devices obtaining accuracy down to thousandths of an inch. Facing, turning, surfacing, drilling and tapping skills will be used to create the various projects in this module such as the wheel spacer, tube transfer, and tapping block.

## **200 MIG Welding II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with MIG welding round tubing during this module. This is a good time for students to brush up on MIG welding skills and for the instructor to make sure that the student is retaining the knowledge given in the first module.

## **200 Mill and Lathe Operations**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with hands on experience working on a manual mill and lathe machine. Students will be lectured on proper safety and operation of the manual machines. The Wheel Spacer and Tube Transfer will be completed during this module.

## **200 TIG Welding II**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with TIG welding round tubing during this module. Students will also go further in depth on the functionality of the TIG machines and their different capabilities. Students will be tested on welding round tubing at the end of the module.

## **300 Advanced Projects**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with continued development of previously learned skills as well as some new ones. Students get to revisit a lot of the skills and techniques they previously learned, and then expand on and learn new skills such as how to skin a panel or vehicle with aluminum, how to use and install quick release fasteners such as Dzus tabs and buttons, and how to use bead rolling techniques to make the aluminum panel a spring-loaded structure to eliminate rattling and vibration. They also further their drafting skills and blueprint reading on projects like the battery box and the Tab project.

### **300 Front Suspension Theory & Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with designing and creating front suspensions. With heavy emphasis on suspension theory, alignment set ups, and suspension geometry the students will learn the steps and knowledge to create front suspensions from the ground up. They start by developing their list of "Knowns" and design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their suspensions. They also then encounter problems and learn what needs to be done to correct or better their designs.

### **300 Rear Suspension**

This segment of the module's subject area of training focuses on the student developing the knowledge and skill-sets involved with the student developing the knowledge and skill-sets involved with designing and creating rear suspensions. With heavy emphasis on suspension theory, alignment set ups, and suspension geometry the students learning the steps and knowledge to create rear suspensions from the ground up. They start by developing their list of "Knowns" and design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their suspensions. They also then encounter problems and learn what needs to be done to correct or better their designs.

### **300 Safety by Design**

This module's student learning subject area focuses on the student developing the knowledge and skill-sets involved with developing parts and vehicles that will keep the end user as safe as possible. They learn that other people's lives will be in our hands as builders or fabricator and that their lives and safety will rely on our competence as fabricators and our knowledge of design and structure. Safety components such as seats, seat belts, proper roll cage triangulation and frame construction, and

others must be properly mounted, designed and used to be as safe as possible. Rules from many sanctioning bodies are discussed as well as the history and reasons for these developments in safety over the decades.

### **400 Career Opportunities / Life Skills**

This module's learning subject area focuses on the student developing the knowledge and skill-sets involved with job search efforts. Students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

## TUITION AND FEE POLICY

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes.

PROGRAM NAME	TUITION COST	REGISTRATION FEE	BOOKS, EQUIPMENT & TOOLS	TOTAL COST*
<b>Fundamental of Fabrication</b>	<b>\$25,500</b>	<b>\$250.00</b>	<b>\$375.00</b>	<b>\$26,125.00</b>

\* You are responsible for this total amount. If you obtain a student loan to pay for this educational program, you are responsible for repaying the full amount of the loan amount plus any interest, less the amount of any refund, and that, if you receive federal student financial aid funds, you are entitled to a refund of the monies not paid from federal financial aid funds.

- The "Total Cost" includes Tuition Cost, Application Fee, Registration Fee, and all Books, Equipment and Tools.
- \$625.00 (which is part of Total Cost) due at time of enrollment.
- Monthly progress reports are provided upon request.
- Job placement assistance is provided, which includes resume preparation, job skills and employment search support.

### ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

PROGRAM LENGTH	TOTAL CHARGES FOR 1 <sup>st</sup> PERIOD OF ATTENDANCE	TOTAL CHARGES FOR 2 <sup>nd</sup> PERIOD OF ATTENDANCE
<b>Fundamentals of Fabrication</b>	<b>\$13,375.00</b>	<b>\$12,750.00</b>

#### Statement Regarding the Availability of Comparable Programs Information

Information regarding tuition, fees and length of comparable programs may be obtained by contacting the Council on Occupational Education at (770) 396-3898 or (800) 917-2081, or by mail to: C.O.E., 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

#### Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were Enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## CANCELLATION, WITHDRAWAL, AND REFUND

### **Cancellation**

An applicant requesting cancellation of his/her Enrollment Agreement after signing such agreement and making an initial payment, but prior to entering the school, is entitled to a full refund of all monies paid. All monies paid by an applicant who cancels their enrollment must be refunded within thirty (30) calendar days after signing an enrollment agreement and making an initial payment.

A student shall have the right to cancel an agreement for a program of instruction without penalty or obligation (subject to the equipment clause below), through attendance at the program's first class session, or midnight of the seventh (7th) consecutive calendar day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the school at the campus of original enrollment. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the agreement is cancelled, the school shall refund within 45 days any consideration paid by the student, less a registration fee of two hundred fifty dollars (\$250). If the school gave the student any equipment\*, the student shall return the equipment thirty (30) days following the notice of cancellation. If the student fails to return the equipment within this thirty (30) day period, in good condition\*\*, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment. The student may retain the equipment without further obligation to pay for it.

\* Equipment includes all textbooks, supplies, materials, implements, tools, or any other goods related to the agreement for the program of instruction.

\*\* Good condition does not include equipment that has a broken seal, marked or damaged in any way, or cannot be reused because of clearly recognized health and sanitary reasons.

### **Withdrawal**

After the end of the cancellation period, the student has the right to withdraw from school at any time and has the right to receive a pro rata refund if the student has completed sixty percent (60%) or less of the program. The amount of that refund is to be "pro-rated" according to the portion of the program not completed, less the cost of any equipment not returned in good condition and less a registration fee of two hundred fifty dollars (\$250), if applicable. If a Student withdraws from a program of instruction after the period allowed for cancellation of the Agreement, the School shall remit a refund within 45 days following the Student's withdrawal.

Any student wishing to officially withdraw must notify the school's Executive Director's Office or the school's Registrar's Office of their intent to withdraw from school. The student may inform either office by mail, telephone, fax, or e-mail.

For the purpose of determining the amount you owe, a Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- (1) The Student notifies the school of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later;
- (2) The Fab School terminates the Student's enrollment as provided in the agreement;
- (3) The Student failed to attend classes for a three-week period, 21 consecutive calendar days;
- (4) The Student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

#### **Date of Withdrawal / Date of Determination**

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the student violates academic policy. If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

#### **Institutional Refund Policy**

When a student withdraws, the school must calculate a State of California pro-rata refund, which is used to determine allowable charges the school is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

Students who withdraw from their program up to and including sixty (60%) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100%) percent earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the school specifies in the agreement a separate charge for equipment which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

## **FEDERAL RETURNS OF TITLE IV POLICY**

This policy shall apply to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their programs.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Unsubsidized Direct loans, Subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, Federal SEOG.

**Return of Title IV Funds:** When a student officially withdraws prior to completing at least sixty percent (60%) of the payment period, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the 20% payment period remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the payment period, then he or she has failed to earn eighty percent (80%) of the Federal financial aid that was disbursed, or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Students who withdraw from their program up to and including sixty percent (60%) of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as one hundred percent (100%) earned after that point in time.

The return amount will be calculated using the number of days the student attended in the given payment period and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student divided by the total number of days in the payment period equals the percentage of payment period completed;

- Total number of days in the payment period\*;
- The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

\* The total number of calendar days in a payment period shall exclude any scheduled breaks of more than five days and any approved leave of absence.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

Unearned aid to be returned by the institution is the lesser of:

- A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
- B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the school determined the student withdrew:

- (1) Unsubsidized Direct Stafford Loans (other than PLUS loans);
- (2) Subsidized Direct Stafford Loans;
- (3) Federal Perkins Loans;
- (4) Federal Parent (PLUS) Loans;
- (5) Direct Plus Loans;
- (6) Federal Pell Grants; and
- (7) Federal Supplemental Opportunity Grants (SEOG).

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the school will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grants funding that are the responsibility of the student to return are reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file with Student Services Department following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.



# DISCLOSURES

## Department of Education Gainful Employment Information

(Based upon "Title IV" students enrolled between July 1, 2015 through June 30, 2016)

Pursuant to 34 C.F.R. § 668.6 the following information is to be disclosed in all material provided to students: (1) Occupational information listed by name and SOC code; (2) links to the occupational information as listed on the Department of Labor's O\*Net; (3) program costs including: tuition and fees, books and materials, and housing; (4) median loan debt; (5) on-time completion rate; and (6) placement rate. The following table displays this information by program:

### FUNDAMENTALS OF FABRICATION Program

OCCUPATIONAL INFORMATION	O*NET LINKS	COSTS	MEDIAN LOAN DEBT	COMPLETION RATE (Title IV Students Only)	PLACEMENT RATE (Title IV Students Only)
Machine Setters, Operators, and Tenders #51-4122.00 Metal Fabricator: Welding, Soldering, and Brazing #51-2041.00 Welders, Cutters, Welder Fitters #51-4121.06	<a href="https://www.onetonline.org/link/summary/51-4122.00">https://www.onetonline.org/link/summary/51-4122.00</a> <a href="https://www.onetonline.org/link/summary/51-2041.00">https://www.onetonline.org/link/summary/51-2041.00</a> <a href="https://www.onetonline.org/link/summary/51-4121.06">https://www.onetonline.org/link/summary/51-4121.06</a>	Tuition and Fees: \$26,125.00 (included in cost are: Fees, Books, Equipment, and Tools On campus room and board: N/A	Federal Loans: \$4,255.51 Private Educational Loans: \$0 Institutional Financing Plans: \$0	Weeks to complete: Day: 25 Evening: 37.5  Council on Occupational Education; % of students graduating within (100%) of that time: 97% (July 1, 2015 – June 30, 2016)	The job placement rate for this program's graduates is:  Council on Occupational Education: 97% (July 1, 2015 – June 30, 2016)

- ***This program prepares students for the American Welding Society (AWS) Welding Certification Test.***
- ***The Fab School is not aware of any specific states or metropolitan areas for which licensure is required for employment in this industry.***
- ***You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.***
- ***Students successfully completing this program are awarded a "Certificate of Completion".***
- ***Between July 1, 2015 and June 30, 2016, the number of Title IV students (only) who enrolled (35), 34 or 97% completed the program on time.***
- ***While the U.S. Department of Education has not yet provided the median earnings for this program, The Fab School wants you to know that during the period of July 1, 2015 through June 30, 2016, of the 34 Title IV graduates, the median yearly earnings reported by these graduates were \$31, 980.00***

## THE FAB SCHOOL

### Three-Year Cohort Default Rate

The Fab School's most recent reported three-year cohort default rate, as reported by the U.S. Department of Education is:

<u>2012</u>	<u>2013</u>	<u>2014</u>
0.00% <sup>1</sup>	0.00% <sup>1</sup>	7.50% <sup>1</sup>

**DEFINITION:**

<sup>1</sup> The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Additional information may be found at the College Navigator website at <http://nces.ed.gov/collegenavigator/>.

# State of California Bureau for Private Postsecondary Education

## (ON-TIME COMPLETION RATES)

(As reported to the Bureau for Private Postsecondary Education December 1, 2017)

The following is The Fab School's official completion rates for the Fundamentals of Fabrication program for the reporting period, January 1, 2015 through December 31, 2015 and for the period January 1, 2016 through December 31, 2016. The school's official completion rates are that which is used to determine compliance with the Bureau's requirements.

January 1, 2015 – December 31, 2015	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-time Completion Rate <sup>4</sup>
Fundamentals of Fabrication	122	48	47	97.9%
January 1, 2016 – December 31, 2016	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-time Completion Rate <sup>4</sup>
Fundamentals of Fabrication	156	64	63	98.4%

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all students who cancelled during the cancellation period.

<sup>2</sup> "Students Available for Graduation" is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

<sup>3</sup> "Number of On-time Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.

<sup>4</sup> "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

## Council on Occupational Education

### GRADUATE RATE

(As reported to C.O.E. December 2, 2016)

The following is The Fab School's official graduation rate for the Fundamentals of Fabrication program for the reporting period, July 1, 2015 through June 30, 2016. The school's official graduation rate is that which is used to determine compliance with accreditation requirements.

CAMPUS	PROGRAM	Time Frame <sup>1</sup>	TOTAL NUMBER OF AVAILABLE STUDENTS <sup>2</sup>	TOTAL GRADUATES <sup>3</sup>	GRADUATION RATE <sup>4</sup>
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2015 – June 30, 2016	106	103	97%

<sup>1</sup> Time frame for cohort of starts that were measured for this reporting period

<sup>2</sup> Total number of available students that were enrolled and scheduled to graduate during the reporting period

<sup>3</sup> Total number of actual graduates during the reporting period

<sup>4</sup> Graduation Rate = The Total Number of Available Students who were scheduled to graduate during the reporting period (divided by) the Total Number of actual students who graduated

# State of California Bureau for Private Postsecondary Education

## JOB PLACEMENT RATES

(As reported to the Bureau for Private Postsecondary Education December 1, 2017)

The following is The Fab School's official graduate employment rate for the Fundamentals of Fabrication program for the reporting period, January 1, 2015 through December 31, 2015 and for the period January 1, 2016 through December 31, 2016. The school's official graduate employment rate is that which is used to determine compliance with the Bureau's requirements.

### **Fundamentals of Fabrication (Program Length - 600 Clock Hours)**

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Number of Graduates <sup>1</sup>	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field <sup>1</sup>	Placement Rate % Employed in the Field <sup>1</sup>
2015	N/R	N/R	N/R	N/R	N/R
2016	156	64	64	59	92.1%

**<sup>1</sup> “Because of the changes in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”**

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School’s Placement Office.

## Council on Occupational Education

### GRADUATE EMPLOYMENT RATE

(As reported to C.O.E. December 2, 2016)

The following is The Fab School's official graduate employment rate for the Fundamentals of Fabrication program for the reporting period, July 1, 2015 through June 30, 2016. The school's official graduate employment rate is that which is used to determine compliance with accreditation requirements.

CAMPUS	PROGRAM	Time Frame <sup>1</sup>	TOTAL AVAILABLE GRADUATES FOR EMPLOYMENT <sup>2</sup>	TOTAL NUMBER OF ELIGIBLE “IN-THE-FIELD” EMPLOYMENT <sup>3</sup>	EMPLOYMENT RATE <sup>4</sup>
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2015 – June 30, 2016	95	92	97%

<sup>1</sup> Time frame for cohort of graduates that were measured for this reporting period

<sup>2</sup> Total Available Graduates for Placement during the reporting period

<sup>3</sup> Total Number of Eligible “In-the-Field” Placements during the reporting period

<sup>4</sup> Employment Rate = The Total Number of Eligible “In-the-Field” Employment (divided by) the Total Available Graduates for Employment during the reporting period.

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School’s Placement Office.

## STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite #400, Sacramento, California 95833 (P.O. Box 980818, West Sacramento, California 95798-0818, or phone (888) 370-7589 or fax (916) 263-1897, or the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Persons seeking to resolve problems or complaints should first contact either the instructor, Director of Education and/or Executive Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Schools accredited by the Council on Occupational Educations (C.O.E.) must have a procedure and operational plan for handling student complaints. If the student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3790, [www.council.org](http://www.council.org) . A copy of the Council's Complaint Form is available at the School and may be obtained by contacting the Executive Director.

## TRADEMARK NOTICES

Materials are protected by copyright, trademark, and other intellectual property laws and all rights in the said Materials are reserved by The Fab School or their respective owners.