

# COURSE CATALOG

2020-2021

## TECHNICIAN TRAINING PROGRAMS

*Automotive*

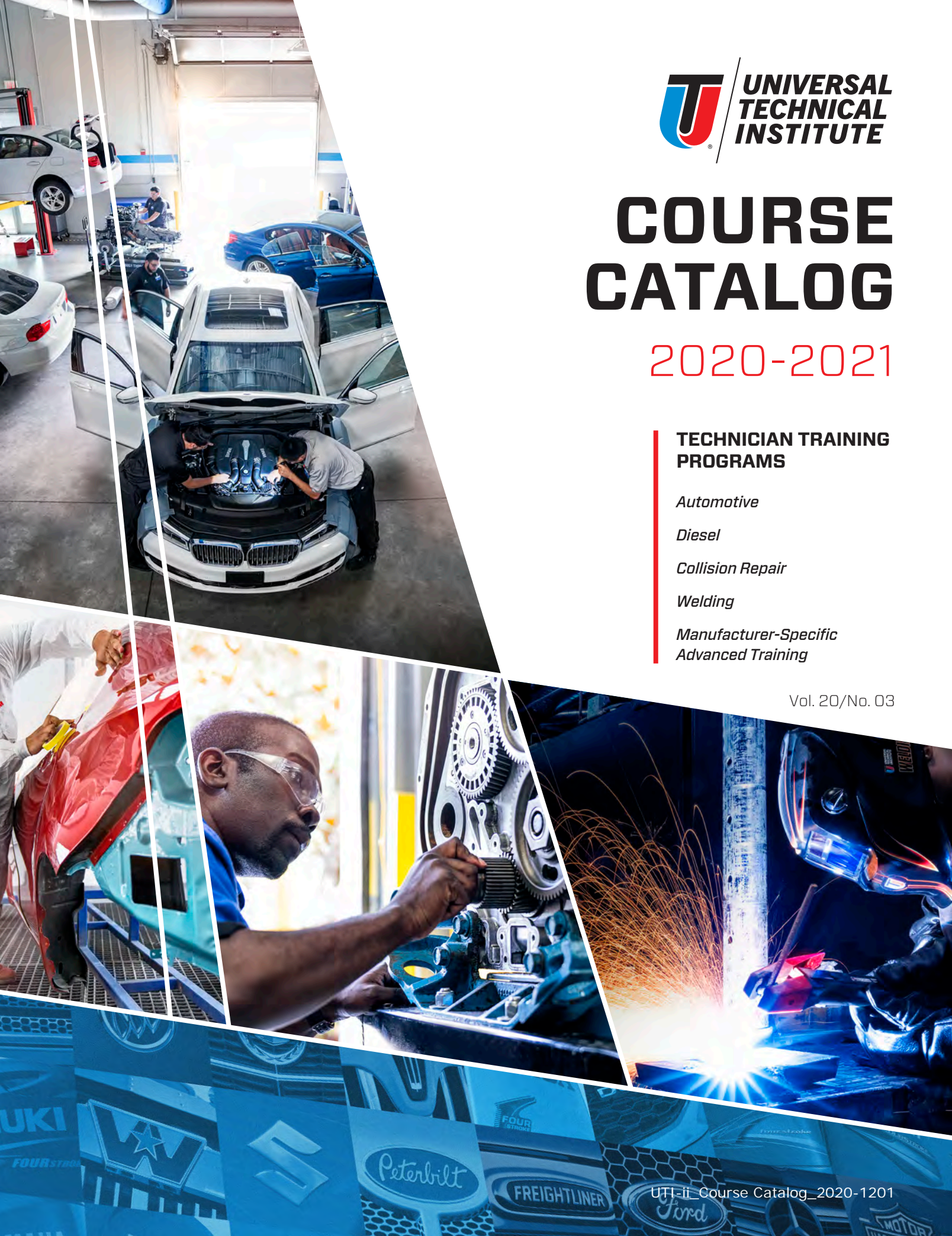
*Diesel*

*Collision Repair*

*Welding*

*Manufacturer-Specific  
Advanced Training*

Vol. 20/No. 03





# UNIVERSAL TECHNICAL INSTITUTE

A wise person once said, "Do what you love and you'll never work a day in your life." It's a simple philosophy but it really means something special here at UTI. Our founders had a dream to help people by providing them with the knowledge and skills to pursue their passion. The passion to work with their hands solving technical problems. This is the backbone of our country, this is the "new smart" of American education. I'm proud to report this dream continues to be realized every single day, on every UTI campus, by students just like you.

Now it's your turn to join this proud tradition.

As a student, you're taking your first steps down the road to a future that's full of promise and we're here to support you every step of the way. From caring expert instructors to hands-on experience in our manufacturer-sponsored labs, we have the staff, facilities and industry relationships you'll need to succeed. It's this winning formula that's made us the "industry's choice" for technician training. In fact, today's top manufacturers prefer to employ UTI graduates because they know you'll have what it takes to be a valuable addition to their team.

In this catalog, you'll find the basic facts about the school and your training program. If you have any questions or would like additional information, please contact your UTI Admissions Representative or your UTI campus directly.

Welcome to UTI. We're excited to have you with us because we share the same dream – your future success.



**MOTORCYCLE  
MECHANICS  
INSTITUTE**



**MARINE  
MECHANICS  
INSTITUTE**



**NASCAR  
TECHNICAL  
INSTITUTE**



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Information in this catalog is for programs at the Avondale, Arizona; Bloomfield, New Jersey; Dallas/Fort Worth, Texas; Rancho Cucamonga, Long Beach and Sacramento, California; and Orlando, Florida campuses.

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For important information about the educational debt, earnings and completion rates of students who attended this program, visit [www.uti.edu/disclosures](http://www.uti.edu/disclosures).

Universal Technical Institute campuses in Avondale, Bloomfield, Dallas/Fort Worth, Rancho Cucamonga, Long Beach, Orlando and Sacramento are owned by UTI Holdings, Inc., a subsidiary of Universal Technical Institute, Inc., located in Phoenix, Arizona.

All photos represent programs listed in this catalog.











## INTRODUCTION

### Mission Statement

Our mission is to be the leading provider of technical training for students seeking entry-level careers as automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle and marine technicians, as well as welders and CNC machining technicians. Our technician training programs provide students with fundamental skills applicable and transferable to a variety of related industrial technician professions requiring an ability to diagnose, maintain and repair gas and diesel engines; mechanical, electrical and hydraulic equipment; and electronic systems.

### UTI's Philosophy

Universal Technical Institute, Inc., (UTI) is dedicated to providing students with the technical education needed to begin successful careers as technicians in the automotive, diesel, industrial and collision-repair fields. We provide a positive learning environment that encourages students to successfully complete their training programs and apply their knowledge and skills in technician careers. UTI's balance of theory, diagnosis, demonstrations and practical lab work consistently develops graduates who are accepted throughout the industry and recognized as potential leaders in their fields.

### Administration

Universal Technical Institute of Arizona, Inc.; Universal Technical Institute of California, Inc.; Universal Technical Institute of Illinois, Inc.; Universal Technical Institute of Northern California, Inc.; Universal Technical Institute of Pennsylvania, Inc.; Universal Technical Institute of Phoenix, Inc.; Universal Technical Institute of Texas, Inc.; Universal Technical Institute of Northern Texas, LLC; Universal Technical Institute of Southern California, LLC; and Universal Technical Institute of North Carolina are wholly owned subsidiaries of UTI Holdings, Inc. Officers of the subsidiaries are Jerome A. Grant, Chief Executive Officer; and Troy R. Anderson, Chief Financial Officer and Executive Vice President.

### History

UTI was founded in Phoenix, Arizona, in 1965, with an automotive curriculum. Over the past five decades, the campus has grown from 11 students and a single building to a modern training facility that accommodates the Automotive Technology II and Diesel Technology II training programs. In 2004, the campus relocated to a new 282,000 square-foot facility in Avondale, Arizona.

Through the years, in a continuing effort to match student skills with the needs of the industry, UTI has developed and expanded with additional curriculum and campuses. In 2003, UTI became a public company through a successful initial public offering of its common stock.

In 2004, the Orlando campus was approved to offer Automotive Technology training. Diesel Technology training was added in 2015.

In 2005, Universal Technical Institute of Northern California, Inc., opened in Sacramento, California.

In 2009, UTI established a campus in the Dallas/Fort Worth, Texas area. This location is designed to utilize a more compact space and primarily service the residents of the greater Dallas area. This campus is the first campus in the UTI family to provide all of its programs utilizing a blend of face to face and online modalities.

The campus in Rancho Cucamonga opened in 1998. In 2004, that campus relocated to a new, larger facility.

In 2015, UTI established a campus in Long Beach, California.

## WHY UTI STANDS OUT

### Scholarship & Institutional Grant Programs

UTI makes available sponsored scholarship and institutional grant programs to students who qualify. Specific conditions, criteria and awards vary by state. For more information, visit our website at [www.uti.edu/scholarships](http://www.uti.edu/scholarships).

#### INSTITUTIONAL GRANT PROGRAMS

##### Relocation Grant

The Relocation Grant is designed to assist students who have the greatest financial need and commute 50 miles or greater one way daily or relocate to attend UTI by subsidizing costs associated with relocation, housing or making long commutes back and forth to school, to allow students to focus on academics and gaining local employment. There is no application process and all enrolled students are reviewed for eligibility on a weekly basis. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for applicable start dates and program restrictions.

##### Eligibility Criteria:

- Relocating or commuting 50 or more miles daily to campus
- Enrolled more than 30 days prior to start date
- Have an EFC (Estimated Family Contribution) of 5,500 or less

##### Institutional Grant

The Institutional Grant is designed to assist students who are in the greatest financial need, relocating or commuting 50 miles or greater, to attend UTI by reducing their overall tuition. There is no application process and all enrolled students are reviewed for eligibility on a weekly basis. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for applicable start dates and program restrictions.

##### Eligibility Criteria:

- Relocating or commuting 50 or more miles daily to campus
- Enrolled more than 30 days prior to start date
- Have an EFC (Expected Family Contribution) of 5,500 or less

##### MSAT Relocation Grant

The MSAT Relocation Grant is designed to assist students who wish to further their education by enrolling in a Manufacturer Program. Eligible students must be currently attending, or previously graduated from Universal Technical Institute and relocating to another Universal Technical Institute campus in order to complete a manufacturer program. Specific campus

to campus conditions apply. Students must complete an application to be reviewed for eligibility. All applicants meeting the campus and specific eligibility requirements are awarded a grant upon enrollment in an approved Manufacturer Program. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for qualifying campuses.

### **Adult Tuition Assistance Grant**

The Adult Tuition Assistance Grant consists of a written exam containing both academic and technical questions designed to test the knowledge of participants interested in the transportation industry. The test is open to adult students who are enrolled, or interested in enrolling at Universal Technical Institute, NASCAR Technical Institute or Motorcycle or Marine Mechanics Institute. Testing results and Grant announcements are distributed on a specified date following each testing cycle. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for additional grant information.

### **American Dream Grant**

The American Dream Grant consists of a written exam designed to test the knowledge of participants interested in the transportation industry. The test is open to high school seniors who have already enrolled, or are interested in enrolling at Universal Technical Institute, NASCAR Technical Institute or Motorcycle and Marine Mechanics Institute. Participants have the choice between taking an academic version of the test or a technical version. Testing results and Grant announcements are distributed on a specified date following each testing cycle. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for additional grant information.

### **Hands-on Competition Grants**

Hands-on Competition Grants are awarded by UTI to the top high school competitors of various career and technical organizations. Competitors must be individual members of the career and technical organization in which they are competing in. Students are judged during a timed hands-on competition by a panel of judges associated with the career and technical organization. Winners are placed by the judges based on their scores. Grants are awarded physically at the hands-on competitions and students must redeem them upon enrollment to UTI. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for additional grant information.

#### **Career and Technical Programs in which Grants are offered:**

- Automotive Dealers Association
- SkillsUSA
- Future Farmers of America
- Hot Rodders of Tomorrow
- New Jersey Cooperative Education Association Charles V. Rosica Program
- New Jersey Cooperative Education Coordinators Association (NJCECA)

### **Top Tech Challenge Competition Grant**

The Top Tech Challenge Competition is a hands-on competition sponsored by Universal Technical Institute with a purpose to expose local students to the industry that they have a passion for. This competition allows each participant the opportunity to compete and test the knowledge that they have obtained in high school. This is done through a multi-step process that consists of a written test as well as specific tasks performed at multiple hands-on work stations. Each individual workstation task is scored by a subject matter expert. Final scores for each work station as well as the written test are tallied and winners are determined based on the outcome of their scores

in comparison to other competitors. Grants are awarded physically at the competition and students must redeem them upon enrollment to UTI. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for additional grant information.

### **Hands-on Competition Perseverance Grant**

The purpose of the Hands-on Competition Perseverance Grant is to acknowledge all of the students who are members of an approved career and technical organization that missed out on competing in a hands-on competition due to the Covid-19 pandemic. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and program restrictions.

#### **Eligibility Requirements:**

- Applicant must have been a Junior or Senior student, enrolled in High School during the 2019/2020 academic year
- Applicant must be a resident of a state that cancelled their 2020 hands-on competition due to Covid-19
- Applicant must be able to provide proof of 2020 membership (obtained prior to April 1, 2020) in one of the listed career and technical organizations
  - SkillsUSA
  - FFA (Future Farmers of America)
  - ADA (Automotive Dealers Association)
  - HROT (Hot Rodders of Tomorrow)
- Enrolled at UTI/MMI/NASCAR Technical Institute

### **Boston Public School District Grant**

The Boston Public School District Grant is a program specific to students from the Boston Public School District who seek to enroll at UTI, MMI or NASCAR Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded annually. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and program restrictions.

#### **Eligibility Requirements:**

- Be enrolled to start UTI, MMI or NASCAR Technical Institute
- Proof that applicant is currently enrolled and set to graduate, or previously graduated for a high school located within the Boston Public School District during or after the 2018 academic year
- Provide a signature of endorsement from an instructor, guidance counselor or employer as instructed on the application
- Submit the Boston Public School District Grant application to the UTI Scholarship Department prior to the deadline listed on the application

### **NASCAR Diversity Grant**

In an effort to further Diversity, NASCAR is sponsoring a grant program for incoming students exclusively at the NASCAR Technical Institute campus. Students who feel they can create positive change in the racing industry through advancement of diversity initiatives are encouraged to apply. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded two weeks after each submission deadline. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and program restrictions.



**Eligibility Requirements:**

- Be enrolled at NASCAR Technical Institute for one of the approved start dates listed on the application
- Have a completed FAFSA at the time of application submission
- Submit a completed application to the UTI Scholarship Department by the appropriate deadline as listed on the application

**NASCAR Technician of Tomorrow Grant**

The NASCAR Technician of Tomorrow Grant Program, sponsored by NASCAR, seeks to assist students who are looking for great career training with NASCAR Technical Institute, and who truly understand and exhibit the traits of a great team member. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded two weeks after each submission deadline. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and program restrictions.

**Eligibility Requirements:**

- Be enrolled at NASCAR Technical Institute for one of the approved start dates listed on the application
- Submit a completed application to the UTI Scholarship Department by the appropriate deadline as listed on the application

**UTI Natural Disaster Grant**

The UTI Natural Disaster Grant is available to enrolled students who were residing in a designated area impacted by a natural disaster at the time of declaration as made by the Federal Emergency Management Agency (FEMA). Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded monthly. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and eligibility requirements.

**Eligibility Requirements:**

- Be enrolled to start UTI, MMI or NASCAR Technical Institute
- Have been a resident of a designated area impacted by the natural disaster at the time of declaration
- Submit the completed application to the UTI Scholarship Department prior to starting classes at UTI
- Must utilize grant and start classes at Universal Technical Institute, NASCAR Technical Institute or Motorcycle and Marine Mechanics Institute within one year of grant award
- Be applying for a natural disaster as designated by the Federal Emergency Management Agency (FEMA) that has occurred within the last 12 months of the application date

**Program Exclusions:**

- This program excludes Covid-19 related declarations

**UTI Caribbean Natural Disaster Grant Program**

The UTI Caribbean Natural Disaster Grant provides assistance to students directly impacted by the natural disasters as declared by the Federal Emergency Management Agency (FEMA), which devastated the Caribbean Islands in 2019 and 2020. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded monthly. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant application and eligibility requirements.

**Eligibility Requirements:**

- Be enrolled to start UTI, MMI or NASCAR Technical Institute
- Applicant must have been a resident of Puerto Rico or a designated impacted area as declared by the Federal Emergency Management Agency at the time of declaration

- Submit the completed application to the UTI Scholarship Department prior to starting classes at UTI
- Must utilize grant and start classes at Universal Technical Institute, NASCAR Technical Institute or Motorcycle and Marine Mechanics Institute within one year of the grant award

**Program Exclusions:**

- This program excludes Covid-19 related declarations

**Salute to Service Grant**

The Salute to Service Grant Program is available to all students enrolled to attend Universal Technical Institute, NASCAR Technical Institute or Motorcycle and Marine Mechanics Institute who are currently serving, or who previously served honorably in a branch of the United States Armed Forces. Eligible students are required to complete an application and submit proof of service via a valid DD214, or for enlisted members, a letter from their Commanding Officer. Grants are awarded within two weeks of submission to the UTI Scholarship Department. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Visit the UTI Scholarship website at: <https://UTI.edu/financial-aid/scholarships-grants> for grant details and program restrictions.

**SCHOLARSHIP PROGRAMS**

Please visit <https://UTI.edu/financial-aid/scholarships-grants> for a listing of all scholarship programs offered at Universal Technical Institute, NASCAR Technical Institute and Motorcycle and Marine Mechanics Institute.

## Significant Investment in Facilities and Equipment

UTI has made significant investments in late-model vehicles, equipment and up-to-date facilities to give our students valuable hands-on training that's in demand by employers in the automotive and diesel industries.

UTI training facilities encompass the following campuses:

- Avondale, Arizona, campus – 52 classrooms, 26 labs and approximately 275,000 square feet of space
- Bloomfield, New Jersey, campus – 21 classrooms, 15 labs and approximately 108,000 square feet of space
- Dallas/Fort Worth, Texas, campus – 20 classrooms, 6 class labs, 2 main labs, 1 resource center and approximately 95,000 square feet of space
- Long Beach, California, campus – 26 classrooms, 19 class labs and approximately 142,600 square feet of space
- Orlando, Florida, campus – 31 classrooms, 6 labs, 7 class-labs, 2 learning resource centers and approximately 154,200 square feet of space
- Sacramento, California, campus – 49 classrooms, 12 labs and approximately 239,000 square feet of space
- Rancho Cucamonga, California, campus – 27 classrooms, 8 labs and approximately 147,000 square feet of space

All training areas have the required lighting, heating, ventilation, cooling and plumbing/sanitation facilities as determined by local requirements.

## Curriculum Development

UTI maintains a national curriculum development department to design and modify our programs according to industry needs. Working closely with industry advisory boards and ASE Education Foundation standards, our curriculum development professionals build a learning experience to provide students with both the theoretical and the hands-on experience needed to prepare for the field.

The UTI curriculum development team is comprised of industry and education experts who work together to develop course guides and lab exercises that are on the cutting edge of the industry and educationally sound. Course guides are used in classroom activities, outside of class study and in the lab environment. Supplemental textbooks are provided to help students reinforce material covered in the classroom and lab.

## Industry-Aligned Training Program

UTI refined its curriculum delivery program to train the way the industry trains its technicians in the field. Using a blended learning approach, students complete foundational Interactive Online Learning (IOL) modules before engaging in instructor-led discussions of real-world application that culminate in hands-on lab tasks which give students an opportunity to apply what they've learned by using the tools and training aids they've been discussing.

## ASE Education Foundation Accreditation

UTI is one of the few private career schools in the nation to offer Automotive Technology, Diesel & Industrial Technology, and Collision Repair and Refinish Technology programs that are accredited by the ASE Education Foundation, a non-profit organization that evaluates technician training programs against standards developed by the automotive, truck and collision industries.

**Note:** Any new UTI campus or program is required to graduate its first class before becoming eligible to receive ASE Education Foundation accreditation. Therefore, not all programs may be ASE Education Foundation accredited. Contact the Education Department at your campus for more information.



## Experienced Instructors

Before joining UTI, all instructors are required to have a combination of field experience and training sufficient to meet accreditation standards and state regulations in the states in which the school is licensed or approved to operate. Due to their experience and training, UTI instructors are able to share information and insights with students that otherwise might take years to learn on the job.

UTI updates its instructors through a variety of seminars and workshops that keep them abreast of new technology so they can pass that knowledge along to students. Instructors also continue their education and improve their teaching skills through training provided by the Center of Excellence in Education.

All of UTI's Automotive Technology II, Diesel Technology II, Automotive and Diesel Technology II, and Collision Repair & Refinish Technology instructors are required to be ASE certified in the areas they teach. In addition, Collision Repair & Refinish Technology instructors also are required to be certified by

I-CAR for the areas they teach. UTI's Welding instructors have more than five years of industry experience in addition to being certified in the welding processes, positions and materials for the areas they teach. Many UTI instructors are Master Certified and some have achieved the distinction of acquiring multiple Master Certifications.

## Manufacturer Paid Manufacturer-Specific Advanced Training Programs

UTI's manufacturer paid Manufacturer-Specific Advanced Training (MSAT) programs are for the following manufacturers:

- BMW of North America, LLC
- International Truck and Engine Corporation
- Mercedes-Benz
- Peterbilt Motors Company
- Porsche Cars of North America, Inc.
- Volvo Car USA, LLC

These programs offer qualified students the opportunity to train for challenging and rewarding careers with worldclass manufacturers. To qualify, students must interview successfully and meet the established GPA, attendance, driving record, drug testing, relocation and entrance-exam requirements. Also, MSAT applicants cannot have a felony conviction or pending felony charge to qualify for admission. To be eligible for acceptance into any Manufacturer-Specific Advanced Training program, you must be a U.S. citizen or present a current visa. The effective period of the visa must cover the entire period of attendance, including the training program and dealership employment obligation. Tuition for these programs is sponsored by the manufacturer in accordance with established terms of employment.

**Note:** These MSAT programs are not part of UTI's accreditation. Additionally, these programs are not regulated or approved by any state regulator or licensing agency. Program availability and locations vary.

## Student Support Staff

UTI has an experienced and highly skilled staff dedicated to assisting students. We help students determine whether they qualify for financial aid, assist them in obtaining affordable housing and part-time employment, and offer support in many more areas.

## Graduate Employment Assistance

Although we cannot guarantee employment, we do place great emphasis on assisting UTI graduates to obtain entry-level technician positions as they begin their careers.





## Graduate Refreshers

To refresh their knowledge, graduates can retake any course they have successfully completed as often as they desire at no additional tuition cost (provided the course is still offered and space is available). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. Graduate refreshers are treated as audited courses and do not impact a student's CGPA or overall attendance rate (i.e., do not replace the previous attempt(s)).

## Industry Alliances

To respond to the high demand for highly qualified technicians in the automotive and diesel industries, UTI has built alliances with many leading manufacturers. UTI is able to provide students with Manufacturer-Specific Advanced Training programs through alliances with internationally renowned organizations, such as BMW, Cummins, Daimler Trucks North America, Ford, GM, Infiniti USA, Mercedes-Benz, NASCAR, Navistar International Corporation, Nissan, Peterbilt Motors Company, Porsche, Toyota, Volvo, Axalta Coating Systems and Snap-on®.



## Tuition Reimbursement Incentive Program (TRIP)

Because the demand for UTI graduates is high, many companies participate in the Tuition Reimbursement Incentive Program (TRIP). This program has been implemented to help companies attract and retain top technicians by offering our graduates tuition reimbursement. TRIP employers assist the graduates they hire by making all or a portion of their monthly student loan payments. These employers demonstrate a high level of commitment to the UTI graduates they hire while investing in their present and future technician workforces.

**Note:** Not all employers participate in the TRIP program. Ask the Employment Services department for more information about participating companies.

## Articulation Opportunities

UTI strongly supports education as the key to a successful future. Part of this support involves arranging strategic alliances with other institutions of higher education for students interested in continuing their education after graduation. UTI has developed articulation agreements with several schools around the country that make it possible for graduates to transfer some of the credits earned at UTI. This provides UTI graduates with excellent opportunities to transfer to advanced degree programs.

Grand Canyon University (GCU) offers UTI graduates an opportunity to continue their education and receive a scholarship toward a 10% reduction in GCU tuition. From a growing campus community that features new facilities to leadership experienced in online education, GCU offers a unique educational experience to students enrolled in its academic programs. Whether UTI grads pursue a degree in person or online, they have access to a variety of GCU resources, the support of full-time faculty and a choice of programs.

UTI has credit-acceptance programs with City University of Seattle,\* a private, nonprofit higher education institution serving working adults who want to pursue further educational opportunities without interrupting their careers. With campus locations throughout the United States and around the world, City University of Seattle offers UTI graduates an opportunity to obtain an associate or bachelor's degree in less time (usually less than four years, depending on the number of UTI credits accepted\*) via distance learning from wherever their careers may take them.

UTI graduates also can earn an associate, bachelor's or master's degree in some of the fastest growing fields at DeVry University, which has more than 45 locations in major metropolitan areas across the country. Students can transfer course credit as technical specialty or elective course credit into DeVry's baccalaureate program for a Bachelor of Science degree in Technical Management. Also, most programs are offered online, meaning courses can be taken anywhere, anytime.

The University of Phoenix also has made it possible for students at applicable UTI campuses who are earning an associate degree to transfer some of the credits earned directly to University of Phoenix toward a Bachelor of Science degree in Management.\* With campuses located in most major cities nationwide and online, the university is prepared to accept those graduates who meet their admissions requirements and want to continue their education to obtain its bachelor's degree.

UTI also has teamed with Wayland Baptist University (WBU) to offer UTI graduates an opportunity to continue their education through a credit transfer program. WBU has campuses in Arizona, Texas and other states as well as online programs.

UTI students will be provided detailed information on these important continuing education opportunities during the career development portion of their training. Enrolling students may obtain information directly from their Admissions Representative. In all cases, UTI graduates must meet the admissions requirements of the accepting campus in order to transfer credit and complete a program.

\*The institution accepting UTI credits determines if and how many credits will be accepted.

## Transfer of UTI Course Credits to Another Institution

With the exception of the Avondale, Long Beach, Northern Texas, Orlando, Rancho Cucamonga and Sacramento campuses, UTI's campuses are considered vocational institutions and do not offer degree programs or academic programs at the college level. Students receive diplomas upon successful completion of the training programs at all other campuses. However, the credits earned do not automatically transfer to another school unless that school is willing to accept them from a transferring student.

UTI does not ensure the transferability of any credits to any other institution. In most cases, the credits earned at UTI will not transfer to another postsecondary institution. An institution's accreditation does not guarantee credits earned at that institution would be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what, if any, credits that institution will accept.

## Transfer of Other Institution Credits to UTI

UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

## ACCREDITATION AND STATE LICENSING

UTI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.



### Agency Approvals

In many states, UTI is an approved vendor recipient of third-party tuition funds from the agencies listed below. Approvals vary by state for each UTI campus. UTI's Agency Department can provide information on the programs available for each campus location.

- Department of Defense Tuition Assistance
- Foster Care
- Native American Tribes
- Trade Adjustment Act
- U.S. Department of Veterans Affairs
- Vocational Rehabilitation Services
- Workers' Compensation
- Workforce Innovations and Opportunities Act

### State Licensing

Approvals apply to campuses denoted at the end of each agency listing with an "A" for the Arizona campus, "C" for the California campuses, "F" for the Florida campus, "N" for the New Jersey Campus and "T" for the Texas campus.

Licensed by the Alabama Community College System pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. F

Licensed by the Arkansas Department of Higher Education. F, T  
Approved and licensed to operate by the Arizona State Board for Private Postsecondary Education. A

Universal Technical Institute is a private institution that it is approved to operate by the California Bureau for Private Postsecondary Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations. C

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. A

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL, 32399-0400 Toll-free: 888-224-6684. F

Authorized under the Georgia Nonpublic Postsecondary Education Institutions Act of 1990. F

This institution is authorized by the Indiana Commission for Higher Education/Indiana Board for Proprietary Education 101 W. Ohio St., Suite 300, Indianapolis, IN 46204-1984, 317-232-1033. A

Approved by the Kansas State Board of Regents. A, T

Licensed by the Kentucky Commission on Proprietary Education, 300 Sower Boulevard, 4th Floor, Frankfort, KY 40601 502-664-4185.

Student Protection Fund – KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay

off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found at the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov). F

Licensed by the Louisiana Board of Regents. F, T

Universal Technical Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. A

Licensed by the Mississippi Commission on Proprietary Schools and College Registration, Certificate Nos. C-117 & C-695. Licensure indicates only that a minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. F, T

Approved to operate by the Missouri Coordinating Board for Higher Education. A, T

Authorized to offer post-secondary degree programs in the State of Montana. A, C, F, T

Approved by the Nebraska Department of Education. A

UTI Representatives comply with all applicable legal requirements to recruit in the State of Nevada.

Approved and licensed to operate by the State of New Jersey Department of Labor and Workforce Development. N

This school has been approved for Designation of an Out-of-State Proprietary School by the New Mexico Higher Education Department. A, T, C (Long Beach)

Approved by the Ohio State Board of Career Colleges and Schools. Certificate registration numbers are 98-04-1487T (AZ), and 2139 (NJ). A, N

Licensed by the Oklahoma Board of Private Vocational Schools. T

Licensed by the Oregon Higher Education Coordinating Commission. A, C (Sacramento)

UTI Representatives comply with all applicable legal requirements to recruit in the State of Rhode Island.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. F

Authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. F

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, TX. T

UTI Representatives comply with all applicable legal requirements to recruit in the State of Virginia.

(Degree Programs) Universal Technical Institute is authorized by the Washington Student Achievement Council (the Council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Universal Technical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the



Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov). A, C (Sacramento)

(Non-Degree Programs) Authorized to operate in the state of Washington under WA RCW 28C.10. A, C (Sacramento). F Approved by the Wisconsin Educational Approval Board. A Licensed by the State of Wyoming as a post-secondary proprietary school under W.S. 21-2-401 through 21-2-407. A For more information or to view the campus licenses and accreditation documents, please visit the Office of the Campus President.

## Memberships

Active memberships are held in the following organizations:

- American Boat & Yacht Council
- Arizona Fleet Maintenance Council
- Arizona Guidance and Personnel Association
- Arizona Private School Association
- Arizona Trucking Association
- Arizona Veterans Program Association
- Automotive Aftermarket Industry Association
- Automotive Service Association
- Automotive Training Managers Council
- Automotive Wholesalers of Arizona
- Automotive Youth Educational Systems
- Better Business Bureau
- California Association of Private Postsecondary Schools
- Career Colleges and Schools of Texas
- Central Florida Hispanic Chamber of Commerce
- Chamber630
- Chester County (Pennsylvania) Chamber of Business and Industry
- Chicagoland Apartment Association
- Collision Industry Council
- Exton Chamber of Commerce
- Greater Houston Partnership
- Houston Auto Body Association
- Houston Automobile Dealers Association
- Houston Chamber of Commerce
- Illinois Chamber of Commerce
- Independent Automotive Service Association
- Inter-Industry Conference on Auto Collision Repair
- International Autobody Congress & Exposition
- International Automotive Technicians Network
- Irving Chamber of Commerce
- Lisle Area Chamber of Commerce
- Massachusetts Association of Private Career Schools
- Mooresville-South Iredell (NC) Chamber of Commerce
- Naperville Area Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Auto Body Council
- National Automotive Technicians Education Foundation

- National Institute for Automotive Service Excellence
- National Rehabilitation Association
- Natomas Chamber of Commerce
- NextEd
- North American Council of Automotive Teachers
- North Carolina Association of Career Colleges and Schools
- North Carolina Business Committee for Education
- North Carolina Motorsports Association
- Orlando Chamber of Commerce
- Pennsylvania Private School Association
- Phoenix Chamber of Commerce
- Rancho Cucamonga Chamber of Commerce
- Sacramento Hispanic Chamber of Commerce
- Sacramento Metro Chamber of Commerce
- SEMA
- Servicemembers Opportunity Colleges
- SkillsUSA
- Society for Technical Communication
- Statesville (NC) Chamber of Commerce
- Texas Industrial Vocational Association
- Technology & Maintenance Council (American Trucking Association)

## ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

To be eligible for enrollment, a prospective student must be at least 16 years of age. Please note that all students enrolling under the age of 18, require a parent or guardian to execute the Enrollment Agreement.

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes.

Prospective students may complete their enrollment through UTI's electronic enrollment process.

All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to UTI. The conditional status remains until the student's documentation is judged acceptable. Allowing adequate lead time (ideally 30 days minimum) for both evaluation of the document(s) submitted and an alert regarding any deficiency prior to any planned relocation to attend school is highly advised.

To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply and UTI must accept one of the following documents:

- Standards-based high school diploma recognized by the student's state (documented with a copy of the diploma, a transcript provided by the high school or a DD Form 214 showing verification of high school graduation). Diplomas and transcripts are evaluated upon receipt. UTI evaluates diplomas for validity and reserves the right not to accept those deemed invalid. Note: Students who are residents of the state of Tennessee and attending MMI-Orlando or UTI-Houston, and all students at NASCAR Tech are required to submit copies of their official high school transcripts rather than copies of their high school diplomas to satisfy admissions requirements; or

- State-issued GED or state-authorized equivalent exam. Students who are residents of the state of Tennessee attending UTI/MMI-Orlando are required to submit copies of their official GED transcripts rather than copies of their certification to satisfy admissions requirements; or
- Evidence of having previously attended a Title IV-eligible program at a postsecondary institution under the Ability to Benefit (ATB) provision prior to July 1, 2012 (documented with a copy of the official ATB test scores and transcript).  
**Note:** This provision does not apply to the UTI-Avondale, UTI-Rancho Cucamonga, UTI-Sacramento, UTI-Orlando, UTI-Dallas/Fort Worth, or UTI-Long Beach locations, as these locations do not accept ATB students.
- Successful completion of a degree program at the postsecondary level (associate degree and beyond proven by submission of an official transcript from the college); or
- Successful completion of an officially recognized home schooling program. The home schooling documentation required by UTI for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has no such requirements, additional documentation—including a transcript showing all courses, grades and graduation date, and a notarized statement—must be submitted for review. The campus Registrar or designee will review home school documents and notify the applicant if further documentation is required.

## Special Notes on Certificates of Completion and Special Education Diplomas

Students possessing a certificate of high school completion (i.e., completed all courses but did not pass all state standards-based requirements such as testing), or high school diploma or transcript indicating the student earned a special education diploma that did not meet all of the state standards-based requirements must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

## Special Notes on UTI Re-enrollees Previously Accepted Under Ability to Benefit (ATB) Provision

- Students whose prior ATB enrollment resulted in graduation can re-enroll.
- Students whose prior ATB enrollment resulted in withdrawal can re-enroll provided they meet all other re-enrollment criteria.
- Former ATB students who may have been accepted to begin coursework but never attended and whose enrollment was therefore canceled must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

## Special Notes on Transfers from Other Institutions who Previously Attended Under ATB Provision

Students whose prior ATB enrollment can be validated with acceptable documentation demonstrating they had attended a Title IV-eligible program of study prior to July 1, 2012, may be accepted for enrollment at UTI.

- It is not necessary for these students to have received federal financial aid while attending the previous school.
- A transcript from the previous institution is required to verify attendance. These students may submit a copy of official ATB scores from the previous school or take a new ATB test for UTI admission.

- If a prospective student fails on these attempts, he or she must earn a GED certificate or state-authorized equivalent exam before reapplying.

## Foreign Education

Foreign education documents from outside the United States or its territories that cannot immediately be confirmed as valid proof of high school completion by a college official must be submitted for assessment by a third-party evaluation agency at the prospective student's expense.

## ATB – California Campuses Only

The California Bureau for Private Postsecondary Education requires any student attending a campus located in California show proof of ability to benefit from the training provided, prior to signing an enrollment agreement. Therefore, any prospective student who wishes to attend a UTI campus in the state of California and has not received a diploma or GED from a school providing secondary education must test and pass the Ability to Benefit (ATB) exam as part of the enrollment process. The ATB is for the purpose of enrollment only and is not intended to replace the GED/ high school diploma requirement necessary to be officially admitted.

Ability to Benefit compliance is determined by an eligible score on the Wonderlic Basic Skills (210 passing score) and Verbal Skills (200 passing score). These tests and their passing scores have been developed by Wonderlic and approved by the U.S. Department of Education. In order to comply with state guidelines, Ability to Benefit tests must be administered independently of the school. Beyond assisting in finding a test site and an approved independent test administrator, the school has no role in the administration of this exam. Issues relating to the exam must be addressed with the approved independent test administrator or test publisher (Wonderlic). Students who do not pass each test of the first set may retake a second version if they meet the retake criteria determined by Wonderlic. Students who do not pass each test of the second set will not be permitted to sign an enrollment agreement as planned, and may return after six months and retake both versions of the test (as determined by Wonderlic). If a prospective student fails on these attempts, he or she must earn a GED certificate before reapplying. UTI reserves the right to substitute or change the ATB test it uses for this purpose, provided the new test is approved by the U.S. Department of Education for use as an ATB test.

## Additional Admission Procedures/ Entrance Requirements

Students enrolled in the Cummins Engines or Cummins Power Generation program must maintain a minimum 3.5 GPA and a 95% attendance rate in order to complete the program.





## Computer Equipment

The Learning Resource Center has computers available for student use, including completion of interactive online learning.

Students who would like to access their interactive online learning off campus will need access to a computer with the minimum specifications as follows.

### COMPUTER:

- 4 GB memory (8 GB recommended)
- 1280 x 1024 graphics resolution or higher
- Audio output
- Broadband Internet connection (4 Mbps download or faster)

### SYSTEM SOFTWARE:

Operating Systems

- Windows 7
- Windows 8
- Windows 10

Web Browsers

- Chrome 48 or later

### SOFTWARE:

- Adobe Flash 11 or later
- Java 7 or later
- Adobe Reader

## Non-matriculating Students

For those students who do not enroll in a full, approved program and are therefore ineligible for federal student aid and a degree/diploma from an accredited program, proof of high school graduation, GED or state-authorized equivalent exam is not required. If a student chooses later to enroll in a full program, all admissions requirements listed above must be satisfied.

## Criminal Background Conditions for Admissions and Active Enrollments

UTI is committed to providing a safe learning environment for all students and faculty. Applications from prospective students who have: (i) been convicted of, pleaded guilty or no contest to, any felony or other violent crime; or (ii) is required to register as a sex offender, will be subject to further review by UTI before being accepted. This policy extends to those students who have already enrolled or are active students. Conviction of a felony while attending or while awaiting a first class start is grounds for discipline including and up to termination or denial. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants. With regard to admissions decisions, UTI, after its review, will notify students in writing of its decision to accept or deny the application for enrollment.

UTI will not accept applicants who:

- Have been convicted, or pleaded guilty or no contest to a violent crime involving a weapon.
- Have been convicted of, or pleaded guilty or no contest to sexual assault, attempted sexual assault or other sexually related crime, or any other crime or offense for which registration as a sex offender is required, including but not limited to child pornography or any non-consensual, involuntary sexual act.
- Have been convicted of, or pleaded guilty or no contest to any felony within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to a felony and released from prison/jail within one year of expected enrollment date.

- Have been convicted of, or pleaded guilty or no contest to murder, attempted murder, vehicular manslaughter, or involuntary or voluntary manslaughter.
- Have been convicted of, or pleaded guilty or no contest to selling, transporting, delivering, cultivating and manufacturing, or intending to sell illegal drugs or controlled substances, resulting in a felony unless such conviction or plea is more than 10 years old.
- Have been convicted of, or pleaded guilty or no contest to human trafficking.
- Have been convicted of, or pleaded guilty or no contest to two or more felonies unless the most recent felony is more than 10 years old.

The above restrictions apply to convictions received as an adult, as well as those received as a juvenile if the applicant was convicted as an adult. An applicant's entire criminal background, including but not limited to misdemeanor convictions or status as a registered sex offender, is considered when reviewing his or her application for enrollment. Applicants convicted of a misdemeanor after their most recent felony conviction and within the past year are ineligible for enrollment until at least one year after their most recent conviction. Applicants who were convicted in a military court proceeding (e.g., general court-martial) fall under the same felony review process and must provide all appropriate background paperwork. Applicants from states that do not use felony and misdemeanor language have the same requirements for equivalent offenses.

Applicants who have a pending felony charge must resolve the situation to final disposition before consideration by the Appeals Committee. Also, applicants who have a disposition of adjudication withheld and have not completed the requirements of their disposition will be required to complete all aspects of their adjudication and receive final disposition before being reviewed by the Appeals Committee. Finally, applicants who have a disposition of adjudication withheld and have proof of final disposition will be required to go through the criminal background process and be reviewed by the Appeals Committee.

For the safety and security of the campus and depending upon the circumstances, it may be advisable to deny application based on the applicant's past criminal background even if the applicant does not fall into the above categories. Applicants with a criminal background will be reviewed on a case-by-case basis. Actively enrolled students are expected to notify Financial Aid and Student Services representatives if they are charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI. Students who incur a qualifying offense will be subject to the same process and evaluation as new applicants, which may lead to termination of enrollment.

The Operations Shared Services Manager has the responsibility of reviewing and approving enrollment agreements to ensure proper qualifications in accordance with admissions standards. Applicants who are denied admission will be notified promptly in writing by the campus. In support of a drug-free environment, UTI students agree, as a condition of acceptance, to UTI's Substance Abuse Prevention policy. Specific details are published in this catalog and are available upon request from the Student Services Department.

UTI, based on information obtained during the interview process, may request a criminal background check on any applicant. Adverse reports will be taken into consideration regarding acceptance.

## International Students

The school is authorized under federal law to enroll non-immigrant students. In addition to the general admissions requirements, all non-immigrant applicants who have entered or wish to enter the U.S. for educational studies must secure and provide documentation of M-1 visa status prior to registration. UTI does not endorse student visas nor provide any visa services.

Students must also demonstrate proficiency in the English language during the admissions interview. If a student requires certification of high school equivalency, students may take the General Educational Development (GED) exam, a battery of tests administered by the state Department of Education that provides adults an opportunity to receive certification indicating an equivalency to a high school diploma, or state-authorized equivalent exam. UTI is required to report all students issued I-20s who do not attend class as scheduled to the Department of Homeland Security. UTI reserves the right to not issue additional I-20s to, or allow re-enrollment of, students who fail to attend class as planned.

It is each student's responsibility to be aware of the rules and regulations that govern his or her stay in the United States and enrollment in school. This includes, but is not limited to, rules which make M-1 visa students ineligible to take a Leave of Absence, and that students are required to notify the school within 10 days the student's change of address. UTI encourages students to carefully review Page 3 of Form I-20, which outlines some of those rules and regulations.

M-1 students are not permitted to accept any type of employment during their program of study. It is the responsibility of the M-1 students interested in pursuing Practical Training after the completion of his/her program at UTI to contact the Designated School Official (DSO) in their UTI campus' Student Services Department prior to graduation (6 months prior to graduation is recommended). An application for Practical Training must be submitted by the student before the student's UTI graduation date. M-1 students are ineligible to apply for Practical Training once they have graduated.

## English Language Proficiency

All instruction at all UTI campuses is conducted in English.

English language proficiency will be verified at a high school level as evidenced by a high school diploma, GED or other documents deemed acceptable under UTI's entrance requirements. No standard English language test is administered. UTI does not provide English language learning services.

## Manufacturer Paid Manufacturer-Specific Advanced Training Program Acceptance Standards

To be eligible for acceptance into any Manufacturer Paid Manufacturer-Specific Advanced Training (MSAT) program, you must be a U.S. citizen or present a current visa. The effective period of the visa must cover the entire period of attendance, including the training program and dealership employment obligation, and must be a visa eligible for this type of program. M-1 visas are NOT eligible for this type of training. To qualify, students must interview successfully and meet established GPA, attendance, driving record, drug testing, relocation and entrance-exam requirements. Also, MSAT applicants must have no felony convictions in order to qualify for admissions. Tuition for these programs is sponsored by the manufacturer in accordance with established terms of employment.

Note: Manufacturer-paid MSAT programs are not part of UTI's accreditation. Additionally, these programs are not regulated or approved, and locations vary.

## Enrollment

Classes are not conducted on a term basis; enrollment may take place at any time during the year. However, instruction may begin only when classes are scheduled. UTI classes are scheduled approximately every six weeks.

## Graduation Documents

UTI awards Associate of Occupational Studies (AOS) degrees, Occupational Associate Degrees (OAD), diplomas, and certificates. The graduation documents awarded for the programs in which students are enrolled are listed in the Tuition Addenda, which also outline the length and cost of each program.

## Course Schedules

Courses are three weeks in length. New students can enroll approximately every six weeks. Certain start dates may be limited. Check with the Admissions Office at your campus or your Admissions Representative regarding availability.

Start dates, holidays and vacation schedules are included in the back of this catalog. Because class sessions vary among all UTI campuses, specific times are listed on the Enrollment Agreement for each campus. Each student's actual class time is determined at orientation. UTI reserves the right to change the times of its scheduled classes at its discretion, and class start/end times may vary during peak enrollment periods at the discretion of the Campus President. UTI reserves the right to change a student's session at any time based upon course availability.

## Change of Start Date

A student may change start dates after signing an Enrollment Agreement. If a change in start date is requested within 72 hours after signing the Enrollment Agreement and making an initial payment, no reregistration fee will be charged. If a change in start date is requested after the 72-hour period, the agreement will be canceled and a new agreement with its own separate terms must be signed.

## Tools and Supplies

All tools necessary for training are supplied with the following exceptions: Each student in the Automotive Technology II and/or Diesel Technology II programs is required to have a digital multimeter that meets or exceeds specifications set by UTI. This meter is used throughout the program and ultimately will be an essential tool for students when they graduate and obtain employment in the occupational field. The approved digital multimeter is available for purchase at the campus and the current cost of the multimeter is listed on the Tuition Addenda.

Each student in the Welding Technology program is required to have welding safety apparel and basic tools that meet or exceed specifications set by UTI. The apparel is made up of a welding helmet, jacket and gloves that will be used throughout the program, and the tools consist of a chipping hammer, MIG pliers and wire brushes. Ultimately, these items will be essential for students when they graduate and obtain employment in the occupational field. The approved welding safety apparel and tools are available for purchase at the campus and the current cost is listed on the Tuition Addenda.

Students in the Automotive Technology II and/or Diesel Technology II Programs who are near graduation and have no outstanding obligations to the school will receive a Career Starter Tool Set Voucher, redeemable for a choice of Snap-on® tool sets with a list price value of more than \$1,300. Vouchers should be redeemed with your campus Snap-on® tools representative prior to graduation.



Students in the Automotive Technology II and/or Diesel Technology II Programs are only eligible to receive tools through this offer one time. Students who have transferred to another campus within the MMI/UTI/NASCAR Tech system after having received a Snap-on® tool voucher will not be eligible to receive another Snap-on® tool voucher through this offer. Students will also have access to tool discounts through the Snap-on® Student Excellence Program as long as they are attending classes at UTI full time.

The major tools and equipment that students will use are described individually in the course descriptions for each program (where appropriate).

### Lab Fees

This fee is in addition to tuition and is listed on the Tuition Addenda.

### Instructional Materials and Uniforms

The cost of course books, safety glasses and at least two uniform shirts (varies by location) are included in tuition. Additional work shirts may be purchased on campus.

### Registration/Testing/Orientation

Registration is normally conducted the week prior to the first week of class. Challenge testing (if applicable) and orientation are also scheduled prior to that first week. Please check with your campus for the current schedule.

## ASE CERTIFICATION AND ASE EDUCATION FOUNDATION ACCREDITATIONS

### WHAT ARE ASE CERTIFICATION AND ASE EDUCATION FOUNDATION ACCREDITED PROGRAMS?

#### ASE Certification

ASE certification is an industry-recognized standard for professional technicians. To become ASE certified, a technician must have two years of work experience and pass ASE certification examinations. A graduate from one of UTI's ASE Education Foundation accredited programs is able to substitute his or her training for one year of work experience toward ASE's two-year work requirement. In addition, UTI's curriculum is designed to help prepare students for taking ASE examinations and all UTI Automotive, Diesel and CRRT instructors are ASE certified in the areas they teach.

### ASE Education Foundation Accreditation

ASE Education Foundation accreditation means UTI's Auto, Diesel and CRRT programs have been accredited by the ASE Education Foundation, a non-profit organization that evaluates technician training programs against standards developed by the automotive, truck and collision industries. UTI is one of the few private career schools in the nation to offer ASE Education Foundation-accredited Automotive Technology, Diesel & Industrial Technology, and Collision Repair and Refinish Technology programs.

### HOW DID UTI'S AUTOMOTIVE TECHNOLOGY II, DIESEL TECHNOLOGY II, AND COLLISION REPAIR AND REFINISH TECHNOLOGY PROGRAMS BECOME ASE EDUCATION FOUNDATION ACCREDITED?

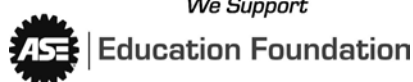
UTI completed an extensive self-evaluation and application process. Upon ASE Education Foundation's review, an evaluation team conducted on-site inspections at all UTI campuses, reviewing curriculum, teaching techniques, facilities, equipment, training aids, task sheets, tools, budgets and safety measures.

**Note:** Any new campus or program is required to graduate its first class before applying to receive ASE Education Foundation accreditation. Therefore, some UTI programs and their campuses may not yet be ASE Education Foundation accredited.

*To confirm ASE Education Foundation accreditation of a program and its campus, a student may contact the Education Director at the applicable campus.*

### UTI'S ASE EDUCATION FOUNDATION ACCREDITED PROGRAMS

UTI offers a variety of ASE Education Foundation accredited program options including:



#### AUTOMOTIVE TECHNOLOGY II

Including the following accredited areas:

1. Brakes
2. Electrical/Electronic Systems
3. Engine Performance
4. Suspension and Steering
5. Automatic Transmission and Transaxle
6. Engine Repair
7. Heating and Air Conditioning
8. Manual Drive Train and Axles



## **DIESEL TECHNOLOGY II**

Including the following accredited areas:

1. Diesel Engines
2. Suspension and Steering
3. Brakes
4. Electrical/Electronic Systems
5. Preventive Maintenance Inspection
6. Drive Train
7. Heating, Ventilation and Air Conditioning
8. Hydraulics

## **AUTOMOTIVE & DIESEL TECHNOLOGY II**

Includes all of the areas listed above.

## **COLLISION REPAIR & REFINISH TECHNOLOGY**

Including the following accredited areas:

1. Structural Analysis and Damage Repair
2. Nonstructural Analysis and Damage Repair
3. Mechanical and Electrical Components
4. Painting and Refinishing
5. Damage Analysis, Estimating and Customer Service

# CURRICULUM INFORMATION

## **Clock-to-credit-hour Conversion**

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## **Texas Workforce Commission (TWC) Clock-to-credit-hour Conversion**

One academic semester credit hour is equal to a minimum course time of:

- 15 hours of classroom lecture;
- 30 hours of laboratory experience; or
- 45 hours of externship.

The school shall calculate lecture, laboratory, and externship credit hour conversions individually for each class, rounding down to the nearest half credit hour. The school shall add the total for the credit hours for lecture, laboratory, and externship to determine the total credit hours for a class.

## **Curriculum Changes**

The school is continuously seeking to improve the quality of the education it provides. As a result, the school reserves the right to make changes to the curriculum. These changes may occur at any time and may include such items as:

- Varying course offerings and/or course sequence in any program of study.
- Revising the curriculum content of any program or course.
- Changing the number of credit hours in any program of study or any course in any program of study.

Such changes will not negatively affect currently enrolled students and will be approved in advance by the school's state regulatory body. The Education Director can provide information on plans that the school has for improving the curricula.

## **Comparable Program Information**

Information on comparable programs, tuition, fees and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC). For more information, contact:

**ACCSC**

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302 Arlington, VA 22201  
703-247-4212  
[www.accsc.org](http://www.accsc.org)

## **Graduation Rate and Required Disclosures**

For more about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.uti.edu/disclosures](http://www.uti.edu/disclosures).



## PROGRAM DESCRIPTIONS

The listings below are the core Automotive Technology II and Diesel Technology II programs and Manufacturer-Specific Advanced Training along with their descriptions and objectives.

**Note:** Manufacturer-Specific Advanced Training may not be taken by themselves and require the completion of a core program or prerequisites as shown in the course description for each Manufacturer-Specific Advanced Training.



### AUTOMOTIVE & DIESEL TECHNOLOGY II PROGRAMS OVERVIEW

As a student in UTI's Automotive Technology II and Diesel Technology II programs, you will learn how to diagnose, maintain, and repair domestic and imported automobiles, as well as light- and medium-duty diesel trucks. You also will learn how to troubleshoot problems of all kinds, using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment. Topics covered will include basic engine systems, computerized fuel injection, anti-lock brakes, passenger restraint systems and computerized engine controls.

UTI's core programs are Automotive Technology II, Diesel Technology II and Automotive & Diesel Technology II. These programs include on-campus and online\* education to provide greater flexibility to the student. Classes at the Avondale, Bloomfield, Dallas and Orlando campuses are 4.5 hours a day Monday through Friday with a 20-minute-break at 110 minutes into the day. Classes at the Sacramento and Rancho Cucamonga campuses are 4 hours and 25 minutes a day, Monday through Friday, with a 15-minute break at 140 minutes into the day. Classes at the Long Beach campus are 5 hours and 5 minutes a day Monday through Friday with a 15-minute break and a 40-minute break. In addition to class hours, interactive online learning is part of the student's learning experience.

#### \*Students Receiving VA Educational Benefits and Interactive Online Learning (IOLs)

Veteran students who are utilizing educational benefits are required by the VA to complete the IOL portion of their training on campus where applicable. A qualified instructor is available in the Learning Resource Center to provide assistance to all Veteran students who may need support while they complete their IOLs. Students may complete their IOLs before or after their regularly scheduled class time.

Where required, the IOL completion will be incorporated into the student's overall lab grade. Students must ensure they miss no more than 15% of the overall IOL time for each course in order to receive a passing lab score.

## Automotive Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

51 weeks, 61 semester credits

**Hours:** 737 classroom, 643 lab

As a student in UTI's Automotive Technology II program, you will learn how to diagnose, maintain and repair domestic and imported automobiles.

### AUTOMOTIVE TECHNOLOGY II PROGRAM OBJECTIVE

The objective of UTI's Automotive Technology II program is to prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the complete automotive mechanical and electrical systems, and make all necessary repairs and replacements.

UTI's Automotive Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>737.0</b>	<b>643.0</b>	<b>0</b>	<b>1,380</b>	<b>61.0</b>	<b>63.0</b>

## Diesel Technology II

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

45 weeks, 53.5 semester credits

**Hours:** 635.5 classroom, 567 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International, Cummins, Detroit Diesel, Caterpillar, Peterbilt, Freightliner and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all — from preventative maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration.

### DIESEL TECHNOLOGY II PROGRAM OBJECTIVE

The objective of the Diesel Technology II program is to provide students with the basic knowledge and skills to diagnose malfunctions in mechanical and electrical systems, and make necessary repairs and replacements. This program is intended for students who want to learn the diesel and industrial trade or practicing technicians who want to upgrade their skills. It is designed to prepare students for entry-level positions as service technicians in diesel engine repair facilities, medium/heavy truck repair facilities or truck dealerships; or industrial applications that include material handling, construction equipment and transport refrigeration.

The program will provide students with the basic knowledge and skills to diagnose malfunctions in mechanical and electrical systems, and make necessary repairs and replacements.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>635.5</b>	<b>567.0</b>	<b>0</b>	<b>1,202.5</b>	<b>53.5</b>	<b>55.0</b>

## Automotive & Diesel Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE & DIESEL TECHNICIAN

75 weeks, 90 semester credits

**Hours:** 1,059.5 classroom, 973.5 lab

UTI's ASE Education Foundation-accredited Automotive and Diesel Technology II program combines all of the core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries. Also, students can choose to specialize their diesel training by enrolling in the Cummins Power Generation Manufacturer-Specific Advanced Training or the Cummins Engines or the DTNA Finish First Manufacturer-Specific Advanced Training.

## AUTOMOTIVE & DIESEL TECHNOLOGY II PROGRAM OBJECTIVE

The objective of UTI's Automotive and Diesel Technology II program is to provide students with the basic knowledge and skills to obtain entry-level positions as automotive and medium/heavy truck technicians, including diagnosing malfunctions in complete mechanical and electrical systems, and making necessary repairs and replacements.

The Automotive and Diesel Technology II program will prepare students to work as service technicians in automotive repair facilities, automotive dealer service departments, diesel engine repair facilities, medium/heavy truck repair facilities and truck dealerships.



UTI's Automotive and Diesel Technology II program for entry-level technician training gives students the best of both worlds: every Automotive Technology II course and Diesel Technology II course that UTI offers. By training in each of these fields, students will have the flexibility to qualify for positions in both industries.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>1,059.5</b>	<b>973.5</b>	<b>0</b>	<b>2,033</b>	<b>90.0</b>	<b>92.0</b>





## STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING

UTI Automotive and Diesel students can take their training to a higher level by supplementing their core training programs with Manufacturer-Specific Advanced Training (MSAT). MSAT training provides manufacturer-specific training that can lead to entry-level career opportunities with major automotive and diesel manufacturers. The following Manufacturer-Specific Advanced Training is available to UTI students:

**Ford Accelerated Credential Training (FACT)** – 15-week Manufacturer-Specific Advanced Training available at UTI's Avondale, Bloomfield, Sacramento, Rancho Cucamonga and Orlando campuses.

**GM Technician Career Training** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Nissan Automotive Technician Training (NATT)** – 9-week Manufacturer-Specific Advanced Training available at UTI's Long Beach and Orlando campuses.

**Cummins Engines** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Cummins Power Generation** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Daimler Trucks North America (DTNA) Finish First** – 12-week Manufacturer-Specific Advanced Training at UTI's Avondale campus.

## Program Objectives

All Manufacturer-Specific Advanced Training programs complement UTI's accredited Automotive Technology II, Diesel Technology II and Automotive & Diesel Technology II training programs.

## Ford FACT

**AZ, FL, NJ, Rancho Cucamonga and Sacramento, CA campuses**

15 weeks, 20 semester credits

**Hours:** 200 classroom, 250 lab



Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

FACT students have the opportunity to earn Ford STST credentials. As a result of achieving the credentials, graduates can become Ford Certified Specialists within the Ford and Lincoln dealer network. Additionally, students can obtain Ford Quick Lane hands-on skills and certification that Ford, Lincoln and Quick Lane dealers desire in their technicians.

Each student will have his or her Ford Motor Company training history stored under the student's STARS ID, Ford's Standardized Training and Resource System.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADTF-130	Ford Systems 1	37.0	53.0	0	90	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90	4.0	4.0
<b>Total</b>		<b>200</b>	<b>250</b>	<b>0</b>	<b>450</b>	<b>20.0</b>	<b>19.0</b>

## GM Technician Career Training

### AZ campus

12 weeks, 16 semester credits

**Hours:** 157 classroom, 203 lab



Students enrolled in the GM Technician Career Training Manufacturer-Specific Advanced Training will receive the same GM Service Technical College training that GM provides to its dealership technicians. The GM STC coursework will focus on:

- Electrical and electronic systems including vehicle networks, diagnostics and repair procedures
- Engine mechanical and measurements
- Engine performance
- Braking systems
- Chassis control systems
- Noise, vibration and harshness
- HVAC systems and operation
- 6.6L Duramax Diesel operation, diagnosis and service
- Introduction to vehicle maintenance and inspection

GM Technician Career Training students have the opportunity to earn GM STC course credits that can elevate you to Bronze, Silver and Gold certification status in multiple service areas within the GM Dealer network.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADTG-001	GM Systems 1	36.0	54.0	0	90.0	4.0	3.5
ADTG-002	GM Systems 2	41.0	49.0	0	90.0	4.0	4.0
ADTG-003	GM Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTG-004	GM Systems 4	39.0	51.0	0	90.0	4.0	4.0
<b>Total</b>		<b>157</b>	<b>203</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>15.5</b>

## Nissan Automotive Technician Training (NATT)

### FL and Long Beach, CA campuses

9 weeks, 11.5 semester credits

**Hours:** 70 classroom, 200 lab



Students enrolled in the NATT program will have the opportunity to enhance the skills they developed in the core Automotive Technology II program. Students enrolled will receive bumper-to-bumper training on Nissan and Infiniti products with a focus on electrical systems, engines, chassis, drive trains and climate systems. With NATT, students can earn credit within the Nissan and Infiniti Technician certification structure that will increase their value to Nissan and Infiniti dealerships nationwide. Each student will have his or her NATT training history stored under the student's Nissan Virtual Academy ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
NATT-001	Nissan Electrical Systems	26.0	64.0	0	90.0	3.5	3.5
NATT-002	Nissan Chassis and Engines	23.0	67.0	0	90.0	4.0	3.5
NATT-003	Nissan Drive Trains and Climate Systems	21.0	69.0	0	90.0	4.0	3.0
<b>Total</b>		<b>70</b>	<b>200</b>	<b>0</b>	<b>270</b>	<b>11.5</b>	<b>10.0</b>



## Cummins Engines

### AZ campus

12 weeks, 15 semester credits

**Hours:** 164 classroom, 196 lab



Cummins engines power everything from Dodge Ram trucks, RVs, emergency vehicles and buses to one of every four tractor trailers on the road in the United States. Students enrolled in Cummins Engines will train exclusively on Cummins heavy-duty ISX15 Engines. Each graduate has the opportunity to achieve Cummins qualifications by passing a written test and hands-on evaluation for 2010 through 2017 Cummins ISX15 heavy-duty engines. Each student will have his or her Cummins training history stored under the student's Cummins Promotional ID number.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CMNS-001-3	Cummins Course 1	40.0	50.0	0	90.0	4.0	4.0
CMNS-002-3	Cummins Course 2	50.0	40.0	0	90.0	3.5	4.0
CMNS-003-3	Cummins Course 3	46.0	44.0	0	90.0	3.5	4.0
CMNS-004-3	Cummins Course 4	28.0	62.0	0	90.0	4.0	3.5
<b>Total</b>		<b>164</b>	<b>196</b>	<b>0</b>	<b>360</b>	<b>15.0</b>	<b>15.5</b>

## Cummins Power Generation

### AZ campus

12 weeks, 16 semester credits

**Hours:** 169 classroom, 191 lab



The Cummins Power Generation Manufacturer-Specific Advanced Training provides the skill and knowledge students will need to understand the fundamentals of power generation; Cummins generator engines and their controls; and the installation, preventive maintenance, testing and servicing of power generators. Application of power generators include standby, prime and rental power for healthcare, RVs, data centers, commercial/office buildings and entertainment venues.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CPGN-101	Cummins Power Generation Course 1	44.0	46.0	0	90.0	4.0	4.00
CPGN-102	Cummins Power Generation Course 2	45.0	45.0	0	90.0	4.0	4.50
CPGN-103	Cummins Power Generation Course 3	42.0	48.0	0	90.0	4.0	4.00
CPGN-104	Cummins Power Generation Course 4	38.0	52.0	0	90.0	4.0	4.00
<b>Total</b>		<b>169</b>	<b>191</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>16.5</b>

## Daimler Trucks North America (DTNA) Finish First

### AZ campus

12 weeks, 16 semester credits

**Hours:** 119 classroom, 241 lab



**Students will receive hands-on training on the following DTNA brands: Freightliner, Western Star and Detroit Diesel Engines.**

Graduates of the Manufacturer-Specific Advanced Training must pass written and hands-on certification testing as well as DTNA-prescribed, module-based training. Students will have the opportunity to earn Professional Level Certification in the areas of heavy-duty truck systems, electrical troubleshooting, electronic systems and HVAC diagnostics. They also will have the opportunity to earn two Detroit Diesel Engine certifications for major repair and basic diagnostics. Each student will have his or her DTNA training history stored under the student's DTNA Aftermarket Resource Center ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
FLNR-101	Freightliner Finish First Course 1	28.0	62.0	0	90.0	4.0	3.5
FLNR-102	Freightliner Finish First Course 2	28.0	62.0	0	90.0	4.0	3.5
FLNR-103	Freightliner Finish First Course 3	27.0	63.0	0	90.0	4.0	3.5
FLNR-104	Freightliner Finish First Course 4	36.0	54.0	0	90.0	4.0	3.5
<b>Total</b>		<b>119</b>	<b>241</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>14.0</b>

## ADDITIONAL ADVANCED TRAINING

### SMOG

#### Rancho Cucamonga

6 weeks, 6 semester credits

**Hours:** 62.5 classroom, 72.5 lab

Students enrolled in the SMOG elective will develop safety practices, knowledge and skills associated with smog in the diesel and automotive industry to supplement skills acquired in the core Automotive and Diesel Technology programs. Students in the SMOG elective will receive all required training necessary to take the California Smog Check Inspector Licensing Examination.

#### SMOG LEVELS I & II

In addition to achieving core Automotive Technology II or Automotive & Diesel Technology II program objectives, students in the program will receive all training necessary to take the California Bureau of Automotive Repair's Smog Check Inspector Licensing Examination. Topics include:

##### SMOG LEVEL I

Engine theory, design and operation; Cooling systems; Exhaust systems; Basic electrical; Ignition systems; Induction systems; Fuel injection; Carburetion; Engine management systems; Emission controls theory, design and operation; Emission cause and effect; Equipment calibration and maintenance.

##### SMOG LEVEL II

Smog safety; Visual inspections and functional testing w/diesel; BAR-90 TSI and BAR-97 ASM; New CA BAR-OIS smog testing; Low-pressure fuel evaporative testing (LPFET); Administrative; Smog check reference guide; Smog check manual; Write it Right.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADSM-111	ADSM-111 (SMOG I) Level I: Engine and Emission Control Fundamentals (Phase 1)	29.0	38.5	0	67.5	3.0	2.5
ADSM-112	ADSM-112 (SMOG II) Level I & Level II: Smog Check Procedures Training (Phase 2)	33.5	34.0	0	67.5	3.0	3.0
<b>Total</b>		<b>62.5</b>	<b>72.5</b>	<b>0</b>	<b>135.0</b>	<b>6.0</b>	<b>5.5</b>



## AUTOMOTIVE TECHNOLOGY II PROGRAMS

### Automotive Technology II

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 179** – FL and NJ campuses

**Program 5000** – AZ, DFW, Long Beach, Rancho Cucamonga and Sacramento, CA campuses

51 weeks, 61 semester credits

**Hours:** 737 classroom, 643 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.



As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician. Automotive Technology II includes on campus and online education to provide greater flexibility to the student. In addition to class hours (4.5 hours per day), interactive online learning is part of the student's learning experience.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>737.0</b>	<b>643.0</b>	<b>0</b>	<b>1,380</b>	<b>61.0</b>	<b>63.0</b>

### Automotive Technology II + 1 Industry Emphasis (Nissan NATT)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 5108** – Long Beach, CA campus

60 weeks, 72.5 semester credits

**Hours:** 807 classroom, 843 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric

motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician. Students enrolled in the NATT program will have the opportunity to enhance the skills they developed in the core Automotive Technology II program. Students enrolled will receive bumper-to-bumper training on Nissan and Infiniti products with a focus on electrical systems, engines, chassis, drive trains and climate systems. With NATT, students can earn credit within the Nissan and Infiniti Technician certification structure that will increase their value to Nissan and Infiniti dealerships nationwide. Each student will have his or her NATT training history stored under the student's Nissan Virtual Academy ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Nissan NATT							
NATT-001	Nissan Electrical Systems	26.0	64.0	0	90.0	3.5	3.5
NATT-002	Nissan Chassis and Engines	23.0	67.0	0	90.0	4.0	3.5
NATT-003	Nissan Drive Trains and Climate Systems	21.0	69.0	0	90.0	4.0	3.0
Total		807	843	0	1,650	72.5	73.0

## Automotive Technology II +1 Industry Emphasis (Toyota TPAT)

**Program 5102** – Rancho Cucamonga, CA campus

63 weeks, 77 semester credits

**Hours:** 850 classroom, 890 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose drivability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and

components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.



The TPAT curriculum is equivalent to the training that Toyota provides to its dealership technicians. The TPAT Manufacturer-Specific Advanced Training will develop knowledge and skills specific to Toyota and Lexus procedures and vehicles, qualifying students for opportunities within the dealer network.

The Toyota coursework is focused on electrical and electronic systems, suspension, steering and alignment, braking systems, climate control, engine performance, automatic and manual transmissions and transfer cases, Toyota Hybrid General Service, and Toyota's maintenance training. ASE test preparation and training is included throughout the Manufacturer-Specific Advanced Training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Toyota TPAT							
TPAT-011	TPAT 1	33.0	57.0	0	90.0	4.0	3.5
TPAT-012	TPAT 2	23.0	67.0	0	90.0	4.0	3.5
TPAT-013	TPAT 3	29.0	61.0	0	90.0	4.0	3.5
TPAT-014	TPAT 4	28.0	62.0	0	90.0	4.0	3.5
Total		850.0	890.0	0	1,740	77.0	77.0

## Automotive Technology II + 1 Industry Emphasis (Ford FACT)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 172** – FL and NJ campuses

**Program 5100** – AZ, Rancho Cucamonga and Sacramento, CA campuses

66 weeks, 81 semester credits

**Hours:** 937 classroom, 893 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		937.0	893.0	0	1,830	81.0	82.0

## Automotive Technology II + 1 Industry Emphasis (GM)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 5109** – AZ campus

63 weeks, 77 semester credits

**Hours:** 894 classroom, 846 lab

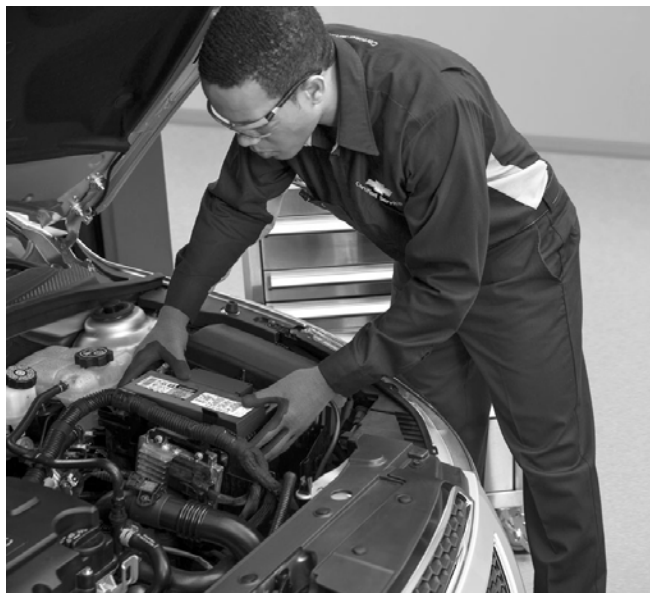
UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.



Students enrolled in the GM Technician Career Training Manufacturer-Specific Advanced Training will receive the same GM Service Technical College training that GM provides to its dealership technicians. The GM STC coursework will focus on: electrical and electronic systems including vehicle networks, diagnostics and repair procedures, engine mechanical and measurements, engine performance, braking systems, chassis control systems, noise, vibration and harshness, HVAC systems and operation, 6.6L Duramax Diesel operation, diagnosis and service, introduction to vehicle maintenance and inspection.

GM Technician Career Training students have the opportunity to earn GM STC course credits that can elevate you to Bronze, Silver and Gold certification status in multiple service areas within the GM Dealer network.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
GM							
ADTG-001	GM Systems 1	36.0	54.0	0	90.0	4.0	3.5
ADTG-002	GM Systems 2	41.0	49.0	0	90.0	4.0	4.0
ADTG-003	GM Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTG-004	GM Systems 4	39.0	51.0	0	90.0	4.0	4.0
Total		894	846	0	1,740	77.0	78.5

## Automotive Technology II + 1 Industry Emphasis (SMOG)

**Program 5107** – Rancho Cucamonga campus

57 weeks, 67 semester credits

**Hours:** 799.5 classroom, 715.5 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose drivability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Smog elective will receive all required training necessary to take the California Smog Check Inspector Licensing Exam.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
SMOG							
ADSM-111	ADSM-111 (SMOG I) Level I: Engine and Emission Control Fundamentals (Phase 1)	29.0	38.5	0	67.5	3.0	2.5
ADSM-112	ADSM-112 (SMOG II) Level I & Level II: Smog Check Procedures Training (Phase 2)	33.5	34.0	0	67.5	3.0	3.0
Total		799.5	715.5	0	1,515	67.0	68.5

## DIESEL TECHNOLOGY II PROGRAMS

### Diesel Technology II

**Program 290** – AZ, CA, DFW, FL and NJ campuses

45 weeks, 53.5 semester credits

**Hours:** 635.5 classroom, 567 lab



In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
<b>Total</b>		<b>635.5</b>	<b>567.0</b>	<b>0</b>	<b>1,202.5</b>	<b>53.5</b>	<b>55.0</b>

### Diesel Technology II + 1 Industry Emphasis (Cummins Engines)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 5404** – AZ campus

57 weeks, 68.5 semester credits

**Hours:** 799.5 classroom, 763 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Students enrolled in Cummins Engines will train exclusively on Cummins mid-range and heavy-duty engines, which power everything from Dodge Ram trucks, RVs, emergency vehicles and buses to one of every four tractor trailers on the road in the United States. Each graduate has the opportunity to achieve Cummins qualifications by passing a written test and hands-on evaluation for 2007 through 2013 Cummins mid-range and heavy-duty engines. Each student will have his or her Cummins training history stored under the student's Cummins Promotion ID number.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Diesel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
Cummins Engines							
CMNS-001-3	Cummins Course 1	40.0	50.0	0	90.0	4.0	4.0
CMNS-002-3	Cummins Course 2	50.0	40.0	0	90.0	3.5	4.0
CMNS-003-3	Cummins Course 3	46.0	44.0	0	90.0	3.5	4.0
CMNS-004-3	Cummins Course 4	28.0	62.0	0	90.0	4.0	3.5
Total		799.5	763.0	0	1,562.5	68.5	70.5

## Diesel Technology II + 1 Industry Emphasis (Cummins Power Generation)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 5402** – AZ campus

57 weeks, 69.5 semester credits

**Hours:** 804.5 classroom, 758 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

The Cummins Power Generation Manufacturer-Specific Advanced Training provides the skill and knowledge students will need to understand the fundamentals of power generation; Cummins generator engines and their controls; and the installation, preventive maintenance, testing and servicing of power generators. Application of power generators include standby, prime and rental power for healthcare, RVs, data centers, commercial/office buildings and entertainment venues.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Diesel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
Cummins Power Generation							
CPGN-101	Cummins Power Generation Course 1	44.0	46.0	0	90.0	4.0	4.00
CPGN-102	Cummins Power Generation Course 2	45.0	45.0	0	90.0	4.0	4.50
CPGN-103	Cummins Power Generation Course 3	42.0	48.0	0	90.0	4.0	4.00
CPGN-104	Cummins Power Generation Course 4	38.0	52.0	0	90.0	4.0	4.00
Total		804.5	758.0	0	1,562.5	69.5	71.5

## Diesel Technology II + 1 Industry Emphasis (DTNA Finish First)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 5403** – AZ and FL campuses

57 weeks, 69.5 semester credits

**Hours:** 754.5 classroom, 808 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Students will receive hands-on training on the following DTNA brands: Freightliner, Western Star and Detroit Diesel Engines.

Graduates of the Manufacturer-Specific Advanced Training must pass written and hands-on certification testing as well as DTNA-prescribed, module-based training. Students will have the opportunity to earn Professional Level Certification in the areas of heavy-duty truck systems, electrical troubleshooting, electronic systems and HVAC diagnostics. They also will have the opportunity to earn two Detroit Diesel Engine certifications for major repair and basic diagnostics. Each student will have his or her DTNA training history stored under the student's DTNA Aftermarket Resource Center ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Deisel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
Daimler Trucks of North America (DTNA)							
FLNR-101	Freightliner Finish First Course 1	28.0	62.0	0	90.0	4.0	3.5
FLNR-102	Freightliner Finish First Course 2	28.0	62.0	0	90.0	4.0	3.5
FLNR-103	Freightliner Finish First Course 3	27.0	63.0	0	90.0	4.0	3.5
FLNR-104	Freightliner Finish First Course 4	36.0	54.0	0	90.0	4.0	3.5
Total		754.5	808.0	0	1,562.5	69.5	69.0



## AUTOMOTIVE & DIESEL TECHNOLOGY II PROGRAMS

### Automotive & Diesel Technology II

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 279** – FL and NJ campuses

**Program 5500** – AZ, DFW, Rancho Cucamonga and Long Beach and Sacramento, CA campuses

75 weeks, 90 semester credits

**Hours:** 1,059.5 classroom, 973.5 lab

UTI's Automotive and Diesel Technology II program combines all of the core Automotive and Diesel courses UTI offers. As a student in UTI's Automotive and Diesel Technology II program, you will learn how to diagnose, maintain and repair domestic and imported automobiles. You will also learn how to troubleshoot problems of all kinds, using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment. Topics covered will include basic engine systems, computerized fuel injection, anti-lock brakes, passenger restraint systems and computerized engine controls.

By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician. Automotive and Diesel Technology II includes on campus and on-line education to provide greater flexibility to the student. In addition to class hours (4.5 hours per day), interactive online learning is part of the student's learning experience.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	4.0	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	4.0	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	3.5	3.5
AT12-204	Advanced Technology/ Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	4.0	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	3.5	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	3.5	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>1,059.5</b>	<b>973.5</b>	<b>0</b>	<b>2,033</b>	<b>90.0</b>	<b>92.0</b>

### Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)

(Refer to the Tuition Addendum to see graduation documents offered.)

**Program 255** – FL and NJ campuses

**Program 5600** – AZ, Rancho Cucamonga and Sacramento, CA campuses

90 weeks, 110 semester credits

**Hours:** 1,259.5 classroom, 1,223.5 lab

UTI's Automotive and Diesel Technology II combines the entire core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive and Diesel Technology							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		1,259.5	1,223.5	0	2,483	110.0	111.0



## COURSE DESCRIPTIONS

Course descriptions for the Automotive Technology II and Diesel Technology II courses are as follows.

### INTRODUCTION TO ENGINES (AD12-101)

Students learn fundamentals of engine repair and operation by learning the various components that make up the internal combustion engine. Students are taught to perform the steps necessary to diagnose and service automobiles with engine mechanical-related concerns.

**Major equipment used in this course:** various engines, engine components, and precision measuring equipment

### INTRODUCTION TO POWERTRAINS (AD12-102)

Students learn to diagnose and service driveline concerns on rear wheel drive vehicles related to driveshaft, U-joint, differential and axle assemblies. Also, students will be able to diagnose and service manual transmission clutch, flywheel and clutch control systems. This course includes an introduction to automatic transmissions in which students will be able to diagnose and service some of the basic automatic transmission concerns related to leaks, identify possible causes for shift concerns and perform regular fluid maintenance procedures.

**Major equipment used in this course:** clutch trainers, transmission trainers, rear axle trainers and driveshaft trainers

**Prerequisites:** None

### INTRODUCTION TO AUTOMOTIVE PHYSICAL SCIENCE: UNDERCAR SYSTEMS (AD12-103)

Upon completion of this course, students will have learned to diagnose and service automotive undercar systems using principles and theory of physical science. Topics include Hooke's law, transformation of kinetic to thermal energy, Pascal's law of hydraulics, and brake fluid properties.

**Major equipment used in this course:** wheel balancers, tire machines, vehicle hoists and brake lathes

**Prerequisites:** None

### AUTOMOTIVE PHYSICAL SCIENCE PRINCIPLES: ELECTRICAL FUNDAMENTALS (AD12-104)

Upon completion of this course, students will have learned to diagnose and service electrical circuits, batteries and starting/charging systems through physical science education using quantitative principles in electricity. Topics rooted in natural and physical sciences include but are not limited to Ohm's law, Watt's law, operations and properties of electrical circuits and components, magnetism/electromagnetism, and battery chemistry.

**Major equipment used in this course:** digital multimeters, charging and starting system testers, and electrical system simulators

**Recommended but not required:** AD12-101, AD12-102, AD12-103

### ELECTRICAL APPLICATIONS (AD12-105)

Students learn about the electrical and electronic devices that support engine management systems. They also become able to diagnose malfunctions with the various engine control sensors.

**Major equipment used in this course:** digital multimeters, and oscilloscopes

**Prerequisite:** AD12-104

### POWER & PERFORMANCE I: ENGINE BUILD (AT12-150)

Students gain knowledge of basic engine rebuilding procedures when given an exacting set of specifications (blueprinting). Small block domestic performance engines are disassembled, measured and reassembled with emphasis on high performance engine building techniques and practices. Students learn basic cylinder head design and the operation of a flow bench in improving cylinder head flow characteristics. Computer-aided component selection and blueprinting procedures are stressed along with proper block preparation and cylinder head assembly. Cylinder head designs, valve train geometry, roller rockers and lifters, and connecting rod angularity also are explained during this course. Camshaft theory and operation with respect to lift, duration, lobe separation and valve opening/closing speeds are discussed. Block decking, compression ratio calculations and varying bore/stroke combinations are covered. Students become aware of all aspects of building an engine to order and how the proper selection of components that complement each other will lead to satisfactory results.

**Major equipment used in this course:** Chevrolet 350 small block engines, flow bench and computers

**Prerequisites:** AD12-101

### POWER & PERFORMANCE II: BOLT-ON PERFORMANCE (AT12-151)

Students gain knowledge in the operation of dynamometer testing with emphasis on tuning and component selection for optimum performance. Both chassis and engine dynamometers are utilized to garner a better understanding for students in regards to engine vs. rear wheel horsepower. High performance induction, ignition and power train theories are explained with emphasis on using formulas to calculate correct header and carburetor size. Utilization of dynamometer data helps students understand what changes to an engine's induction, exhaust and fueling system do in regard to the performance capability of the internal combustion engine.

**Major equipment used in this course:** Ford Roadster or T-bucket replicas, chassis dynamometer, engine dynamometer (except at the Bloomfield campus), high performance cylinder heads, camshafts, nitrous oxide systems and computers

**Prerequisites:** AD12-101, AD12-104



### **BRAKING SYSTEMS (AT12-152)**

Students diagnose and service wheel bearings, brake power assist systems, brake hydraulic systems, brake electrical systems, anti-lock, traction control, and stability control systems.

**Major equipment used in this course:** hydraulic press, hub trainers, chassis trainers, ABS/traction control/stability control equipped vehicles and brake trainers

**Prerequisites:** AD12-103, AD12-104, AD12-105

### **STEERING AND SUSPENSION SYSTEMS (AT12-153)**

Students perform alignments, diagnose and service independent suspension systems, steering columns, power assist steering systems and performance suspension systems.

**Major equipment used in this course:** chassis trainer, alignment machine, steering column trainer

**Prerequisites:** AD12-103, AD12-104, AD12-105



### **MANUAL TRANSMISSIONS (AT12-154)**

Students troubleshoot and repair rear axle noise and vibration complaints, properly diagnose limited slip and locking differential concerns, and properly select and use specialty tools associated with driveline repairs. Students also troubleshoot and repair 4WD and AWD systems and components, and diagnose and repair longitudinal and transverse manual transmissions/transaxle complaints associated with clutch, shifter mechanisms, synchronizers, final drive and half shaft assemblies.

**Major equipment used in this course:** hydraulic press, manual transmission/transaxle trainers, differential trainers, transfer case trainers and axle trainers

**Prerequisite:** AD12-102

### **AUTOMATIC TRANSMISSIONS (AT12-155)**

Students diagnose and service electronic automatic transmission and transaxle concerns related to electronic control systems faults, and perform external hydraulic system diagnosis using proper equipment. Students also perform torque converter and clutch slip diagnosis to accurately distinguish between engine performance and transmission-related faults. In addition, students will also properly disassemble and perform in depth inspection and testing to identify root cause of internal failures on electronic automatic transmissions and transaxles.

**Major equipment used in this course:** automatic transmissions and transaxles, transmission dynamometer, and solenoid tester

**Prerequisites:** AD12-102, AD12-104, AD12-105

### **TECHNOLOGY PRINCIPLES AND CONSUMER COMMUNICATION OF AUTOMOTIVE HVAC (AD12-156)**

Upon completion of this course, students will have learned the technology principles of automotive heating, ventilation and air conditioning (HVAC) through diagnosis and service of HVAC systems and sub systems, refrigerant systems and electronic climate control systems. Students will have learned to ethically communicate with consumers through HVAC work orders, diagnosis and billing for consumer satisfaction. Theory and application of principles include but are not limited to refrigerant/refrigerant oil chemistry, compliant refrigeration environmental techniques, and thermal energy and heat transfer.

**Major equipment used in this course:** A/C recovery and recycling machine, manual A/C system trainers, automatic climate control trainers, A/C system electrical trainers, clip cars and manifold gauge sets

**Prerequisites:** AD12-104, AD12-105

### **ADVANCED ELECTRICAL APPLICATIONS (AD12-157)**

Upon completion of this course, students will have learned about the function, operation, and diagnosis of electrical and electronic devices that support vehicle body electrical systems. Students will diagnose and service automobiles with concerns related to malfunctions of supplemental restraints systems; entertainment systems; and popular electronic safety, comfort and convenience systems. They will receive an applied general education in physical sciences and technology. Students will study the science of electricity, electrical principles, magnetism, electromagnetism and electronic components such as electrochromatic mirrors, transistors and capacitors. They will explore electronic networking of vehicle body electrical systems. Students will gain experience in the use of technology and troubleshooting procedures. They will use the learned scientific principles to isolate problems, use vehicle electrical schematics, and perform component and circuit testing. Students will perform tasks related to the inspection and diagnosis of electrical and electronic systems using a variety of test equipment, including digital multimeters, graphing multimeters, oscilloscopes and diagnostic scan tools.

**Major equipment used in this course:** scan tools, air bag simulator, mini vans, lighting systems trainers, instrument panel trainers, wiper system trainers, power window trainers, power door lock trainers, power seat trainers and network system trainers

**Prerequisites:** AD12-104, AD12-105

### **INTRODUCTION TO DRIVEABILITY (AT12-201)**

Students diagnose and service automobiles with driveability concerns related to malfunctions within computer controls, engine mechanical, and fuel delivery injection and air induction systems.

**Major equipment used in this course:** scan tools, oscilloscopes, diagnostic break out boxes, fuel injection system testers and evaporative emissions system testers

**Prerequisites:** AD12-101, AD12-104, AD12-105

### **APPLICATIONS OF DRIVEABILITY (AT12-202)**

Students diagnose and service automobiles with driveability concerns related to malfunctions within computer controlled fuel injection, forced induction, variable camshaft timing and lift, ignition, and emission control systems.

**Major equipment used in this course:** scan tools, oscilloscopes and diagnostic break out boxes

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201

### **POWER & PERFORMANCE III: COMPUTER PERFORMANCE TUNING (AT12-203)**

Students learn how vehicle modifications and performance-oriented equipment can change the engine computer's ability to function at its peak. Students use aftermarket software to change the calibration of the vehicle's powertrain control module (PCM) to better manage performance enhancements and modifications.

**Major equipment used in this course:** chassis dynamometer, turbocharged engines, Honda and Acura performance cars, Ford performance cars, GM performance cars, SCT, Hondata and HP Tuners PCM tuning software

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201, AT12-202

**Recommended but not required:** AT12-150, AT12-151

### **ADVANCED TECHNOLOGY/HYBRID AND SERVICE ADVISING (AT12-204)**

Students learn theory, diagnosis and repair information necessary to safely and effectively service hybrid vehicles and alternative fuels systems and technology. Students learn the principles of service advising and how they fit into service operations. They learn written and verbal communication standards typical of a professional dealership environment in providing customer service, questioning techniques, efficient diagnosis of customer concerns, report completion, organization and co-worker/management interaction skills.

**Major equipment used in this course:** hybrid vehicles, hybrid drive system components, scan tools and alternative fuels trainers

**Prerequisites:** AD12-101, AD12-102, AD12-103, AD12-104, AD12-105, AT12-152, AD12-156, AD12-157, AT12-201, AT12-202

**Recommended but not required:** AT12-153

### **HYDRAULICS (DT12-161)**

This course covers diagnosis of the hydraulic and hydrostatic system operation, and related pump and control systems. These tasks are performed on test simulators. After completing the hydraulic course, students will have the basic skills needed to safely diagnose and perform repairs on the hydraulic system.

**Major equipment used in this course:** MF100 hydraulic trainer, MF300 hydraulic trainer, MF200 hydraulic trainer, log splitter, hose crimp machine and mini excavator

**Prerequisites:** AD12-104

**Recommended but not required:** AD12-105

### **STEERING AND SUSPENSION SYSTEMS (DT12-162)**

The course introduces students to the diagnosis and service of wheels and tires, front hub assemblies, steering linkage, gear boxes, steering column, power steering pumps, and rear suspension systems and alignment. After completing the course, students will have the basic skills needed to perform steering and suspension repairs and wheel alignments.

**Major equipment used in this course:** wheel alignment equipment, and power steering analyzers

**Prerequisites:** AD12-103, AD12-104,

**Recommended but not required:** DT12-161

### **DRIVE TRAIN (DT12-163)**

This course provides students with an understanding of the drive train. By providing an overview and beginning diagnostics on the clutch system, students will learn the basics of the drive train before proceeding to the more complex manual and automated transmissions. This course includes the tasks of diagnosing and servicing clutch systems, driveline, drive axle, single and twin countershaft manual transmission, electronically automated standard transmissions, PTO, 4X4 configurations, and transfer case. After completing the course, students will have the basic skills needed to perform drive train repairs.

**Major equipment used in this course:** OEM-style specialty transmission and differential tools, heavy-duty lifting devices, precision measuring devices, and computers with OEM service and information programs

**Prerequisites:** AD12-102, AD12-104,

**Recommended but not required:** AD12-105, DT12-161

### **BRAKES (DT12-164)**

This course begins with a fundamental overview of brakes, including brake theory, foundation, and types of brakes along with the air supply system. Students are introduced to a variety of tools used for diagnosing concerns with the brake system. This course also covers hydraulic brake systems, ABS electronic systems, automatic traction control, power assist units, and high pressure brake system diagnostics.

**Major equipment used in this course:** medium and heavy duty trucks, truck brake/chassis simulators, lifting equipment, wheel dollies, pneumatic tools, seal and bearing installers, 3/4 in. torque wrenches, wheel/bearing sockets, digital multimeters and scan tools, PC-based diagnostic software and computers and brake system display boards

**Prerequisites:** AD12-103, AD12-104, AD12-105, DT12-161

### **DIESEL ENGINES (DT12-211)**

This course begins with basic engine fundamentals and manufacturer identification. The focus of the course is to remove and disassemble a cylinder head, then assemble and install a cylinder head, piston and liner assembly, and all components. During these procedures, students perform diagnostic tests and service the engine and components. Overviews, diagnostics, and servicing of the lubrication system, cooling system, air induction/exhaust system, starting aids, turbochargers and charge air coolers, engine brakes, EGR systems, and exhaust gas after treatment devices round out the course.

**Major equipment used in this course:** Mid-Range International and Cummins diesel engine, OEM service information, pressure and vacuum test equipment and OEM specialty tools

**Prerequisites:** AD12-101, AD12-104, AD12-105, DT12-161

## DIESEL ENGINE FUEL SYSTEMS AND ACCESSORIES (DT12-212)

The focus of the diesel engine fuel systems and accessories course is diesel fuel systems, including mechanical system components, the electrical system and injectors; and diesel engine diagnostics. Students learn about comprehensive diagnostics and service on the following systems: low pressure common rail, hydraulic electronic unit injection (HEUI), high pressure common rail system, high pressure injection-time pressure (HPI-TP), electronic management and engine retarder. At the conclusion of the course, alternate and multi-fuel systems are introduced and students will perform diesel engine failure mode diagnostics.

**Major equipment used in this course:** Detroit Diesel DD Series engines, Detroit Diesel Series 60 engines, Cummins heavy-duty model engines, Cummins MidRange model engines, International DT 466E and MaxxForce DT Series engines, and Caterpillar MidRange model engines

**Prerequisites:** AD12-101, AD12-104, AD12-105, DT12-161, DT12-211

## PREVENTATIVE MAINTENANCE (DT12-213)

This course introduces students to different inspections according to FMCSA guidelines and manufacturer specifications. Dividing the vehicle into systems and subsystems ensures proper total vehicle inspection and documentation. This course teaches standards to ensure the vehicle is properly maintained and able to pass a DOT inspection in accordance to FMCSA regulations. In addition, an overview is presented on hybrid units and the isolated batteries system.

**Major equipment used in this course:** heavy-duty diesel tractors, medium-duty diesel trucks, electronic diesel exhaust emission tester, computerized driveline vibration analyzer, OEM diagnostic computer/software, electronic scan tools, and vehicle wheel lift systems

**Prerequisites:** AD12-103, AD12-104, AD12-105, DT12-161, DT12-162, DT12-163, DT12-164, DT12-211, DT12-212

## TRANSPORT REFRIGERATION (DT12-214)

This course provides a fundamental overview of standard refrigeration theories, including refrigerant, refrigerant oil, and the refrigeration system. It also covers regulatory policies and procedures, including EPA 608 requirements. Students will also be introduced to the multiple refrigeration system diagnostic procedures. This includes a full day of the refrigeration system brazing procedure with an instructor demonstration. The course also includes the diagnostics and servicing of auxiliary power units.

**Major equipment used in this course:** Thermo King® transport refrigeration systems, Carrier® transport refrigeration systems, auxiliary power unit (APU) systems, refrigerant reclaiming equipment and OEM diagnostic computer/software

**Prerequisites:** AD12-104, AD12-105, AD12-156

**Recommended but not required:** AD12-101, DT12-161

## STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSE DESCRIPTIONS

### Ford FACT

The Ford FACT Manufacturer-Specific Advanced Training offered by UTI is the same training Ford Motor Company provides its technicians. UTI and Ford Motor Company reserve the right to update FACT training at any time it is determined necessary by Ford in order to ensure FACT students receive the latest information, technology and subject content to be successful in the Ford dealer service network.



### FORD SYSTEMS 1 (ADTF-130)

Students will learn Ford-specific procedures for performing battery, starting and charging systems diagnosis and circuit diagnosis. They will receive training in electronics theory and operation. They will use diagnostic tools to troubleshoot and repair electrical problems. Students will learn to use the latest equipment to diagnose noise, vibration and harshness concerns. Students are also trained to use the Ford Motor Company online service publications and resources to diagnose and repair Ford and Lincoln vehicles.

**Major equipment used in this course:** electrical training aids, digital multimeter, charging and starting diagnostic equipment and special tools, PC-based vehicle measurement system (VMS) software, and special service tools

**Prerequisites:** All Automotive Technology II courses except AT12-150, AT12-151, AT12-154, AT12-155, AT12-203, AT12-204

### FORD SYSTEMS 2 (ADTF-131)

Students will learn Ford-specific training in the areas of electronic system diagnosis, networks and multiplexing, electronics feature group and safety systems. Students will receive Ford's Quick Lane Technician training, which includes the Ford process of performing quality vehicle inspections and maintenance procedures.

**Major equipment used in this course:** electronic trainers, digital multimeter, PC-based integrated diagnostic software and special service tools

**Prerequisite:** ADTF-130



### FORD SYSTEMS 3 (ADTF-132)

Students will be trained to diagnose and service Ford braking systems. They will learn to diagnose and repair advanced braking systems using dedicated tools and procedures. Students will learn to diagnose and repair Ford's base and electronic steering systems. They will also acquire Ford-specific training in multiplexed steering and suspension systems.

**Major equipment used in this course:** system specific trainers, PC-based integrated diagnostic software, on-car brake lathe, and special service tools and equipment

**Prerequisite:** ADTF-131

### FORD SYSTEMS 4 (ADTF-137)

Students will learn Ford-specific ignition systems, fuel and air systems, OBD II monitors, emission systems diagnosis and repair procedures, and diagnostic process and routines. Advanced PC-based diagnostic systems will also be taught. Advanced climate control systems will also be covered. FACT students have the opportunity to become Ford Quick Lane Certified as they receive additional hands-on training in Ford's vehicle service procedures including safety and multipoint inspections.

**Major equipment used in this course:** PC-based integrated diagnostic software, PC/ED usage, evaporative testing equipment, specialized AC testing, and service and refrigerant recovery equipment

**Prerequisite:** ADTF-132

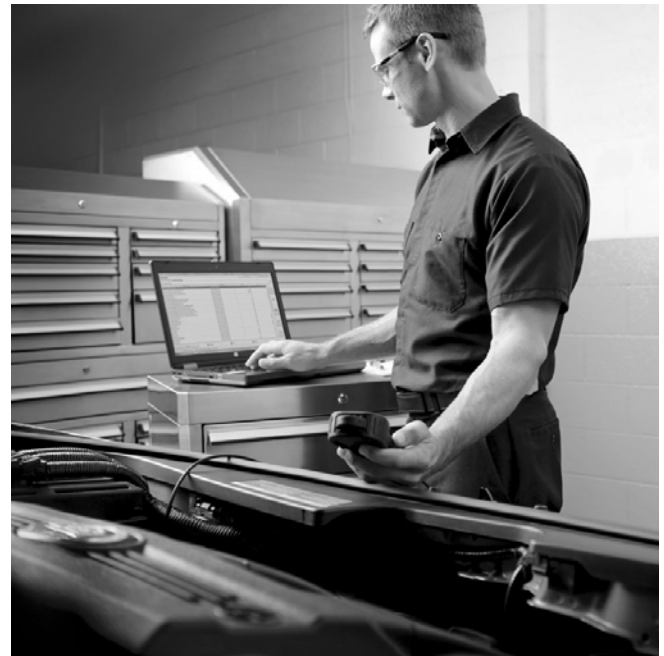
### FORD SYSTEMS 5 (ADTF-138)

Students will learn Ford-specific gasoline engine repair diagnosis and repair procedures required to service today's high-tech engines. They will learn about diesel engine fundamentals, fuel injection and direct injection turbocharged applications, including the 3.0L and 6.7L Ford Powerstroke engines. Students will acquire knowledge in electronic components used for engine control operation, including diagnostic and repair procedures. They will gain knowledge in diesel terminology, diesel engine operation, fuel systems and service publication/reference manual use. Students will acquire knowledge in electronic components used for engine control operation and control, and failure strategies. Automotive measuring tools and Ford-specific engine diesel repair technology are also covered.

**Major equipment used in this course:** PC-based integrated diagnostic software and specialized service tools and equipment

**Prerequisite:** ADTF-137

## GM Technician Career Training



### GM SYSTEMS 1 (ADTG-001)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include electrical theory, service information navigation, electrical connector system identification; terminal, connector and wire harness repair, common circuit types and functions used in GM electrical architectures, Global Diagnostic System 2 (GDS2) and the Multiple Diagnostic Interface (MDI); serial data communication systems and discrete and communicated input and output functions. This course is designed to provide the student with the skills necessary to properly diagnose electrical system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** electrical training aids, digital multimeter, GM electrical training boards, Pico oscilloscope, GM electronic diagnostic tools (scan tools), GM online information system (Service Information), and special tools and equipment

**Prerequisites:** all Automotive Technology II courses except AT12-150, AT12-151, AT12-203 and AT12-204

### GM SYSTEMS 2 (ADTG-002)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include engine theory, engine subsystem (lubrication, cooling and valvetrain) diagnosis and service procedures, including disassembly and assembly of engines, making precision measurements, and determining necessary actions to facilitate proper repairs. Additional topics will include: engine controls and management subsystems (fuel, ignition and emission controls), including diagnosis and service of drivability and emission related concerns. This course is designed to provide the student with the skills necessary to properly diagnose powertrain system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** engine mechanical training aids, precision measuring tools, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-001

### GM SYSTEMS 3 (ADTG-003)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include braking, steering and suspension and NVH theory. Braking, Chassis and NVH diagnosis and service procedures, including disassembly and inspection, and determining necessary actions to facilitate proper repairs. Additional topics will include: chassis and braking controls and management subsystems (ABS, TCS, ESP, Power Steering), including diagnosis and service of noise vibration and harshness concerns. This course is designed to provide the student with the skills necessary to properly diagnose chassis system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** brake, chassis and suspension training aids, Road Force Tire Balancer, tire changing equipment, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-002

### GM SYSTEMS 4 (ADTG-004)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include HVAC theory, HVAC subsystem (heating, refrigerant, air distribution) diagnosis and service procedures. Additional topics will include: diesel engine performance subsystems (fuel supply, injection and emission controls), including diagnosis and service of drivability and emission related concerns. Also included in this course are maintenance topics covering the inspection and maintenance of vehicle systems. This course is designed to provide the student with the skills necessary to properly diagnose HVAC, diesel engine system concerns and perform maintenance tasks on current and future General Motors vehicle platforms.

**Major equipment used in this course:** engine mechanical training aids, precision measuring tools, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-003

## Nissan NATT

### NISSAN ELECTRICAL SYSTEMS (NATT-001)

Students will learn how to correctly inspect and recommend repairs for Nissan electrical systems and components. They will learn to use voltmeters, ammeters and DVOMs to check charging and starting systems. They will learn the proper techniques to diagnose ECU problems and safely remove and replace them. Also covered will be the basics of the simple oscilloscope and how to capture and analyze waveforms. Diagnostic functions of the Consult III will be learned, including pulling DTCs and diagnosing ABS codes. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities.

**Major equipment used in this course:** simulator boards, electrical training aids, digital multimeter, ASIST, Consult III, Nissan Virtual Academy, SIR, student computers, and Nissan and Infiniti vehicles to support the lab

**Prerequisites:** All Automotive Technology II courses except AT12-150, AT12-151, AT12-203, AT12-204

### NISSAN CHASSIS AND ENGINES (NATT-002)

Students will learn how to correctly inspect and repair Nissan chassis systems and components. They will learn to check steering, and anti-lock braking and traction control systems. They will also learn the proper techniques to identify and perform basic functional checks on Nissan engines. Also covered will be the methods of verifying valve timing, removing and replacing timing belts and/or chains, and setting valve clearances. Engine noise diagnosis will be learned. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities.

**Major equipment used in this course:** alignment rack, ProCut brake lathe, ESM and ASIST workstations, Consult III, Consult II, SIR, Nissan Virtual Academy, Nissan and Infiniti vehicles to support the lab

**Prerequisites:** NATT-001

### NISSAN DRIVE TRAINS AND CLIMATE SYSTEMS (NATT-003)

Students will learn how to correctly inspect, disassemble and reassemble Nissan clutches, manual transmissions and manual transaxles. They will also learn the function and diagnosis of both manual and automatic temperature climate control systems. Evacuation, recovery and recharging of these systems in compliance with EPA standards will be learned. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities. Students will learn the service procedures for a Nissan Express Technician.

**Major equipment used in this course:** Nissan clutches, manual transmissions, manual transaxles, ACR5 AC Service Center, Consult II, digital multimeter, ASIST workstation, SIR, Nissan Virtual Academy, student computers, and Nissan and Infiniti vehicles to support the lab

**Prerequisites:** NATT-001



## Cummins Engines



### **CUMMINS COURSE 1 (CMNS-001-3)**

Students will be trained to perform electrical circuit diagnosis, and harness and connector repair using Cummins procedures. They will learn to use Cummins Insite computer-based software while performing ECM recalibrations, templates and other procedures. Training will also include Cummins online information systems. Students will receive training and testing to be qualified on BETT and Insite.

**Major equipment used in this course:** electrical training aids, digital multimeter, QSOL, Insite, various manufacturer connector repair kits and student laptops

**Prerequisites:** completion of UTI Diesel program or equivalent

### **CUMMINS COURSE 2 (CMNS-002-3)**

Students will be trained on the 2010-2017 ISX15 Cummins engines. They will learn the diagnosis and repair of cooling systems, fuel systems, intake air systems, variable geometry turbo (VGT) chargers, and aftertreatment emission-related SMART components and diagnostics. Students will receive training on the CM2250 and CM2350 control system components. They will learn to troubleshoot electronic components of the CM2250 and CM2350 control system, identify and troubleshoot fault codes, and perform INSITE ECM diagnostic tests. Students will also receive training and testing on the XPI low side fuel diagnostics.

**Major equipment used in this course:** QSOL, Insite, EDS (Expert Diagnostic System), digital multimeters, coolant evacuation tool, student laptops, ISX15/X116b CM2350 engine and ISX15 CM2250 engine

**Prerequisite:** CMNS-001-3

### **CUMMINS COURSE 3 (CMNS-003-3)**

Students will continue training on the 2010-2017 ISX15 Cummins engines. They will receive training and testing on the XPI high side fuel diagnostics. Students will complete testing and the associated competencies to be qualified on ISX15 CM2250 EPS 2010, ISX15 CM2350 X101 EPA 2013, ISX15 CM2350 X114B, and X116B EPA 2017 engines. Students will use a live truck to perform hands-on activities on the air, lube, cooling and aftertreatment systems; and Clean Care. They will remove and install the Cummins ISX engine and transmission from a truck.

**Major equipment used in this course:** QSOL, Insite, EDS (Expert Diagnostic System), digital multimeters, student laptops, ISX15 2010-2017 engines, and Freightliner Cascadia truck

**Prerequisite:** CMNS-002-3

### **CUMMINS COURSE 4 (CMNS-004-3)**

Students will be trained on overhauls on the Cummins ISX15 engines. They will learn proper teardown, inspection and assembly procedures. Students will learn to use the engine Clean Care guidelines during repairs. Students will disassemble the engine, perform a component inspection, review a parts order and reassemble the engine. Students will receive testing to be qualified on the ISX15 engine mechanicals.

**Major equipment used in this course:** QSOL, Insite, student laptops, ISX101/ISX116b engine and ISX15 CM2250 engine

**Prerequisite:** CMNS-003-3

## Cummins Power Generation

### **CUMMINS POWER GENERATION COURSE 1 (CPGN-101)**

Students will be introduced to the basic concepts of power generation. They will learn the basic operation of a generator, the types of generators, ratings and features. Students will learn the importance of electrical safety throughout the program. This course teaches fundamentals of AC/DC electrical systems used for power and control in industrial, commercial, agricultural and residential applications using virtual training technology and hands-on application. Students will learn industry-relevant skills included in subject areas such as basic electrical circuits, electrical measurement, circuit analysis, inductance and capacitance, combination circuits, and transformers. They will be introduced to schematics and wiring diagrams, and electrical safety. This course also will familiarize students with grounding. Students will learn the operation of system grounding and a ground-fault protection device, and the construction of a grounding system. Students also will learn about lightning and surge protection. They will be able to describe the operation of a lightning protection system and surge arresters. Students will learn how to install a surge arrester for a circuit. They will be introduced to battery systems, including battery operation, capacity characteristics, battery types and battery banks.

**Major equipment used in this course:** digital multimeter, workstation with AC/DC power supply, output and input device component set, transformer module, capacitor/inductor set, online simulators

**Prerequisites:** completion of UTI Diesel program or equivalent





### **CUMMINS POWER GENERATION COURSE 2 (CPGN-102)**

The Power and Industrial Electronics Learning system will teach students how to operate, adjust and troubleshoot electronic components, circuits, and systems used in power generation machine applications. Students will learn oscilloscope usage, linear power supplies, power supply filtration and regulation, solid state relays, discrete sensing devices, thermal sensing devices, amplifiers and op amps, analog sensing, solid state switching, and solid state speed and power control. Students also will learn about motor control. Electric motor control teaches electric relay control of AC electric motors found in industrial applications. Students will gain understanding of the operation, installation, design and troubleshooting of AC electric motor control circuits for many common applications. They will develop skills in interpreting schematics, system design, motor start/stop circuits, motor sequence control, reversing motor control and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/tagout and safety interlocks.

**Major equipment used in this course:** manual fault insertion system, interface to automatic fault insertion system, electronic filter components, transistor components, diode components, electronic sensor, amplifier components, digital multimeter, signal generator and electronic troubleshooting software

**Prerequisite:** CPGN-101

### **CUMMINS POWER GENERATION COURSE 3 (CPGN-103)**

Students will be introduced to troubleshooting as it relates to motor control. They will learn control component, motor starter, power component and systems troubleshooting. This course will also teach students about reversing motor control, automatic input devices and basic timer control (on-delay and off-delay). Students will learn about rotating electric machines. This portion of the course will introduce electrical circuits and work through many industry tasks in electrical systems, including rotating electric motors, split-phase AC motors, three-phase AC induction motors, DC generators, alternators, alternator synchronization methods, and synchronous motors. Students will learn industry-relevant skills, including how to operate, install, and analyze the performance alternators and synchronous motors. Topics covered will include installation, operation, performance measurement, performance analysis, alternators, synchronous motors, power factor correction, synchronizing alternators, field excitation and reversing synchronous motors. Students also will learn the skills needed to do preventive maintenance on all size gensets.

**Major equipment used in this course:** fault controller module; electronic troubleshooting software; power on/off switch; online fault control for both manual and automatic; 613-01W motors workstation; digital instrumentation module with AC volts, DC volts and DC current; pony brake unit; three-phase induction motor; DC motor/generator; single phase multi-purpose motor for capacitor start and split-phase AC motor; capacitive load unit; alternator/synchronous motor; and synchronizing switch and light unit

**Prerequisite:** CPGN-102

### **CUMMINS POWER GENERATION COURSE 4 (CPGN-104)**

Students will have the opportunity to earn 3 Cummins qualifications in Fundamentals of AC Generators, Fundamentals of Controls and Fundamentals of Transfer Switches. The Fundamentals of AC Generators course enhances the previously learned information within core and Basics of AC Generators while offering a greater depth of understanding as to maintenance and troubleshooting procedures. By solely dealing with AC generators, this course will offer a much greater depth of understanding on the subject matter. Upon successful completion of this course and having acquired this additional knowledge and subsequent skills, the participant will be qualified at a Cummins Capable Technician level. Fundamentals of Transfer Switches introduces participants to the basic operation and troubleshooting principles of automatic transfer switches then applies those principles to practical hands-on exercises. Fundamentals of PowerCommand Controls introduces the participants to Cummins commercial genset PowerCommand controls. This course will cover the basic subsystems, controls hardware, safety, sequence of operation, configuration, and troubleshooting of CPG PowerCommand controls.

**Major equipment used in this course:** basic standard and metric hand tools; Fluke 87 multimeter; functional OTEC transfer switch; P0/P1, UC22/27 and HC4/5/6 generators; and running gensets

**Prerequisite:** CPGN-103

## Daimler Trucks North America (DTNA) Finish First



### FREIGHTLINER FINISH FIRST COURSE 1 (FLNR-101)

Students will learn how to access DTNA service information systems such as ServicePro, ServiceLink, PartsPro and EZ Wiring, and become familiar with the DTNA web-based modules. They will learn to locate service bulletins and use DTNA and component vendor service information systems. Students will be trained to find adjustment specifications on different types of suspensions and prepare a vehicle for suspension adjustment. They will learn to identify the types of clutches used on DTNA vehicles and prepare a vehicle for a clutch adjustment. Students will learn the importance of proper wheel seal installation. They will go over ABS systems and learn to identify correct plumbing routing using the brake plumbing schematic.

**Major equipment used in this course:** ServicePro, ServiceLink, PartsPro, EZ Wiring, DTNA service manuals, ARC, student laptops and appropriate vehicles to support the lab

**Prerequisites:** completion of UTI Diesel program or equivalent

### FREIGHTLINER FINISH FIRST COURSE 2 (FLNR-102)

Students will learn to read DTNA wiring diagrams and schematics, trace circuits, locate electrical components and become familiar with DTNA electrical power distribution, electrical systems and circuit routing. They will practice vehicle electrical system inspections, service and repair, including starting/charging systems and electrical/electronic circuits that include OEM wire harnesses on live vehicles and simulators. Students will be introduced to multiplex electrical theory and operation, data link systems, and test/repair multiplexed dashboard gauge clusters and engine/transmission systems as well as fault code diagnosis. They will use DTNA-recommended electronic diagnostic tools and computer-based software to provide effective vehicle electronic system troubleshooting on live trucks.

**Major equipment used in the course:** electrical training aids, ServicePro, ServiceLink, PartsPro, EZ Wiring, DTNA service manuals, student laptops and appropriate vehicles to support lab

**Prerequisite:** FLNR-101

### FREIGHTLINER FINISH FIRST COURSE 3 (FLNR-103)

Students will learn to locate and identify heating system components and the types of water control valves. Students will diagnose refrigerant-related problems and isolate them in dual evaporator systems. Students will learn to use diagnostic routines in conjunction with applicable service documentation to troubleshoot HVAC systems on a vehicle. Students will learn to identify the components that comprise Park Smart auxiliary HVAC system, and the tools and resources to assist in the diagnostics of parked HVAC systems. Students will become familiar with M2 model vehicle systems and understand the unique M2 multiplexed electrical systems. They will learn to identify the different Cascadia and Western Star truck models and the fundamentals of electronics for each vehicle. Students will be able to identify power distribution circuits, emergency power responses and power distribution changes for EPA 2010 on the Cascadia and Western Star models. Students will become familiar with Cascadia and Western Star's unique multiplexed electrical systems. Students will troubleshoot electronic problems and diagnose potential problems on the Cascadia and Western Star vehicles.

**Major equipment used in the course:** ParkSmart bench unit, blower motor, CTC/ATC board, M2 Ccontrol panel, Service-Link, ServicePro, PartsPro, EZ Wiring, DTNA service manuals, student laptops and appropriate vehicles to support lab

**Prerequisite:** FLNR-102

### FREIGHTLINER FINISH FIRST COURSE 4 (FLNR-104)

Students will be introduced to all the core competencies required DD engine diagnostics. Key sections include how to gather important service information stored on the DTNA network like Power Service Literature, relating concepts of basic electricity to the DD engine sensor system, detailed usage of the DiagnosticLink electronic service tool, how to program engine controller using DiagnosticLink professional and an overview of using DDEC Reports. Students will be introduced to major repair with emphasis on the systems of the engine (air, coolant, lube, fuel). As the students disassemble and reassemble the engine, they will learn how to properly use Power Service Literature for tasks including how to set the gear train and gear lash, set valve lash and engine brake lash. The course will cover component differences the student will see between the different releases of DD engines (EPA07, EPA10, GHG14 and GHG17) and basic failure analysis of key components. Students will learn how all the components of the fuel system from the fuel tank to the injector work together on a properly running engine. Based on that knowledge, students will then learn how to use the latest electronic service routines and troubleshooting material to diagnose fault code or symptom based issues with the fuel system. The course will cover the evolution of the DD engine fuel system from its initial EPA07 release through the latest GHG17 release. Students will focus on the components, operation and diagnostics of the DD engine's air and aftertreatment system. On the air system side, the course will look at the evolution of the turbocharger and EGR system components over the different DD engine releases. Students will learn the proper operation and diagnostics of air system components (both electronic faults and symptom based issues). The ATS system will include a detailed study of the DOC and DPF filters, their related sensors and the all aspects of the regeneration process. The SCR system will be covered by examining the major components of both the air-assisted system (EPA10) and the liquid only system (GHG14 and GHG17). Students will study ATS diagnostic procedures both fault code and symptom based issues with a combination of log file analysis and hands-on exercises.

**Major equipment used in the course:** electrical training aids, ServiceLink, ServicePro, PartsPro, EZ Wiring, DTNA service manuals, student laptops, and DD Engines to support labs

**Prerequisite:** FLNR-103

## ADDITIONAL ADVANCED TRAINING COURSE DESCRIPTIONS

### SMOG

#### **ADSM-111 LEVEL I: ENGINE AND EMISSION CONTROL FUNDAMENTALS (PHASE 1)**

Inspector Level I covers the following topics as they apply to performing a California Smog Check: Safety; Engine theory, design, and operation for gasoline and diesel engines; Cooling systems; Exhaust systems; Electrical systems; Ignition systems; Induction systems; Fuel injection systems; Carburetion; Engine management systems and On-Board diagnostics; Emission control theory, design, and operation; and Emissions cause and effect. At the end of this course, students will understand the relationship between various engine systems and vehicle emission output.

**Major equipment used in this course:** volt meter, battery/starting/charging systems tester, low amp current probe, vacuum gauge, compression tester, cylinder leak down tester, emissions analyzer (five gas machine), ignition oscilloscope (MODIS and various adapters), propane enrichment tool and MODIS

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201, AT12-202, AD12-157

#### **ADSM-112 LEVEL I & II: SMOG CHECK PROCEDURES TRAINING (PHASE 2)**

Inspector Level II covers the following topics: Safety; Administrative requirements of Smog Check; Equipment Maintenance; Visual Inspection procedures; Emissions testing procedures; Functional testing procedures; and General information when completing a Smog Check inspection. At the end of this course, students will be able to perform the following California Smog Checks: Two Speed Idle test, Acceleration Simulation Mode test, On Board Diagnoses test. The student will also understand maintenance procedures for the Emission Control System equipment.

**Major equipment used in this course:** smog machine, MODIS, smoke machine and low-pressure fuel evap. tester

**Prerequisite:** ADSM-111

### Welding Elective

#### **WELDING AND CUTTING (CRRT-132)**

Students will learn principles of MIG welding, and oxyacetylene and plasma cutting. The emphasis will be on safe practices. Also covered will be the application of metal repairs using MIG welding. Students will learn to set up and tune a MIG welder for welding steel and aluminum, and how to perform welds in various positions on a vehicle. Additionally, they will learn to set up and operate a plasma cutter and an oxyacetylene torch for cutting.

**Major equipment used in this course:** gas metal arc (MIG) welders, oxyacetylene and plasma cutters

**Recommended but not required:** CRRT-101



## COLLISION REPAIR & REFINISH TECHNOLOGY

### Collision Repair & Refinish Technology Program Objective

The objective of UTI's Collision Repair & Refinish Technology program is to qualify students as entry-level collision repair technicians equipped with the basic knowledge and skills to analyze, repair and refinish collision-damaged vehicles. The CRRT program is designed to prepare students to work as entry-level collision repair and refinish technicians or estimators for dealerships, collision centers or fleet repair facilities.

### Collision Repair & Refinish Technology

**Program 751** – Long Beach, CA campus

51 weeks, 68 semester credits

**Hours:** 476 classroom, 1,054 lab

With UTI's Collision Repair and Refinish Technology (CRRT) program, students can gain the training required to pursue a rewarding career as an automotive collision repair and refinish technician. UTI's CRRT program can give students the highly specialized education for which many collision centers and dealerships are searching.

Students in UTI's CRRT program will learn to repair and refinish structural and non-structural damage as well as how to prepare cost estimates on all phases of repair and refinishing. Students also will learn to repair mechanical and electrical damage. Successful graduates will have the opportunity to achieve certifications in Axalta refinishing, 3M plastics repair, and Chief Automotive measuring and straightening systems.

The program includes six weeks of training focused on custom body and paint. In the three-week custom body course, students will learn the concepts of metal fabrication, shaping and manipulation. They also will learn the concepts behind custom painting in a three-week custom paint course that teaches pin stripping and the use of airbrushes.

The CRRT program is divided into six distinct modules that collectively cover all facets of collision repair and refinish training with a sixth module that includes custom body and paint. The curriculum is based on the industry standard, I-CAR Live. The I-CAR curriculum was developed to train entry-level technicians in auto body repair, and includes the I-CAR Steel Welding Qualification Test and Aluminum Welding Qualification Test (SWQT & AWQT). Graduates who successfully complete the program will be recognized as an I-CAR ProLevel individual for Non-Structural Technician Level 1, Steel Structural Technician Level 1, Aluminum Structural Technician Level 1 and Refinish Technician Level 2, giving them a status valued and/or required by employers in the collision repair and insurance industries. If a student successfully achieves the Axalta refinish certification, he or she also will receive Refinish Technician Level 3 and become a Platinum individual.





## Collision Repair & Refinish Technology + Estimating

**Program 754** – Long Beach, CA campus

54 weeks, 72 semester credits

**Hours:** 526 Classroom, 1,094 Lab

With UTI's Collision Repair & Refinish Technology (CRRT) program with Estimating, students can gain the training required to pursue a rewarding career as an automotive collision repair and refinish technician or as an estimator. UTI's CRRT program can give students the highly specialized education for which many collision centers and dealerships are searching.

Students in UTI's CRRT program with Estimating will learn to repair and refinish structural and non-structural damage as well as repair mechanical and electrical damage. Students will also spend an additional three weeks focusing on damage analysis, estimate preparation using industry software programs, and tracking of customers' vehicles through all stages of a collision facility repair process. Successful graduates will have the opportunity to achieve certifications in Axalta refinishing, 3M plastics repair, and Chief Automotive measuring and straightening systems.

Students will experience six weeks of training based around custom body and paint. In the three-week custom body course, students will learn the concepts of metal fabrication, shaping and manipulation while the three-week custom painting course includes concepts such as pin striping and the use of airbrushes.

The CRRT program is divided into six distinct modules that collectively cover all facets of collision repair and refinish training. The curriculum is based on the industry standard, I-CAR Live. The I-CAR curriculum was developed to train entry-level technicians in auto body repair, and includes the I-CAR Steel Welding Qualification Test and Aluminum Welding Qualification Test (SWQT & AWQT). Graduates who successfully complete the program will be recognized as I-CAR ProLevel individuals for Non-Structural Technician Level 1, Steel Structural Technician Level 1, Aluminum Structural Technician Level 1, Estimating Level 1 and Refinish Technician Level 2, giving them a status valued and/or required by employers in the collision repair and insurance industries. If a student successfully achieves the Axalta refinish certification, he or she also will receive Refinish Technician Level 3 and become a Platinum individual.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CRRT-101	Exterior Panel Alignment	52.0	38.0	0	90.0	4.00	4.00
CRRT-123	Exterior Panel Repair I	22.0	68.0	0	90.0	4.00	3.00
CRRT-124	Exterior Panel Repair II	11.0	79.0	0	90.0	4.00	3.00
CRRT-103	Exterior Panel Replacement	15.0	75.0	0	90.0	4.00	3.50
CRRT-105	Welding and Cutting	18.0	72.0	0	90.0	4.00	3.00
CRRT-125	Structural Damage Analysis	45.0	45.0	0	90.0	4.00	4.50
CRRT-126	Structural Alignment & Replacement	42.0	48.0	0	90.0	4.00	4.00
CRRT-108	Introduction to Refinishing	40.0	50.0	0	90.0	4.00	4.00
CRRT-109	Vehicle Preparation for Painting	30.0	60.0	0	90.0	4.00	4.00
CRRT-127	Finish Applications	14.0	76.0	0	90.0	4.00	3.00
CRRT-128	Skills Application	14.0	76.0	0	90.0	4.00	3.00
CRRT-113	Power Systems & Controls	41.0	49.0	0	90.0	4.00	4.00
CRRT-114	Drive Train & Related Systems	34.0	56.0	0	90.0	4.00	3.50
CRRT-115	Vehicle Undercar and SRS	35.0	55.0	0	90.0	4.00	3.50
CRRT-130	Damage Analysis I	39.0	51.0	0	90.0	4.00	4.00
CRRT-116	Custom Paint Fundamentals	12.0	78.0	0	90.0	4.00	3.00
CRRT-122	Custom Body Fundamentals	12.0	78.0	0	90.0	4.00	3.00
<b>Total</b>		<b>476</b>	<b>1,054</b>	<b>0</b>	<b>1,530.0</b>	<b>68.00</b>	<b>60.00</b>

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CRRT-101	Exterior Panel Alignment	52.0	38.0	0	90.0	4.00	4.00
CRRT-123	Exterior Panel Repair I	22.0	68.0	0	90.0	4.00	3.00
CRRT-124	Exterior Panel Repair II	11.0	79.0	0	90.0	4.00	3.00
CRRT-103	Exterior Panel Replacement	15.0	75.0	0	90.0	4.00	3.50
CRRT-105	Welding and Cutting	18.0	72.0	0	90.0	4.00	3.00
CRRT-125	Structural Damage Analysis	45.0	45.0	0	90.0	4.00	4.50
CRRT-126	Structural Alignment & Replacement	42.0	48.0	0	90.0	4.00	4.00
CRRT-108	Introduction to Refinishing	40.0	50.0	0	90.0	4.00	4.00
CRRT-109	Vehicle Preparation for Painting	30.0	60.0	0	90.0	4.00	4.00
CRRT-127	Finish Applications	14.0	76.0	0	90.0	4.00	3.00
CRRT-128	Skills Application	14.0	76.0	0	90.0	4.00	3.00
CRRT-113	Power Systems & Controls	41.0	49.0	0	90.0	4.00	4.00
CRRT-114	Drive Train & Related Systems	34.0	56.0	0	90.0	4.00	3.50
CRRT-115	Vehicle Undercar and SRS	35.0	55.0	0	90.0	4.00	3.50
CRRT-130	Damage Analysis I	39.0	51.0	0	90.0	4.00	4.00
CRRT-131	Damage Analysis II	50.0	40.0	0	90.0	4.00	4.00
CRRT-116	Custom Paint Fundamentals	12.0	78.0	0	90.0	4.00	3.00
CRRT-122	Custom Body Fundamentals	12.0	78.0	0	90.0	4.00	3.00
<b>Total</b>		<b>526</b>	<b>1,094</b>	<b>0</b>	<b>1,620</b>	<b>72.00</b>	<b>64.00</b>

# COLLISION REPAIR & REFINISH TECHNOLOGY COURSE DESCRIPTIONS

## Module I: Non-Structural Repair

### EXTERIOR PANEL ALIGNMENT (CRRT-101/DCRR-101)

Students will learn about the safety requirements for the collision industry, PPE and MSDS. Additionally, students will learn to read and interpret a vehicle damage repair report, assess the damage, and develop a repair plan. Lab work will include removal of trim, door handle and locks, and the alignment of door, hood and deck lid panels. Students will learn to remove and disassemble doors; remove, install and align fenders, hoods, bumpers and deck lids; and verify and adjust door seals. Students will also begin developing professionalism skills that will translate to their future careers.

**Major equipment used in this course:** Tool sets

### EXTERIOR PANEL REPAIR I (CRRT-123/DCRR-123)

Students will learn the identification of automotive plastics and how to make repair decisions. Also covered will be repair of plastics using welding and adhesive technologies. Students will gain a working knowledge of adhesive repairs and welding repairs in addition to repairing SMC. Additionally, they will learn to repair cosmetic sheet metal panel damage and how to use body metal working tools. They will learn to prepare a damaged area for the application of body filler. Students will also learn methods for applying body filler and sanding to various contours.

**Major equipment used in this course:** Plastic welders

**Prerequisite:** CRRT-101 (Hybrid: DCRR-101)

### EXTERIOR PANEL REPAIR II (CRRT-124/DCRR-124)

Students will learn about repairing cosmetic panel damage and how to use body metal working tools. They will learn to shrink stretched metal and prepare a damaged area for the application of body filler. Also covered will be techniques for applying body filler and preparing body filler for final finishing and sanding to various contours.

**Prerequisites:** CRRT-101, CRRT-105, CRRT-123  
(Hybrid: DCRR-101, DCRR-105, DCRR-123)

**Major equipment used in this course:** Welders

### EXTERIOR PANEL REPLACEMENT (CRRT-103/ DCRR-103)

Students will learn to remove and replace both welded and bonded door skins and quarter panels. Also covered is preparing door frames for new outer door panels; analysis of intrusion beams; removal, replacement and alignment of door glass and door trim panels; and fundamentals of the removal and installation of convertible tops and power sunroof panels. Students will also learn procedures for removing a door skin and how to weld and bond replacement skin to the doorframe. Additionally, they will learn procedures for replacing stationary glass (windshield or back glass), removing quarter panels, straightening flanges in preparation for reinstallation, and applying welding and bonding procedures to install panels.

**Major equipment used in this course:** gas metal arc  
(MIG) welders

**Prerequisites:** CRRT-101, CRRT-105, CRRT-123, CRRT-124  
(Hybrid: DCRR-101, DCRR-105, DCRR-123, DCRR-124)

## Module II: Structural Repair

### WELDING AND CUTTING (CRRT-105/DCRR-105)

Students will learn principles of MIG welding, and oxyacetylene and plasma cutting. The emphasis will be on safe practices. Also covered will be the application of metal repairs using MIG welding. Students will learn to set up and tune a MIG welder for welding steel and aluminum, and how to perform welds in various positions on a vehicle. Additionally, they will learn to set up and operate a plasma cutter and an oxyacetylene torch for cutting.

**Major equipment used in this course:** gas metal arc (MIG) welders, oxyacetylene and plasma cutters

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

### STRUCTURAL DAMAGE ANALYSIS (CRRT-125/DCRR-125)

Topics covered will include an introduction to damage analysis, interpreting body-dimension specification sheets, various measuring systems, steel unitized structures, advanced high strength steels and how to diagnose damage using computerized measuring systems. Students will learn to analyze and interpret vehicle structural damage; measure vehicles using centering gauges, laser and computerized measuring systems; and interpret printouts to determine damage location in vehicle structures. Students will also learn to safely secure a vehicle for pulling, use squeeze-type resistance welding equipment and fabricate a rail section.

**Major equipment used in this course:** centering gauges, computerized measuring systems and squeeze-type resistance welding equipment

**Prerequisites:** CRRT-101, CRRT-105 (Hybrid: DCRR-101, DCRR-105)

### STRUCTURAL ALIGNMENT AND REPLACEMENT (CRRT-126/DCRR-126)

Students will learn principles of straightening structural parts, use of pulling systems, and stress-relief methods. Students will learn how to perform pulling on structural parts and apply stress-relief methods. Also covered will be principles of panel replacement and sectioning, steel unitized structures, new technologies and repair.

**Major equipment used in this course:** centering gauges, computerized measuring systems and frame racks from Chief Automotive Systems

**Prerequisites:** CRRT-101, CRRT-105, CRRT-125 (Hybrid: DCRR-101, DCRR-105, DCRR-125)



## Module III: Refinishing

### INTRODUCTION TO REFINISHING (CRRT-108/DCRR-108)

Students will learn the application of safety and environmental practices; and surface preparation for refinishing. They will learn procedures for paint removal, preparation of adjacent panels for blending, and application of sealers and stone chip resistant coatings. Students will also learn to analyze existing finishes of panels/vehicles, remove paint using various procedures, apply metal conditioners, sand panels in preparation for primer-surfacer application, and apply primer-surfacer.

**Major equipment used in this course:** DA sanders, paint guns, paint booths and computerized paint mixing systems

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

### VEHICLE PREPARATION FOR PAINTING (CRRT-109/DCRR-109)

Students will learn equipment preparation, and about refinish materials and paint area. They will learn about mixing refinish materials, preparation of spray gun and test panels. Also covered will be color characteristics, color match and obtaining blendable matches. Students will learn sanding operations, mixing paint from vehicle paint codes, applying waterborne basecoat paints to panels, tinting colors to achieve blendable matches and applying clear coat.

**Major equipment used in this course:** DA sanders, paint guns, paint booths and computerized paint mixing systems

**Prerequisites:** CRRT-108 (Hybrid: DCRR-108)

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

### FINISH APPLICATIONS (CRRT-127/DCRR-127)

Students will learn about cycle time; principles of blending; and single stage, base coat, clear coat and tri-coat finishes. Students will learn to identify and solve paint application problems and paint finish problems such as mottling, orange peel, sags and runs. Also covered will be diagnosis and repair of finish defects; and determining causes of and repairing poor adhesion, cracking, water spotting and environmental damage. Students also will learn to detail a vehicle for customer delivery.

**Major equipment used in this course:** DA sanders, paint guns, paint booths, computerized paint mixing systems and polishers

**Prerequisites:** CRRT-101, CRRT-108, CRRT-109, CRRT-123, CRRT-124 (Hybrid: DCRR-101, DCRR-108, DCRR-109, DCRR-123, DCRR-124)

**Recommended but not required:** CRRT-105 (Hybrid: DCRR-105)

### SKILLS APPLICATION (CRRT-128/DCRR-128)

In this course students will apply the training learned in previous courses to a simulated collision repair facility. Emphasis will be placed on cosmetic panel replacement and alignment, panel repair procedures, MIG welding, application and sanding of body filler, sanding panels in preparation for primer surfacer, application of primer surfacer, masking procedures, mixing refinish materials, preparation of spray gun and test panels, application of paint to panels, tinting of colors to achieve blendable matches, application of clear coat, and final detail in preparation for vehicle delivery to customer. Students will also learn about hazardous airborne pollutants and waste control as it applies to the collision industry.

**Major equipment used in this course:** DA sanders, paint guns, paint booths, computerized paint mixing systems and polishers

**Prerequisites:** CRRT-101, CRRT-103, CRRT-105, CRRT-108, CRRT-109, CRRT-113, CRRT-114, CRRT-123, CRRT-124, CRRT-127 (Hybrid: DCRR-101, DCRR-103, DCRR-105, DCRR-108, DCRR-109, DCRR-113, DCRR-114, DCRR-123, DCRR-124, DCRR-127)

**Recommended but not required:** CRRT-115, CRRT-125, CRRT-126 (Hybrid: DCRR-115, DCRR-125, DCRR-126)

## Module IV: Mechanical and Electrical Repair

### POWER SYSTEMS AND CONTROLS (CRRT-113/DCRR-113)

Students will learn fundamentals, troubleshooting and repair of electrical and electronic systems. They will learn to troubleshoot and repair electrical systems using digital multimeters, read wiring diagrams and repair damaged wiring harnesses.

**Major equipment used in this course:** DVOM, electrical training boards, solder gun, diagnostic scan tools and computerized information retrieval systems

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

### DRIVE TRAIN AND RELATED SYSTEMS (CRRT-114/DCRR-114)

Students will learn about air conditioning; cooling and heating systems; fuel, intake and exhaust systems; and drive trains. They will learn fundamentals, operation maintenance, inspection and testing, and repair of these systems. They will also learn to discharge, recover, evacuate and recharge air conditioning systems; drain and recover cooling systems; and simulate removal and reinstallation of drive train assemblies. Additionally, students will learn about hybrid vehicle safety as it applies to the collision industry.

**Major equipment used in this course:** air conditioning recycling machine, and fuel and cooling system testers

**Prerequisites:** CRRT-113 (Hybrid: DCRR-113)

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

### VEHICLE UNDERCAR AND SRS (CRRT-115/DCRR-115)

Students will learn the diagnosis and service of steering systems as well as alignment, suspension and related subassemblies. Students will learn to analyze steering and suspension systems for damage, and perform wheel alignments. In addition, they will learn to analyze and replace damaged or worn brake components and bleed brake systems. Also covered is the removal, inspection and replacement of restraint systems. Students will learn to analyze restraint systems, including seat belts, motorized seat belts, air bag assemblies and related components.

**Major equipment used in this course:** computerized wheel alignment machines, strut spring machines and brake trainers

**Prerequisites:** CRRT-113 (Hybrid: DCRR-113)

**Recommended but not required:** CRRT-101 (Hybrid: DCRR-101)

Module V: Damage Analysis, Estimating & Customer Service

### DAMAGE ANALYSIS I (CRRT-130/DCRR-130)

Topics covered in this course relate to collision facility operation, customer communication, insurance and estimating. Students will apply the training learned in previous courses to carry out damage analysis and write estimates on vehicles using computer-based estimating software. Emphasis will be placed on blueprinting and estimating different scenarios of damage, including front, side, rear and mechanical impact-damaged vehicles. Students will learn about restraint system damage, insurance relations in the collision industry, procedures, documentation and how to work with adjusters. Students also will learn about inspecting repairs for quality control.

**Major equipment used in this course:** computers with estimating software, tram gauge, measuring system, digital cameras

**Prerequisites:** CRRT-101, CRRT-103, CRRT-105, CRRT-108, CRRT-109, CRRT-113, CRRT-123, CRRT-124, CRRT-127 (Hybrid: DCRR-101, DCRR-103, DCRR-105, DCRR-108, DCRR-109, DCRR-113, DCRR-123, DCRR-124, DCRR-127)

**Recommended but not required:** CRRT-114, CRRT-115 (Hybrid: DCRR-114, DCRR-115)



## **DAMAGE ANALYSIS II (CRRT-131/DCRR-131)**

Students will continue to apply the training learned in DCRR-130 to carry out damage analysis and write estimates on vehicles using computer-based estimating software. Students will be introduced to a different estimating software provider and learn how to convert from one type to another. Students will learn how to write estimates on vehicles that have damage caused by hail, theft, fire and flood, and to electrical systems. Students also will learn about total loss, salvage, storage titling and the use of recycled parts in the industry. In addition, students will learn how to schedule, assign and track vehicles, parts and technicians in the collision facility.

**Major equipment used in this course:** computers with estimating software, tram gauge, measuring system, digital cameras

**Prerequisites:** all CRRT courses except CRRT-116, CRRT-122, CRRT-128 (Hybrid: all DCRR courses except DCRR-116, DCRR-122, DCRR-128)

## **Module VI: Auto Customizing**

### **CUSTOM PAINT FUNDAMENTALS (CRRT-116/DCRR-116)**

Students will be taught fundamentals of airbrush techniques, including the use of stencils and freehand airbrushing; special effects paint techniques, including the use of candy and pearl paints; how to apply special effects paint to simulate a wood grain effect; and the age-old techniques of hand pin striping. The students also will apply etching to glass.

**Major equipment used in this course:** airbrushes, paint guns, paint booth, sand blasting cabinet and safety equipment associated with all aspects of the Custom Paint Fundamentals class

**Prerequisites:** CRRT-108, CRRT-109 (Hybrid: DCRR-108, DCRR-109)

**Recommended but not required:** CRRT-101, CRRT-105, CRRT-122 (Hybrid: DCRR-101, DCRR-105, DCRR-122)

### **CUSTOM BODY FUNDAMENTALS (CRRT-122/DCRR-122)**

Students will learn auto body customizing, including frenching antennas, frenching license plates and fabricating roll pans. They will learn the skills used to shave door handles and have the opportunity to work with the equipment and learn the skills used by some of the top metal fabricators in the field today.

**Major equipment used in this course:** sheet metal shrinkers, sheet metal stretchers, English wheels, sheet metal rollers, bead rollers, sheet metal brakes, sheet metal shears, MIG welder, oxyacetylene torch and safety equipment associated with all aspects of the Custom Body Fundamentals class

**Prerequisites:** CRRT-105 (Hybrid: DCRR-105)

**Recommended but not required:** CRRT-101, CRRT-108 (Hybrid: DCRR-101, DCRR-108)





## WELDING TECHNOLOGY

### TRAIN FOR A CAREER AS A WELDER

**Program 560** – AZ, DFW, Long Beach, CA and Rancho Cucamonga, CA campuses

36 weeks, 36 semester credits

**Hours:** 501 classroom, 399 lab

### Program Description

With UTI's Welding Technology program, students can gain the training required to pursue a career as an entry-level welder and fabricator. UTI's program gives students the education and skills required in today's construction, pipe and fabrication industries. The curriculum has been developed with Lincoln Electric to train students in multiple forms of welding and applications. The welding program is designed to develop students' welding and fabrication techniques using different types of metal transfer as they become equipped with the basic knowledge and skills used in the construction, structural, pipe and fabrication industries. Additionally, students learn how to cut metal using thermal cutting techniques, and develop, fabricate and calculate the cost of projects.

Successful graduates should have the skills and knowledge necessary to prepare them to take relevant industry welding tests or American Welding Society (AWS) certifications used in structural, construction and pipe projects. Graduates who successfully complete the program will be able to weld using GMAW, SMAW, GTAW and FCAW equipment on different materials, giving them a skill set valued and/or required by employers in the construction, pipe and fabrication industries.

### Program Objective

The objective of UTI's Welding Technology program is to train students so they are equipped with the basic knowledge and skills required to carry out welding of plate, pipe and sheet metal. The program is designed to prepare students to work as entry-level welders in the construction, structural, pipe and fabrication industries.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
WELD-101	Introduction to Welding, Safety & Careers	53.0	22.0	0	75.0	3.0	4.0
WELD-102	Principles of Welding	53.0	22.0	0	75.0	3.0	4.0
WELD-103	Gas Metal Arc Welding I	42.0	33.0	0	75.0	3.0	3.5
WELD-104	Shielded Metal Arc Welding I	42.0	33.0	0	75.0	3.0	3.5
WELD-105	Engineering & Fabrication	57.0	18.0	0	75.0	3.0	4.0
WELD-123	Gas Metal Arc Welding II	34.0	41.0	0	75.0	3.0	3.0
WELD-124	Shielded Metal Arc Welding II	34.0	41.0	0	75.0	3.0	3.0
WELD-125	Flux-Cored Arc Welding	38.0	37.0	0	75.0	3.0	3.5
WELD-126	Gas Tungsten Arc Welding	42.0	33.0	0	75.0	3.0	3.5
WELD-130	Pipe Welding	38.0	37.0	0	75.0	3.0	3.5
WELD-131	Welding Applications I	34.0	41.0	0	75.0	3.0	3.0
WELD-132	Welding Applications II	34.0	41.0	0	75.0	3.0	3.0
<b>Total</b>		<b>501</b>	<b>399</b>	<b>0</b>	<b>900.0</b>	<b>36.0</b>	<b>41.5</b>

## Course Descriptions

### INTRODUCTION TO WELDING, SAFETY AND CAREERS (WELD-101)

In this course students will be introduced to the various types of welding methods and equipment used. Students will learn about personal protection and safety while operating welding equipment. Students will also be introduced to two different types of thermal cutting using both plasma and oxy/fuel equipment. Also covered will be the many careers and positions that a successful welder may pursue and how to become certified in the industry.

**Major equipment used in this course:** oxyacetylene welding/cutting equipment, plasma cutter, grinder, power saw, sheet metal cutter, VRTEX Virtual welding equipment

**Prerequisites:** None

### PRINCIPLES OF WELDING (WELD-102)

Students will be introduced to the different types of joints, positions and symbols used throughout welding technology. They will learn the properties of metal, their classification and how to use tools that prepare metal for welding. Students will learn welding coupon preparation to include beveling, sawing and grinding.

**Major equipment used in this course:** VRTEX Virtual welding equipment, grinder, power saw, sheet metal cutter

**Recommended but not required:** WELD-101

### GAS METAL ARC WELDING I (GMAW-1) (WELD-103)

In gas metal arc welding (also referred to as MIG welding), students will learn how to set up and use GMAW equipment and the accessories required to weld. Students then will use a MIG welder to perform the basic positions of a lap, tee, butt, and butt with backing bar to produce groove-style joints in the flat and horizontal planes. Students also will learn basic maintenance of a GMAW-style welder, including gas hookup and wire spool replacement.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW MIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101

### **SHIELDED METAL ARC WELDING I (SMAW-1) (WELD-104)**

In shielded metal arc welding (often referred to as stick welding), students will learn how to set up and use SMAW equipment and accessories required to weld. Students will learn the different electrodes/rods available to carry out specific weld types. Students then will use a SMAW welder to perform the basic positions of a lap, tee, butt, and butt with backing weld to produce groove style joints in the flat and horizontal planes.

**Major equipment used in this course:** VRTEX Virtual welding equipment, SMAW stick welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101

### **ENGINEERING AND FABRICATION (WELD-105)**

Students will learn how to read blueprints and interpret the codes, standards, terms and definitions used in welding documentation. In addition, they will acquire the applied math and measurement skills needed for planning, preparation and fabrication of projects. Students also will be introduced to planning, quality control and design software to build projects.

**Major equipment used in this course:** examples of computer-based design software

**Prerequisites:** WELD-101

### **GAS METAL ARC WELDING II (GMAW-2) (WELD-123)**

The GMAW-2 course will build upon the knowledge and skills that students previously learned. In addition to the flat and horizontal planes, students will perform vertical and overhead welds to produce lap, tee, butt, and butt with backing bar. Additionally, students will learn how to correctly set up and operate a GMAW welder, change out whips/guns, set up different shielding gas, and replace the rollers.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW MIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103

**Recommended but not required:** WELD-105

### **SHIELDED METAL ARC WELDING II (SMAW-2) (WELD-124)**

Students will use the skills they learned while stick welding in previous courses to perform horizontal, vertical and overhead welding operations on flat steel plates using fillet- and groove-style joints. Additionally, students will learn how to correctly set up and operate a SMAW welder, replace the electrode/stick holder, and gain an understanding of carbon arc gouging.

**Major equipment used in this course:** VRTEX Virtual welding equipment, SMAW stick welder, grinder, power saw

**Prerequisites:** WELD-101, WELD-102, WELD-104,

**Recommended but not required:** WELD-105

### **FLUX-CORED ARC WELDING (FCAW) (WELD-125)**

Students will discover the benefits of both gas and gasless flux-cored welding and where they are used. They will learn how to set up and operate flux-cored welding equipment. Students will perform multiple joint types and carry out welds in the flat, horizontal, vertical and overhead positions.

**Major equipment used in this course:** VRTEX Virtual welding equipment, FCAW welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103

**Recommended but not required:** WELD-105

### **GAS TUNGSTEN ARC WELDING (GTAW) (WELD-126)**

This course will introduce the student to gas tungsten arc welding, its characteristics and safety. Using the information they have learned in previous courses, students will develop the skills necessary to make gas tungsten arc welds on different metals, using both direct and alternating current methods.

**Major equipment used in this course:** GTAW TIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102

**Recommended but not required:** WELD-103, WELD-104, WELD-105

### **PIPE WELDING (WELD-130)**

Students will be introduced to the different methods of welding pipe. They will learn various welding positions, and how to use the correct tools and equipment for cutting and beveling joints during assembly.

**Major equipment used in this course:** various SMAW stick welders, grinder, power saw, pipe rollers, pipe cutters, CNC plasma cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-124

**Recommended but not required:** WELD-105, WELD-123, WELD-125, WELD-126

### **WELDING APPLICATIONS I (GMAW & FCAW) (WELD-131)**

Students will build projects using the skills learned throughout the program. They will use blueprinting and project planning skills along with both GMAW and FCAW processes and equipment to fabricate specific projects. Students will demonstrate their ability to perform multiple weld types in various positions.

**Major equipment used in this course:** GMAW MIG welder, FCAW welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-105, WELD-123, WELD-125

**Recommended but not required:** WELD-124, WELD-126

### **WELDING APPLICATIONS II (SMAW & GTAW) (WELD-132)**

Student will build projects using the skills learned throughout the program. They will use blueprinting and project planning skills along with both GMAW and FCAW processes and equipment to fabricate specific projects. Students will demonstrate their ability to perform multiple weld types in various positions.

**Major equipment used in this course:** SMAW stick welder, GTAW TIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-105, WELD-124, WELD-126

**Recommended but not required:** WELD-123, WELD-125





## STUDENT SUPPORT SERVICES

### Student Services

The Student Services department offers a wide range of services designed to assist the academic, social, and personal needs of the students. Services provided include Housing, Academic and Personal Advisement, Student Records, Student Activities, Veterans' Assistance, and Scheduling. Students receive additional campus specific information about their Student Services Department at New Student Orientation.

### AWARDS

UTI offers many prestigious student awards. They are direct reflections of students' attitudes and performance while attending UTI, and are awarded based on the criteria described below. Winners are recognized at graduation and their awards are mailed to them within 30 days of graduation.

Student of the Course awards are given at the end of each course as part of an incentive program to encourage initiative and excellence. Certain Manufacturer-Specific Advanced Training programs do not issue Student of the Course awards. Any student repeating a course is not eligible for this award in the repeated class.

Criteria for the Student of the Course award indicate the student must receive a grade of at least 90% in each performance category. In the event of a tie, the award is given to the student with the highest grade in lab work. In the event of a second tie, the award is given to the student with the highest grade in class work. In the event of a third tie, the award is given to the student with the fewest hours missed during the course. The final tiebreaker calls for the Instructor to select one student to receive this award with the option of presenting multiple awards upon Education Manager approval.

Awards are also presented at graduation to students who maintain perfect attendance records and those with overall 99% attendance records. Students with any attendance failures are not eligible for this award.

Students who receive a class work and lab grade of 90% or higher in three consecutive courses are recognized on the Director's Honor List. Students with any attendance failures are not eligible for this award.

### NATIONAL HONOR SOCIETY

The prestigious Alpha Beta Kappa National Honor Society was founded in 1977 to encourage and recognize superior academic and laboratory training in honorable fields of endeavor. Universal Technical Institute became the society's first member, receiving its charter as the Alpha chapter. Students with any attendance failures are not eligible for this award.

Qualifications for nomination to Alpha Beta Kappa include:

- Minimum cumulative grade point average of 3.50 or above
- Attendance of at least 99%

Candidates for nomination are notified after graduation.

### OFFICE HOURS

UTI offices are typically open 8 a.m. to 5 p.m. Monday through Friday, except on company-observed holidays. Hours may vary at each location.



### STUDENT INSURANCE

UTI provides secondary insurance coverage for injuries to students only while they are on campus attending classes. See the Administration or Student Services Department for more information.

### HOUSING

UTI uses independent housing services to help us assist students who are relocating. All provide a full range of services and work closely with students to determine the right options.

UTI's Housing department can assist students with finding roommates. The Housing department also works with students on an individual and ongoing basis to resolve any housing problems that may arise throughout their rental term.

In addition to the options above, you may also choose to acquire housing on your own. Please contact the Housing department at your desired campus for more information.

Please note that while the student services department can assist with transporting and housing options, transportation and housing while attending school is the responsibility of the student.



## Employment Services

The Employment Services department is available to all students and graduates. Services include providing job leads, assisting with résumés, and providing interview guidance for local jobs while students are in school and career jobs upon graduation. Although our employment specialists have been successful in assisting students to find jobs, no guarantee of local or graduate employment is made or implied.

Because the Employment Services department uses occupational contacts from all over the country, graduates seeking career assistance may need to relocate in order to take advantage of employment opportunities.

### LOCAL EMPLOYMENT ASSISTANCE

UTI students who desire assistance finding local employment should visit the local Employment Services department at their campus. A list of job openings in the local area is developed and maintained at each campus. UTI staff members are available to meet with students one-on-one to provide leads and help them find jobs to cover living expenses while they attend school. To get the most from the services provided by the Local Employment Services Department, students should work closely with their Employment Advisors. Students are encouraged to visit the Employment Services Department several times a week to pick up new leads until they are hired.

### ONGOING CAREER ASSISTANCE

UTI places great emphasis on assisting graduates in beginning meaningful careers. While employment cannot be guaranteed, services are available to graduates and alumni through the UTI National Job Database or by contacting the Employment Services office at the campus.

### CAREER DEVELOPMENT

Through the Career Development class, UTI helps students strengthen career skills stressed in technical training. This class is designed to enhance the job search and application skills of each student. Students become more familiar with services available through UTI's Employment Services department, including:

- Providing information on the enhanced career opportunities made possible through both student-paid and manufacturer-paid advanced training programs
- Locating Tuition Reimbursement Incentive Program (TRIP) employers
- Providing information on nationwide dealer employment opportunities
- Maintaining up-to-date job listings
- Contacting students by phone, text and email after graduation to offer continued job search assistance, allowing us also to verify their employment
- Assisting students to produce professional résumés
- Providing tips on interview techniques

## YOUR RESPONSIBILITIES

To get the most from the services provided by UTI's Employment Services department, you and your Employment Advisor must work together as partners. Here's what you can do to build a successful partnership:

- Talk to your advisor about exploring the advantages of continuing your education by taking manufacturer-specific programs
- Fill out your résumé paperwork and submit it to the Employment Services department as soon as possible.
- Make the best use of campus career fairs by engaging with many different employers to find out about their opportunities.
- If you don't have definite career plans, visit the Employment Services department at least twice a week to check on employment opportunities as you get close to graduation.
- Provide your advisor with your relocation preferences upon graduation so he or she or can assist you in identifying job opportunities in these areas.
- Contact interested employers to set up interviews. Make follow-up calls to all potential employers with whom you have interviewed or sent résumés.
- After graduation, stay in touch with your Graduate Employment Advisor for job leads and assistance in your job search. It is also important to keep your contact information updated so the school can stay in touch with you as well.

## INDUSTRY EXPECTATIONS

To qualify for the best opportunities the industry has to offer, it's important for you to do the following:

- Maintain a valid driver's license
- Maintain a good driving record with very few (if any) moving violations
- Maintain a good school attendance record
- Display a positive attitude
- Prepare for every interview by researching the company and knowing the job description
- Remain drug free
- Maintain a professional appearance
- Demonstrate strong fundamental technical skills

## INTERVIEW OPPORTUNITIES

The UTI Employment Services staff works with employers and students to develop on-campus interview opportunities. These on-campus interviews are great opportunities for students to get interview experience and potential job offers before graduation. Every effort is made to assist graduates in finding employment in their preferred geographical area. However, it may be necessary to relocate to areas where career opportunities are more abundant.

## Financial Aid

The Financial Aid department provides students and parents with expert advisement and application processing related to various federal and non-federal financial aid programs. Information and guidance on federal and state grants, federal and private student loans, internal and external scholarships, and in-school cash payment plans are available. Financial aid packages generally consist of a combination of funding from more than one program or resource. No specific guarantee of financial aid eligibility is made or implied. For more information, please contact the Financial Aid department at the campus where attendance is planned.



## DRESS CODE

Students at all UTI campuses must maintain a professional dress code for safety reasons, as well as to meet industry standards for professionalism. To best prepare students for the industry, the following standards apply:

### CAPS/HATS

- For MMI students, only baseball type caps without inappropriate pictures or writing are permitted and must be worn with the bill facing forward.
- For UTI students, only baseball type caps featuring a UTI logo are permitted and must be worn with the bill facing forward while on campus. These caps are only allowed to be worn in areas designated by the school. During winter months only, a knit black or blue skullcap featuring a UTI logo may be worn when lab area temperatures fall consistently below 70 degrees Fahrenheit. Note: This is campus-specific. Please contact the campus to ensure UTI hats are allowed on campus.
- Do-rags, unprofessional hats/caps, visors, skullcaps or pantyhose-type caps are prohibited in the building.

### CLOTHING/UNIFORM

- Clothing cannot be overly soiled or have excessive holes. Trousers are to be clean and mended. Blue jeans, cords and work pants are acceptable, and must be worn at the waistline and supported, if necessary, to prevent sagging. Multi-colored pants, cutoffs, shorts, sweatpants, military clothes and clothing with large, extended pockets are not permitted.
- Uniform shirts must be worn buttoned from the second button down and tucked in at all times while on campus. Unless a sweater, sweatshirt or jacket is worn, the uniform shirt must be the outermost garment layer. The uniform shirts are not to be cut or altered. Female students must wear the shirts in the appropriate manner with no skin or cleavage showing. Vests of any kind are not allowed.
- No vulgarity or profanity may be displayed on any article of clothing, personal belongings or exposed skin. Any offensive tattoos need to be covered by the appropriate length of clothing. Drug-, alcohol- or gang-related material is not acceptable. No club or color patches are to be worn on campus.
- All "hoodies" (i.e., hooded jackets/garments) are prohibited unless disclosed otherwise by the campus. Please contact the campus Student Services Department for specific guidelines regarding outerwear (jackets, hoodies, etc.).

### FOOTWEAR

- UTI students must wear black or brown leather shoes or boots of a traditional work boot/shoe style. Oil-resistant soles are required for auto and diesel students. Work shoes or boots must be tightly laced with the tongue in. Pants must be worn on the outside of the boots.

- Flat-heeled work shoes, tennis shoes, leather shoes, or boots (preferably with steel-toe protection) are acceptable for MMI students.
- No flip-flops, sandals, open-toed shoes or high-heeled shoes are allowed.

### JEWELRY/PIERCINGS/IMPLANTS

- Jewelry presenting a safety hazard must be removed while working in the classrooms and labs. Dangling earrings, hoops and other visible body piercing presenting a safety hazard will need to be removed. Students will be asked to remove excessive jewelry items that pose a safety-related concern or disrupt proper instruction as determined at the discretion of the Institute and Instructor.
- Facial, microdermal, transdermal and subdermal implants are allowed provided they are simple stud or gem types.
- Ear piercings larger than standard earrings must be plugged with solid plugs of a single color. Piercings that are extremely large or outlandish — even with solid plugs of a single color — and unprofessional as determined by the school are not allowed.

### HAIR POLICY

Students are required to maintain their hair, including facial hair, in such a manner that it will not be caught in the equipment. Haircuts must comply with professional and safety standards as determined by the school. Hair must be clean, neat and well-groomed.

In all lab settings, hair must be contained away from the face and eyes, or secured back so it does not pose a safety threat. For long hair (i.e., beyond the collar), this generally means the hair must be fastened securely to the back of the head or held away from the face. Hair can be placed in a bun or single ponytail but the ponytail should be tucked into the shirt during lab.

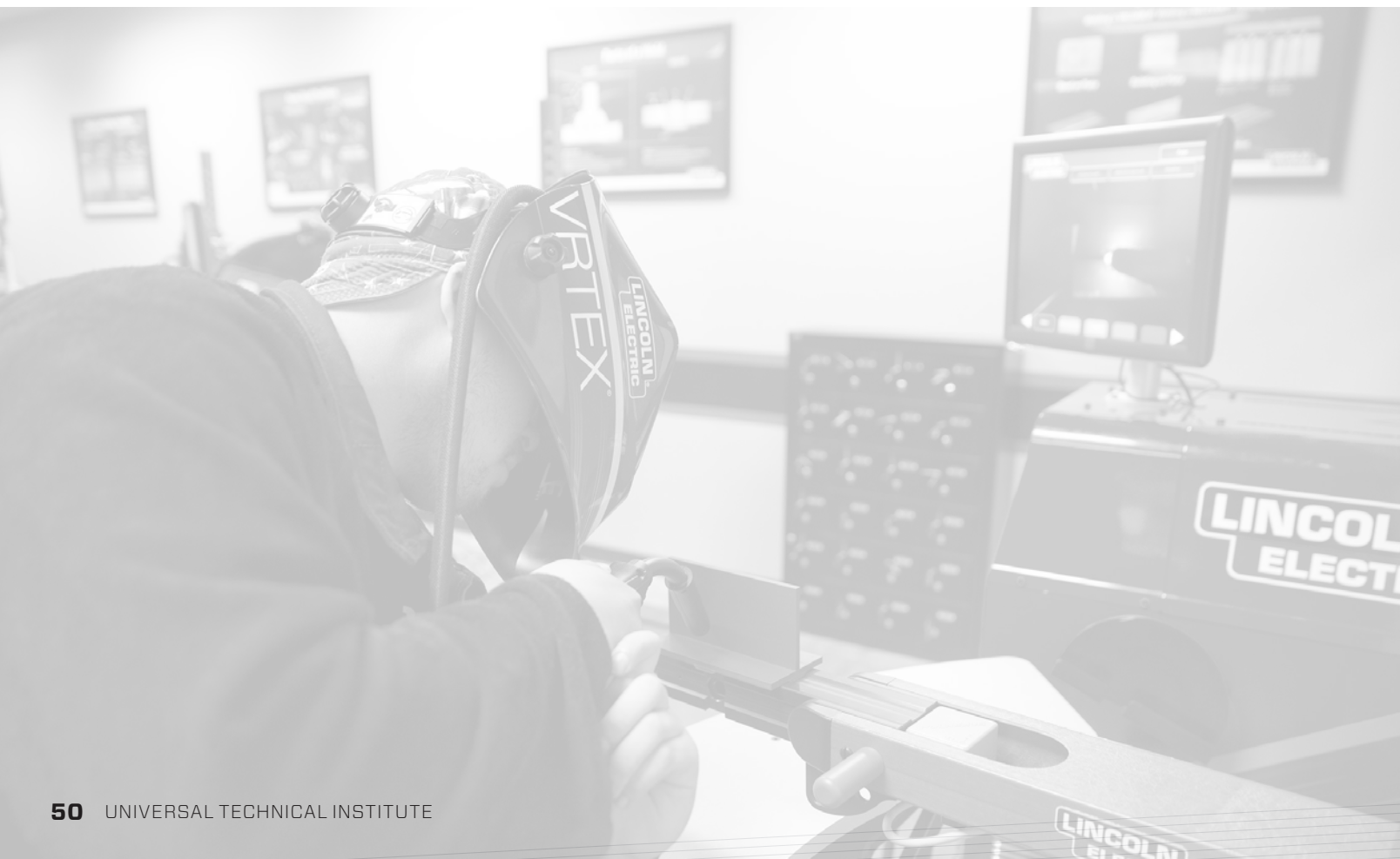
- Hair may be dyed, provided the color(s) are natural. If highlighted, hair colors must be subtly blended with no more than two colors.
- No radical haircuts or shaving of the hair (e.g., Mohawk style, extreme styles). No designs etched into the hair or scalp.
- No jewelry or bead attachments.
- Braided or "cornrow" hair is allowed, provided the hair is clean, neat and tight to the head. Longer braided hair (i.e., beyond the collar) must follow the hair policy as stated above.

### OTHER

- Safety glasses must be worn at all times while working in labs. All glasses must meet ANSI standards with approved side shields. Sunglasses or shaded safety glasses cannot be worn during class unless a doctor's request is presented to a Campus Advisor for review and approval.
- ID badges must be worn at all times when on campus. The badge must be unaltered and worn above the waist on the outermost layer of clothing and can easily be viewed by any staff member. Pictures or names cannot be covered by pins other than those approved.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the vehicles/bikes.
- iPods/mp3 players with or without headphones are not allowed in the classroom or lab.
- Students in violation of the dress code are subject to dismissal from class and charged with the absence.

The Campus President, Director of Student Services, Director of Student Experience and/or the Education Director will review unresolved disputes on a case-by-case basis and make a final determination.





### Start Dates

### Graduation Dates\*

For your specific campus, check the following Schedule or a Student Services Member

### Schedules

**Legacy Campuses (L):** Avondale, Exton, Houston, Lisle, NASCAR Tech, Orlando, Rancho Cucamonga, and Sacramento)

**Metro Campuses:** Bloomfield (B), Dallas/Fort Worth (D), and Long Beach (LB).

Starts	L	B	D	LB	Grads.	L	B	D	LB
					1/10	L	B		LB
1/13	L	B	D	LB	1/31	L	B	D	LB
2/3	L				2/21	L	B		
2/24	L	B	D	LB	3/13	L	B	D	LB
3/16	L				4/3	L	B		
4/6	L	B	D	LB	4/24	L	B	D	LB
4/27	L				5/15	L	B		
5/18	L	B	D	LB	6/5	L	B	D	LB
6/8	L		D		6/26	L	B		
6/29	L	B	D	LB	7/17	L	B	D	LB
7/20	L	B	D		8/7	L	B		
8/10	L	B	D	LB	8/28	L	B	D	LB
8/31	L	B	D		9/18	L	B		
9/21	L	B	D	LB	10/9	L	B	D	LB
10/12	L		D		10/30	L	B		
11/2	L	B	D	LB	11/20	L	B	D	LB
11/23	L				12/11	L	B		
12/14	L	B	D	LB					

### HOLIDAYS

Observed by UTI staff and students on these days. Holidays shown in **bold**.

<b>Jan 1</b>	New Year's Day
<b>Jan 20</b>	Martin Luther King, Jr. Day
<b>May 25</b>	Memorial Day
<b>July 3</b>	Independence Day (observed)
<b>Sep 7</b>	Labor Day
<b>Nov 6</b>	Veterans Day (observed)
<b>Nov 26-27</b>	Thanksgiving
<b>Dec 21-25</b>	Winter Break

### IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

**May 8** All campuses

S	M	T	W	Th	F	Sa	
29	30	31	1	2	3	4	JAN
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	FEB
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
1	2	3	4	5	6	7	MAR
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	APR
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	MAY
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	JUN
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	JUL

S	M	T	W	Th	F	Sa	
28	29	30	1	2	3	4	JUL
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	AUG
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	SEP
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	OCT
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1	2	3	4	5	6	7	NOV
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	DEC
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	JAN

\* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date. Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

### Start Dates

### Graduation Dates\*

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					1/8	L	B	D	LB
1/11	L	B	D	LB	1/29	L	B	D	LB
2/1	L				2/19	L	B	D	
2/22	L	B	D	LB	3/12	L	B		LB
3/15	L				4/2	L	B	D	
4/5	L	B	D	LB	4/23	L	B		LB
4/26	L				5/14	L	B	D	
5/17	L	B	D	LB	6/4	L	B		LB
6/7	L		D		6/25	L	B	D	
6/28	L	B	D	LB	7/16	L	B		LB
7/19	L	B	D		8/6	L	B	D	
8/9	L	B	D	LB	8/27	L	B		LB
8/30	L	B	D		9/17	L	B	D	
9/20	L	B	D	LB	10/8	L	B		LB
10/11	L		D		10/29	L	B	D	
11/1	L	B		LB	11/19	L	B		LB
11/22	L		D		12/10	L	B	D	
12/13	L	B		LB					

### HOLIDAYS

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<b>Sep 6</b>	Labor Day
<b>Nov 5</b>	Veterans Day (observed)
<b>Nov 25-26</b>	Thanksgiving
<b>Dec 24-30</b>	Winter Break
<b>Dec 31</b>	New Year's Eve

### IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

**May 7** All campuses

S	M	T	W	Th	F	Sa
27	28	29	30	31	1	2 JAN
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6 FEB
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6 MAR
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3 APR
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1 MAY
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5 JUN
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3 JUL

S	M	T	W	Th	F	Sa
27	28	29	30	1	2	3 JUL
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7 AUG
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4 SEP
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2 OCT
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6 NOV
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4 DEC
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 JAN

\* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date. Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.



### Start Dates

### Graduation Dates\*

For your specific campus, check the following Schedule or a Student Services Member

### Schedules

**Welding Campuses:** Avondale (**A**),  
Dallas/Fort Worth (**D**), Houston (**H**),  
Long Beach (**L**) and Rancho Cucamonga (**R**).

Starts	A	D	H	L	R	Grads.	A	D	H	L	R
						1/10	A				
1/13	A					1/31	A	D			R
2/3		D			R	2/21	A				
2/24	A					3/13	A	D			R
3/16		D			R	4/3	A				
4/6	A					4/24	A	D			R
4/27		D			R	5/15	A				
5/18	A		H			6/5	A	D			R
6/8		D			R	6/26	A				
6/29	A		H			7/17	A	D			R
7/20		D			R	8/7	A				
8/10	A		H	L		8/28	A	D			R
8/31		D			R	9/18	A				
9/21	A		H	L		10/9	A	D			R
10/12		D			R	10/30	A				
11/2	A		H	L		11/20	A	D			R
11/23		D			R	12/11	A				
12/14	A		H	L							

### HOLIDAYS

Observed by UTI staff and students on these days.  
Holidays shown in **bold**.

<b>Jan 1</b>	New Year's Day
<b>Jan 20</b>	Martin Luther King, Jr. Day
<b>May 25</b>	Memorial Day
<b>July 3</b>	Independence Day (observed)
<b>Sep 7</b>	Labor Day
<b>Nov 6</b>	Veterans Day (observed)
<b>Nov 26-27</b>	Thanksgiving
<b>Dec 21-25</b>	Winter Break

### IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

**May 8** All campuses

S	M	T	W	Th	F	Sa
29	30	31	1	2	3	4 JAN
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 FEB
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7 MAR
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4 APR
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2 MAY
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6 JUN
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4 JUL

S	M	T	W	Th	F	Sa
28	29	30	1	2	3	4 JUL
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8 AUG
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5 SEP
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3 OCT
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7 NOV
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5 DEC
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2 JAN

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# 2021 WELDING

CALENDAR

UNIVERSAL TECHNICAL INSTITUTE

## Start Dates

## Graduation Dates\*

For your specific campus, check the following Schedule or a Student Services Member

## Schedules

**Welding Campuses:** Avondale (A), Dallas/Fort Worth (D), Houston (H), Lisle (L), Long Beach (LB) and Rancho Cucamonga (R).

Starts	A	D	H	L	LB	R	Grads.	A	D	H	L	LB	R
1/11		D				R	1/8	A	D				R
2/1	A		H		LB		2/19	A	D	H			R
2/22		D		L		R	3/12	A		H			R
3/15	A		H		LB		4/2	A	D	H			R
4/5		D		L		R	4/23	A		H	LB	R	
4/26	A		H		LB		5/14	A	D	H			R
5/17		D		L		R	6/4	A		H	LB	R	
6/7	A		H		LB		6/25	A	D	H			R
6/28		D		L		R	7/16	A		H	LB	R	
7/19	A		H		LB		8/6	A	D	H			R
8/9		D		L		R	8/27	A		H	LB	R	
8/30	A		H		LB		9/17	A	D	H			R
9/20		D		L		R	10/8	A		H	LB	R	
10/11	A		H		LB		10/29	A	D	H	L		R
11/1		D		L		R	11/19	A		H	L	LB	R
11/22	A		H		LB		12/10	A	D	H	L		R
12/13		D		L		R							

## HOLIDAYS

Observed by UTI staff and students on these days. Holidays shown in **bold**.

<b>Jan 1</b>	New Year's Day
<b>Jan 18</b>	Martin Luther King, Jr. Day
<b>May 31</b>	Memorial Day
<b>July 5</b>	Independence Day (observed)
<b>Sep 6</b>	Labor Day
<b>Nov 5</b>	Veterans Day (observed)
<b>Nov 25-26</b>	Thanksgiving
<b>Dec 24-30</b>	Winter Break
<b>Dec 31</b>	New Year's Eve

## IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

**May 7** All campuses

S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
27	28	29	30	31	1	2	27	28	29	30	1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
31	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	1	2	3	4	5	6	29	30	31	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31	1	2	3	26	27	28	29	30	1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	1	24	25	26	27	28	29	30
2	3	4	5	6	7	8	31	1	2	3	4	5	6
9	10	11	12	13	14	15	7	8	9	10	11	12	13
16	17	18	19	20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30	31	1	2	3	4	5	28	29	30	1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	10	11
13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30	1	2	3	26	27	28	29	30	31	1

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# STUDENT INFORMATION GUIDE – INTRODUCTION

Universal Technical Institute is licensed in most states throughout the country, allowing its campuses to offer quality education and training to career-minded individuals interested in entry-level technician positions in the automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle, marine, welding, and CNC machining industries. Some states have specific regulatory requirements the school must meet when serving the educational needs of their students.

As such, this section of the catalog lists specific state requirements that apply to students from those states. This Course Catalog comprise the entire Catalog for the campus. For the most updated Catalog, go to [www.uti.edu/catalogs](http://www.uti.edu/catalogs).

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by Institutional policy or federal, state or accrediting agency regulation. Such changes will not negatively affect currently enrolled students and will be approved in advance when required by the school's state regulatory body.

UTI will endeavor to provide advance notice of any changes in these requirements for states in which it is licensed prior to those changes becoming effective.

Questions regarding any portion of these requirements should be directed to the Campus President listed in the Administration Rosters section.

## Ownership and Corporate Officers

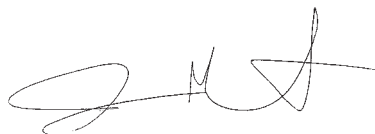
Universal Technical Institute is owned by UTI Holdings, Inc., which is owned by Universal Technical Institute, Inc., 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032

### CORPORATE OFFICERS:

Jerome A. Grant	Chief Executive Officer
Troy R. Anderson	Chief Financial Officer and Executive Vice President
Todd A. Hitchcock	Chief Strategy and Transformation Officer, and Senior Vice President
Lori B. Smith	Chief Information Officer and Senior Vice President
Sherrell E. Smith	Executive Vice President of Campus Operations and Services

This document is certified to be true and correct to the best of my knowledge.

Contents and policies included in this document are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this document.



Jerome A. Grant  
Chief Executive Officer

## Administration Rosters

### AVONDALE, ARIZONA CAMPUS:

10695 W. Pierce Street, Avondale, AZ 85323  
623-245-4600

Adrian Cordova	Campus President
Patrick Bennett	Director of Operations
Theresa Emehiser	Director of Campus Admissions
Lindsey Kingsley	Director of Student Experience
Cheryl Radke	Sr. Director of Employment Services

### BLOOMFIELD, NEW JERSEY CAMPUS:

1515 Broad Street, Bloomfield, NJ 07003  
973-866-2200

Shawn S. Alexander	Campus President
Peter Fallone	Director of Education
Shana Kerr	Director of Student Services
Courtney Woodward	Director of Employment Services
Corey Green	Director of Financial Aid

### DALLAS-FORT WORTH, TEXAS CAMPUS:

5151 Regent Boulevard, Irving, TX 75063  
972-505-2200

Jesus Miranda	Campus President
Kim Laney	Director of Student Services
Torri Fears	Director Employment Services
Gretchen Jenkins	Director of Financial Aid
David Bowman	Director Auto Diesel Program

### EXTON, PENNSYLVANIA CAMPUS:

750 Pennsylvania Drive, Exton, PA 19341  
610-458-5595

Robert Kessler	Campus President/VP Regional Operations
Rosangela Dempster	Director of Operations Education
David Isidori	Director of Student Services
Jacqui Arcidiacono	Director of Employment Services
Ted Groff	Sr. Director of Financial Aid

### HOUSTON, TEXAS CAMPUS:

721 Lockhaven Drive, Houston, TX 77073  
281-443-6262

Darrin Brust	Campus President
Sandra Walker	Interim Director of Student Services and Director Employment Services
Charlotte Baker	Director of Financial Aid
Claude Toland	Director of Educational Programs

### LISLE, ILLINOIS CAMPUS:

2611 Corporate West Drive, Lisle, IL 60532  
630-529-2662

Julie Mueller	Campus President
Brian Gallagher	Director of Operations Education
Kettisha Stamp	Sr. Director of Student Services
Lyudmila Berkoff	Sr. Director of Financial Aid
Ian Hardie	Sr. Director Employment Services



**LONG BEACH, CALIFORNIA CAMPUS:**

4175 East Conant Street, Long Beach, CA 90808  
562-541-7000

Larry Hohl	Campus President
Jaslyn Ramirez	Director of Education
Jennifer Pritchard	Director of Student Services and Director of Employment Services
Kevin Esparza	Director of Financial Aid

**RANCHO CUCAMONGA, CALIFORNIA CAMPUS:**

9494 Haven Avenue, Rancho Cucamonga, CA 91730  
909-484-1929

Migdalia Vazquez	Campus President and Interim Director of Education
Janean Dismukes	Director of Student and Employment Services
Marcie Gutierrez	Sr. Director Financial Aid

**SACRAMENTO, CALIFORNIA CAMPUS:**

4100 Duckhorn Drive, Sacramento, CA 95834  
916-263-9100

Tess Dubois-Carey	Campus President
Richard Garti	Director of Operations Education
Matt Ralstin	Director of Student and Employment Services
Bambi Jorgensen	Director of Financial Aid

**NASCAR TECHNICAL INSTITUTE, MOORESVILLE,  
NORTH CAROLINA CAMPUS:**

220 Byers Creek Road, Mooresville, NC 28117  
704-658-1950

Jennifer Bergeron	Campus President
Keith Pittman	Director of Operations Education
Uneather Dixie	Director of Campus Admissions
Anne Mason	Director of Student Services
Arlyn Davis	Director of Employment Services
Lauren Marocco	Director of Financial Aid

**UNIVERSAL TECHNICAL INSTITUTE,  
MARINE MECHANICS INSTITUTE, AND  
MOTORCYCLE MECHANICS INSTITUTE,  
ORLANDO, FLORIDA CAMPUS:**

9751 Delegates Drive, Orlando, FL 32837  
407-240-2422

Sharon Taylor Ellis	Campus President
Wayne Lehnert	Director of Operations Education
Jenny Widener	Director of Campus Admissions
Tiffany Johnson	Director of Student Services
Rich Monsalve	Director of Employment Services
Edna Robinson	MMI Director of Financial Aid
Mike Krawec	UTI Director of Financial Aid

**MOTORCYCLE MECHANICS INSTITUTE,  
PHOENIX, ARIZONA CAMPUS:**

2844 W. Deer Valley Road, Phoenix, AZ 85027  
623-869-9644

Roger Speer	Campus President/VP Regional Operations
Jim Wagnon	Director of Education
Teri Chakos	Sr. Director of Student Services
Michel Brown	Director of Employment Services
Alexandra DeJesus	Sr. Director of Financial Aid

## ACADEMIC AND ATTENDANCE POLICIES

### Attendance-Related Policies

#### GENERAL INFORMATION

It is essential in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies and early leaves will be recorded, regardless of the reason. Time missed is recorded in 15-minute increments. There are no excused absences from scheduled class days (with the exception of campus closures for weather or emergency oriented issues), tardies or early leaves. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the Student Services Department for advice on appropriate options for absence from school to avoid withdrawal.

- A student who has not been granted an official Leave of Absence and who is absent for 10 or more consecutive, regularly scheduled school days without providing timely written intent to return will be suspended upon the 10th day of absence.
- By state regulation, students attending a Texas campus (and Texas residents attending either NASCAR Tech in North Carolina, MMI Phoenix in Arizona or MMI Orlando in Florida) must be terminated at the point of exceeding 10 consecutive school days absent, regardless of intent to return for the next course. The only exception to termination for these students is an official Leave of Absence (LOA). A student who was terminated from school for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.
- Suspension will result in a withdrawal from the school and discontinuation of financial aid eligibility. Further, UTI will notify local, state and/or federal education benefit agencies about the withdrawal as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or require the recipient of the funds to repay the agency involved.

### Attendance Rate, Academic Standing Policy and Satisfactory Academic Progress Policy

The Attendance Rate, Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines defining how student academic performances are evaluated at different points during their programs. These policies apply to all enrolled students, including those utilizing Title IV and veterans education benefits, and dictate a student's ability to remain enrolled.

#### PROGRAM ATTENDANCE RATE REQUIREMENTS

Students are required to maintain attendance rates throughout their program that will allow them to achieve no less than a 90% attendance rate upon graduation. Student attendance rates will be reviewed after each financial aid payment period (regardless of whether or not a student is utilizing Title IV funding). Attendance rates are evaluated during the Satisfactory Academic Progress review. All successfully completed courses within the same department group as a student's current program are included in the attendance-rate calculation. If a student has two successful attempts of the same course, the course with the highest overall grade will be used. (If both attempts have the same overall grade, the attempt with the highest attendance rate will be used.) Audit and refresher courses are excluded from the calculation. Minimum attendance rates that must be achieved at the checkpoints are as follows:

### If the current enrollment is less than 15 courses

At all checkpoints, students must have a minimum attendance rate of 90%.

### If the current enrollment is 15 to 19 courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	90%

### If the current enrollment is 20 or more courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	88%
Fourth	90%

## ACADEMIC STANDING POLICY

Two consecutive failures will result in academic probation for the two courses that follow. Financial aid eligibility will not be affected during the probation period. Students who fail a course while on academic probation will be suspended from school, resulting in withdrawal from school and discontinuation of financial aid eligibility. Exceptions to the academic standing policy may be made at the discretion of the Student Services Director or designee. Students should carefully review the Course Retakes section of this catalog for information on related transcript and GPA impact as well as applicable fees. Those who wish to re-enroll after suspension should refer to the Re-enrollment section of this catalog.

In accordance with Texas standards, students attending a Texas campus or Texas residents attending MMI Orlando, MMI Phoenix or NASCAR Technical Institute must maintain a Cumulative Grade Point Average (CGPA) of 2.0 at the end of every evaluation period. An evaluation of a student's CGPA occurs every six (6) weeks or two (2) courses. Any student who is not meeting CGPA standards at the end of an evaluation period will be placed on academic probation for 6 weeks. If one or both courses are not successfully completed during the initial probation period and the student is still below a 2.0 CGPA, the student will be terminated from school. If at the end of the evaluation period a student has completed his or her courses but has not achieved a 2.0 CGPA, the student will be placed on an additional probation period of six weeks. A student who is eligible for a second probation period but fails to achieve CGPA standards at the conclusion of two successive evaluation periods will be terminated.

**Note:** A student on Texas CGPA academic probation must comply with all other academic and satisfactory academic standards. Failure to meet any required expectation will result in the consequences defined in the sections covering those policies.

## CALCULATING THE PROFESSIONALISM GRADE

The following factors are evaluated under professionalism:

**Attitude** – exhibiting a positive attitude when things go right AND when things go wrong

**Appearance** – compliance with dress code

**Work Habits & Accountability** – demonstrating punctuality (not arriving late or leaving early), courtesy, safety, cleanliness and ability to follow rules

**Communication** – listening and interacting effectively with other students and staff

**Teamwork** – cooperating with others

**Problem Solving** – effectively solving problems and knowing when to ask for help

**Ethics** – doing the right thing

Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 4.3 points from the professionalism grade. Receiving more than seven violations during any course will result in a course failure. Students can receive violations in their professionalism grade for any violations of the Code of Conduct or any unprofessional behavior.

Number of Violations	Professionalism Grade
0	100%
1	96%
2	91%
3	87%
4	83%
5	79%
6	74%
7	70%
8 or more	Failure

**Motorcycle Only** – Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 10 points from the professionalism grade. Students may receive violations in the professionalism grade for any violations of the Code of Conduct or any unprofessional behavior. Students also can receive 10-point professionalism deductions for excessive tardiness/early departures. Students receive a verbal warning on the first tardy/early departure. Students receive a written advisement upon the second tardy/early departure. Upon the third and for each subsequent tardy/early departure, students receive a 10-point deduction from the professionalism grade.

## GRADE POINTS

Each course within a program is assigned semester credit hours based on the quantity of instructor-led training hours, interactive online learning (where applicable) and lab hours contained. Course credit hours are used in conjunction with grade points earned in a course to determine the cumulative grade point average (CGPA). The relationship of course's numeric grade, performance level and grade points is as follows:

Numeric Grade	Performance Level	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
69 or lower	F	0

## Calculating the Cumulative Grade Point Average (CGPA)

Cumulative grade point average is computed in two steps: (a) Multiply the grade points earned in the course by the number of credit hours for that course, and (b) take the sum of these products and divide by the sum of the credit hours. Failed courses will be included in the CGPA until they are successfully repeated. In the case of multiple successful attempts of the same course, the course with the highest overall grade will be included in the CGPA calculation. Each course will be used only once in the CGPA calculation (see Course Retakes section). The following example shows a CGPA calculation involving three course attempts:

Course	Numeric Course Grade	Letter Grade	Grade Points	Credit Hours	Grade Points × Credit Hours
Course 1	85	B	3.0	4.0	12.0
Course 2	72	C	2.0	4.0	8.0
Course 3	93	A	4.0	4.0	16.0
Total				12	36.0

$$\text{CGPA} = 36 \div 12 = 3.0$$

**Note:** In the event of a discrepancy or disagreement, grade change requests/appeals must be submitted within 30 days of the course end date to be considered.

**Note:** Two consecutive failed classes will result in probation. If the student receives an academic or attendance failure during the probationary period, the student will be suspended (withdrawn) from school. For further details, see the Academic Standing Policy section.

## SATISFACTORY ACADEMIC PROGRESS

### General Information

The school's Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students, including those utilizing Title IV and veterans education benefits. Included in this policy are the measurement components, relevant definitions and details of the appeals process.

SAP is evaluated each financial aid payment period, which is student and program specific. Please see your Financial Aid Advisor for an individualized explanation of payment period breakdowns.

Failed courses remain in the Cumulative Grade Point Average (CGPA) until they are successfully repeated. Such courses include those within the same department group not retaken due to a program change and legacy courses not taken when students transfer into the blended learning program. In the event a student does not retake the failed course, these failures will remain in these calculations permanently. In addition, all failed courses remain in the Maximum Timeframe (MTF) and Pace of Progression (POP) calculations regardless of later completion.

### SAP Measurement Components

Measurements	Explanations
Cumulative Grade Point Average (CGPA)	Students must maintain a minimum CGPA of 2.0. CGPA calculations include any successfully completed courses and any failed courses until they are repeated. Courses that are dropped, taken as refreshers, or audited are NOT included in the calculation. In programs over two academic years in length, a student must achieve a CGPA of 2.0 by the end of the second academic year in order for additional financial aid to be awarded, processed or disbursed.
Pace of Progression (POP)	Students must successfully complete at least 66.67% of the credit hours attempted. However, depending on the length of the program, earlier checkpoints may have lower incremental requirements. POP calculations include all successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Calculations exclude courses in tested-out status.
Maximum Time Frame (MTF)	Students must complete their program in 150% of the normal duration of the program (measured in credit hours). Example: If a student is in a 63 credit hour program, he or she must not attempt more than 94.5 credits (150% of 63). At each payment period, the Institution will assess whether a student can still meet these terms by graduation.

**Note:** UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

**Note:** CGPA, POP and MTF calculations are cumulative. If a student withdraws from school and re-enrolls, the courses from the previous and current enrollment sequences are included in these measurements. The calculations do not start over. This includes courses taken at another UTI/NASCAR Tech/MMI campus. Internal transfer credits will be included in the calculations for all three components.

## Status Definitions

SAP-related Statuses	Definitions
Good Standing	Students who are meeting CGPA, POP and MTF requirements at a checkpoint are determined to be in good standing.
Financial Aid Warning	Students in good standing who do not meet one or more of the measurements listed above at a payment period checkpoint are automatically placed on financial aid warning status for the next payment period. Students in FA warning status will maintain Title IV eligibility for the duration of the status. To maintain eligibility beyond one payment period and return to good standing, students must meet all three SAP components by the end of the FA warning period. If students fail to meet the SAP components by the end of the warning period, they will lose Title IV fund eligibility but have the option to appeal and re-establish eligibility and remain in school.
Financial Aid Probation	Students who successfully appeal will re-establish Title IV eligibility and are placed on financial aid probation status for the subsequent payment period. At the end of the payment period, students must meet all three SAP components (or the terms of an academic plan) to continue to receive Title IV funds and be placed in good standing.
Terminated	Students will be terminated (withdrawn) from school under one of the following circumstances: failure to meet SAP requirements (or the terms of his or her academic plan) after a FA probation period or does not have a successful appeal following a FA warning period. This will result in a loss of Title IV eligibility. Students have the right to appeal to re-enroll. Students who successfully appeal must find an alternative way to fund their education until they successfully meet all three SAP components.

Students who are not meeting SAP at any given checkpoint will be advised by a Student Affairs Advisor or designee. The advisement will include notification of any SAP-related status changes, the effect on FA eligibility, a review of the appeals process and options available to the student.



## Appeals for Financial Aid Probation and Re-enrollment

Responsible Party	Steps Required/Timing
Student	<p>The student must submit a written appeal to the Student Services Director or designee. The appeal must include:</p> <ul style="list-style-type: none"> <li>• An explanation of the circumstances that prevented the student from meeting SAP along with any relevant supporting documentation.*</li> <li>• An explanation of what has changed that will allow the student to meet SAP going forward.</li> <li>• The student's plan to ensure he or she will be successful if the appeal is accepted.</li> </ul> <p>Appeals to establish FA probation status must be submitted within one week of the student being notified he or she has failed to meet the terms of FA warning status.**</p> <p>Appeals to re-enroll can be submitted at any time. However, the student will not be eligible to re-enroll until at least six weeks after termination.</p>
Appeals Board	<p>The board reviews the appeal and the student's record to ensure he or she can meet CGPA, POP and MTF requirements by graduation then makes a determination to accept or deny the appeal.</p> <p>Appeals for FA probation will be reviewed by the end of week 2 of the subsequent course.</p> <p>Appeals to re-enroll will be reviewed within 7 days of receipt of the appeal.</p>
Student Services Director or Designee	<p>The Director or designee informs the student of the decision by the Appeals Board within 24 hours.</p> <p>For approved appeals of FA probation: If it is not possible for the student to meet SAP by the next checkpoint, the Student Services Director or designee will partner with the student to develop an academic plan. The plan outlines expectations of the student, specific benchmark goals the student must meet at the subsequent checkpoint and the deadline for the student to meet CGPA, POP and MTF expectations. The plan must be developed and implemented within 48 hours of appeal approval.***</p>

\* Appeals for FA probation will only be considered if there are mitigating circumstances that prevented a student from meeting SAP expectations. Mitigating circumstances include, but are not limited to, death in the family, serious illness, transportation issues, family emergencies and work-related scheduling issues.

\*\* To allow adequate time for student submission of an appeal for FA probation and the Appeals Board to adjudicate, a student has two options: (a) take a leave of absence from the course following the FA warning payment period, or (b) begin attending the next course with the understanding that should the appeal be denied, he or she would not receive Title IV funds and is responsible for any tuition and fees incurred for that course.

\*\*\* A student whose appeal for FA probation is approved will be placed on FA probation status and have Title IV eligibility reinstated for one payment period or the length of his or her academic plan. A student on FA probation status must meet SAP standards by the end of the payment period or the terms and benchmark goals set in the academic plan to maintain eligibility.

## Academic Standing Policy vs. Satisfactory Academic Progress Policy

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress
Evaluation Points and Measurements	<p>Evaluates students at the end of each course.</p> <p>Measures the results of the course (pass/fail) and identifies consecutive course failures.</p>	<p>Evaluates students at the end of each payment period.</p> <p>Measures three things:</p> <ul style="list-style-type: none"> <li>• Cumulative grade point average (CGPA) must be 2.0 at all checkpoints.</li> <li>• Pace of progression (POP) varies based on checkpoint, but Generally must be 66.67% by the next to last payment period. See next section for details.</li> <li>• Maximum time frame (MTF) requires a student to complete his/her program without exceeding 150% of the program's original duration.</li> </ul>

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress																														
Evaluation Checkpoint Details – POP	N/A	<p>If the student’s program is less than 15 courses, all checkpoints must have a pace of progression of no less than 66.67%.</p> <p><b>Note:</b> These values are not rounded up.</p> <p><b>Program is 15 to 19 courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>60.00%</td></tr><tr><td>Second</td><td>66.67%</td></tr><tr><td>Third +</td><td>66.67%</td></tr></table> <p><b>Program is 20 to 24 courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>60.00%</td></tr><tr><td>Third</td><td>66.67%</td></tr><tr><td>Fourth +</td><td>66.67%</td></tr></table> <p><b>Program is 25 or more courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>55.00%</td></tr><tr><td>Third</td><td>60.00%</td></tr><tr><td>Fourth</td><td>66.67%</td></tr><tr><td>Fifth +</td><td>66.67%</td></tr></table>	Payment Period	Minimum POP	First	60.00%	Second	66.67%	Third +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	60.00%	Third	66.67%	Fourth +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	55.00%	Third	60.00%	Fourth	66.67%	Fifth +	66.67%
Payment Period	Minimum POP																															
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Second	55.00%																															
Third	60.00%																															
Fourth	66.67%																															
Fifth +	66.67%																															
What is included in measurements?	All attempted courses, including voluntary repeats. Refresher (audit) courses are not included in academic standing considerations.	<p>CGPA: All successfully completed courses and any failed courses until they are repeated and successfully completed. Does NOT include refreshers (audits) or courses marked as “tested out.”</p> <p>POP and MTF: All successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Courses in tested-out status are excluded as are refreshers (audits).</p>																														
What happens if a student does not meet the measurement criteria?	<p>A student who fails a course is notified via email and is granted one free repeat. For any failure that follows, the student will be charged a fee.</p> <p>A student who fails two consecutive courses is placed on academic probation for the following two courses. If a student fails either course while on probation, he or she is suspended from school.</p> <p>A student who has been suspended loses Title IV eligibility while out of school and cannot request to re-enroll for two course lengths (this may be shortened to one course length at the discretion of the Student Services Director or designee). If the re-enroll request is approved, the student will return on academic probation for the first two courses and re-establish Title IV eligibility. If the student fails either course, he or she will be terminated from school and ineligible to re-enroll without an appeal.</p>	<p>A student who fails to meet SAP requirements at the evaluation point following a payment period is advised by the Student Affairs Advisor or designee and placed on financial aid warning (FW) for the subsequent payment period. The student will retain eligibility for Title IV funding while on FW status.</p> <p>Students on FW who fail to meet SAP requirements at the end of the payment period are terminated from school and lose eligibility for additional Title IV funding.</p>																														
Can a student appeal the suspension/ termination status?	<p>There are two types of appeals:</p> <p>Appeal to have the suspension/termination waived – The student must provide a written request, as well as documentation of a mitigating circumstance by the end of the day. The student may be allowed to remain in class pending the appeals at the discretion of the Student Services Director or designee.</p> <p>Appeal to re-enroll – A terminated student may appeal to re-enroll. He or she must submit a written appeal detailing the circumstances and what has changed that will allow him or her to be successful upon re-enrollment. The Appeals Board will review the appeal. If accepted, the student may contact the Student Affairs Advisor or designee to request re-enrollment.</p>	<p>A student who fails to meet the CGPA, MTF or POP requirements at the evaluation point can apply for an appeal if he or she has mitigating circumstances. See SAP policy for examples of mitigating circumstances.</p> <p>The student must submit a written appeal and include the following:</p> <ul style="list-style-type: none"><li>• An explanation of the mitigating circumstance as to why the student did not meet SAP. Documentation may be required at the discretion of the Appeals Board.</li><li>• What has changed in the student’s life that will allow him or her to be successful going forward?</li><li>• Student’s action plan should he or she be allowed to continue enrollment and re-establish Title IV eligibility.</li></ul> <p>If the appeal is granted, the student will be put on financial aid probation (FP) status and Title IV eligibility will be reinstated for the subsequent payment period. If the Student Affairs Advisor determines a student needs more than one payment period to make SAP, the Advisor may require an academic plan that details expectations and benchmark goals for the student.</p>																														

**Note:** An academic probation status may run concurrently with a financial aid warning or financial aid probation status. If a student does not meet expectations while on financial aid probation or has an appeal denied after a financial aid warning status, the termination overrides the suspension for the academic probation.

## ACADEMIC STANDING EXAMPLE

Course	Academic Status	Academic Standing
Course 1	Fail	Good standing
Course 2	Pass	Good standing
Course 3	Fail	Good standing
Course 4	Fail	Academic probation (begins with next course)
Course 5	Pass	Academic probation
Course 1	Fail	Suspended/terminated for not meeting academic probation standards

**Note:** This is a general example of academic standing. Each program has specific course names. The table demonstrates academic standing requirements only.

## TEXAS CGPA ACADEMIC PROBATION EXAMPLE

Course	Academic Status	CGPA	Academic Standing
Course 1	Fail	0	First course
Course 2	Pass with a B	1.38	CGPA reviewed, placed on probation for next 2 courses
Course 3	Fail	0.95	Probation
Course 1	Pass with an A	1.77	Probation

**Note:** Student did not pass both courses while on Texas CGPA academic probation and student did not achieve 2.0 at the end of the evaluation period. As a result, student's enrollment is terminated.

## EXAMPLE OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

Course	Numeric Grade	Letter Grade	Grade Points	Credit Hours	Grade Points x Credit Hours
Course 1	65	F	0	N/A	0
Course 1	88	B	3	3	9
Course 2	90	A	4	3	12
Course 3	56	F	0	N/A	0
Course 4	62	F	0	N/A	0
Course 3	98	A	4	3	12
Course 4	74	C	2	3.5	7
Course 5	82	B	3	3.5	10.5
<b>Total</b>				16	50.5

**CGPA:**  $50.5 / 16 = 3.16$  (student is currently meeting CGPA requirements of 2.0 or better)

**Note:** This is a general example of how to calculate Cumulative Grade Point Average. Each program has specific course names and credit hour assignments.

## EXAMPLE OF PACE OF PROGRESSION

Course	Course Status	Credits Completed	Credits Attempted
Course 1	Pass	3	3
Course 2	Pass	3	3
Course 3	Fail	0	3
Course 4	Fail	0	3
Course 3	Pass	3	3
Course 4	Pass	3.5	3.5
Course 5	Pass	3.5	3.5
<b>Total</b>		16	22

$POP\ 16 / 22 = 72.7\%$  (student meeting POP requirements)

**Note:** This is a general example of how to calculate Pace of Progression. Each program has specific course names and credit hour assignments.

## EXAMPLE OF MAXIMUM TIME FRAME (MTF)

Program with 63 credits

Credits attempted to date: 28

Credits in remaining required courses: 42

Total: 70

$70/63 = 111\%$  (student is on pace to meet MTF requirements at graduation)

**Note:** This is a general example of how to calculate Maximum Time Frame. Each program has specific overall program credits and credit hour assignments per course.

## PROGRAM SPECIFIC ATTENDANCE AND GRADING INFORMATION

### UTI (Technology II Program)

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	67.50	4.50	63.00
Course 2	67.50	2.25	65.25
Course 3	67.50	0.00	67.50
<b>Total</b>	<b>202.50</b>	<b>6.75</b>	<b>195.75</b>

**Attendance Rate** =  $195.75 \div 202.5 = 96.7\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.



## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure. At the conclusion of the course, the attendance grade will be rounded to the nearest whole number and become the official attendance grade for the course.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

**Note:** In Technology II courses only, students will receive an attendance infraction each time they are absent, tardy or leave early from class. Each student can receive a maximum of seven attendance infractions per course without penalty. The eighth attendance infraction will result in an attendance failure.

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (Technology II Courses) –** Students' grades are the weighted average of the following factors:

Class = 40% (30% of the class grade for IOLs/Threaded Discussion and 70% for assessments)

Lab = 40%

Attendance = 10%

Professionalism = 10%

At the conclusion of the course, each category grade is rounded to the nearest whole number and recorded as the final grade.

## INTERACTIVE ONLINE LEARNING (IOL)/THREADED DISCUSSIONS - TECHNOLOGY II COURSES

- Students must complete all test drives within an IOL component to receive completion credit.
- Completion is awarded when the student completes a test drive with a passing score of 70% or better. Students who score less than 70% must continue to take the test drive until they pass.
- The first passing score will become the score of record in the grade book.
- Students must complete all chapter IOL components before being eligible to take the chapter test.
- If a student fails to complete the required chapter IOL components before the chapter test, he or she must use the test makeup option to complete the missed chapter test. If the student already has used the makeup option, he or she receives a zero for the missed test but is still required to take the missed IOL components to be eligible for the final exam.
- Students must complete all IOL components to be eligible to take the final exam. If all IOL components are not completed prior to the scheduled course final, the student will fail the course.
- Students must complete at least one Threaded Discussion activity per course to receive credit for the course.

The following IOLs are considered facilitated, on campus IOLs. If these IOLs are completed outside of class, they will not be factored into the calculation of the student's last date of attendance or impact a returning status if the student is on a Leave of Absence.

Please see the Student Services department for additional questions.

Course	Facilitated IOL Title
AD12-101	Gasoline Engine Characteristics
	Introduction to In-block Camshaft Engines
AD12-102	Introduction to Drivelines
	Introduction to Gearsets
AD12-103	Introduction to Suspension Systems
	Suspension Systems, Springs, Shocks and Struts

## INTERACTIVE ONLINE LEARNING (IOLS) FOR STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

Veteran students who are utilizing educational benefits are required by the VA to complete the IOL portion of their training on campus where applicable. A qualified instructor is available in the Learning Resource Center to provide assistance to all Veteran students who may need support while they complete their IOLs. Students may complete their IOLs before or after their regularly scheduled class time.

Where required, the IOL completion will be incorporated into the student's overall lab grade. Students must ensure they miss no more than 15% of the overall IOL time for each course in order to receive a passing lab score.

## UTI (Automotive & Diesel Technology) / Collision Repair / NASCAR Tech

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	90	4.50	85.50
Course 2	90	2.25	87.75
Course 3	90	0.00	90.00
Total	270	6.75	263.25

**Attendance Rate** =  $263.25 \div 270 = 97.5\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.

- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE ATTENDANCE GRADE IN UTI (AUTOMOTIVE & DIESEL TECHNOLOGY), NASCAR TECH, COLLISION, AND STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSES

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.625 point from the attendance grade as illustrated in the following chart. Missing more than 12 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
.25	99.38	6.25	84.38
.50	98.75	6.50	83.75
.75	98.13	6.75	83.13
1.00	97.50	7.00	82.50
1.25	96.88	7.25	81.88
1.50	96.25	7.50	81.25
1.75	95.63	7.75	80.63
2.00	95.00	8.00	80.00
2.25	94.38	8.25	79.38
2.50	93.75	8.50	78.75
2.75	93.13	8.75	78.13
3.00	92.50	9.00	77.50
3.25	91.88	9.25	76.88
3.50	91.25	9.50	76.25
3.75	90.63	9.75	75.63
4.00	90.00	10.00	75.00
4.25	89.38	10.25	74.38
4.50	88.75	10.50	73.75
4.75	88.13	10.75	73.13
5.00	87.50	11.00	72.50
5.25	86.88	11.25	71.88
5.50	86.25	11.50	71.25
5.75	85.63	11.75	70.63
6.00	85.00	12.00	70.00

**Note:** Students will receive a professional infraction in addition to an attendance grade deduction for tardiness or early departure.

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (UTi Automotive & Diesel Technology/NASCAR Tech/Collision) –** Student grades are a weighted average of the following factors:

Class = 50%  
Lab = 50%

**Overall Course Grade (Elective Industry-emphasis Courses) –** Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course (see Manufacturer-specific Elective section).

## CNC Machining Technology / Welding

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.) For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
<b>Total</b>	<b>225</b>	<b>6.75</b>	<b>218.25</b>

**Attendance Rate** =  $218.25 \div 225 = 97.5\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy also will be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE ATTENDANCE GRADE IN UTI CNC MACHINING TECHNOLOGY AND WELDING

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

**Note:** Students will receive a professionalism infraction in addition to an attendance grade deduction for tardiness or early departure.



## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (UTI, CNC Machining Technology/Welding)** – Student grades are a weighted average of the following factors:

Class = 50%  
Lab = 50%

**Overall Course Grade** – Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course.

## MMI Marine / MMI Motorcycle

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
<b>Total</b>	<b>225</b>	<b>6.75</b>	<b>218.25</b>

**Attendance Rate** =  $218.25 \div 225 = 97.5\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended and withdrawn from school.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students will receive deductions in both the attendance and professionalism components of the overall course grade for tardiness or early departure.

- Students will be required to repeat any course in which absences exceed 10 hours. Under these conditions, the course grade will be entered as "Failed." (An explanation is in the Academic Standards and Grading section.) In keeping with the concept that all learning opportunities should be maximized, such students are encouraged to attend the remainder of the course, complete lab work, and take tests (excluding end-of-course tests). A numeric grade will not be awarded.
- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the 3 to 4 weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with an attendance grade of 100%. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of .75% from the attendance grade as illustrated in the chart below. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, class work and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis.

### Overall Course Grade

In order to successfully complete a course, Marine Program students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). A numeric grade for each course is determined by the weighted average of the overall classwork grade (50%) and lab work grade (50%) for the course.

In order to successfully complete a course, Motorcycle Program students must achieve at least a 70% overall course grade and at least a 70% in attendance in each course. A numeric grade for each course is determined by the weighted average of the overall classwork, lab work, professionalism and attendance grades for that course. (Weightings vary per course. See course syllabi for details.)

In the event of a failed course in Marine or Motorcycle, a satisfactory grade of 70% or better for the repeated course will replace the previous unsatisfactory grade in the cumulative grade point average and on the transcript.

## ACADEMIC STANDARDS AND GRADING FOR MANUFACTURER-SPECIFIC ADVANCED TRAINING – STUDENT PAID

### Ford FACT

Students enrolled in Ford FACT are required by Ford Motor Co. to meet separate objectives by completing 100% of the assigned FACT modules available through UTI/NASCAR Tech and achieving an 80% or better classroom and lab evaluation grade for each of the Ford courses in the FACT section of their program to be considered credentialed by Ford.

The Ford basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue in FACT.

Once the basic electrical and electronics credentials have been achieved, students may pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional Ford credential that falls below the 80% Ford grading standard.

### GM Technician Career Training

Students enrolled in GM Technician Career Training are required by General Motors to meet separate objectives by completing 100% of the classroom designated GM modules available through UTI and achieving a minimum 80% grade in both classroom and lab work grades in each OEM curriculum section of the course.

Any student who does not achieve these minimum requirements in any GM course area will have failed that respective UTI course and be required to repeat the UTI course and meet the above standards in order to graduate from the program.

### Nissan NATT

Students enrolled in Nissan NATT are required by Nissan to meet separate objectives by completing 100% of the required Virtual Academy and SIRs made available through UTI and achieving an 80% or above on written tests and a passing score on lab tests in the Nissan section of their program to be considered credentialed by Nissan. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NASCAR Tech program graduation requirements, will not be affected.

### Toyota TPAT

Students enrolled in Toyota TPAT are required by Toyota Motor North America U.S.A. Inc. to meet separate objectives by completing 100% of the TPAT modules available through UTI and achieving a minimum 80% in both classwork and lab work grades in each OEM curriculum section of the TPAT courses to be considered credentialed by Toyota.

Any student who does not achieve these minimum requirements in any TPAT course will have failed that course and be required to repeat the course in order to graduate from the program.

Toyota TPAT students are required to achieve at least 80% in both the classroom and lab evaluations, and complete 100% of the assigned training in each OEM curriculum section to be eligible for graduation from the course.

### Cummins Engines

The first Cummins Engines course, CMNS-001-3, has a GATE test in the second week of the course. Passing the GATE is measured by scoring a 90% or above on each of the three lab tests and 84% or above on the BETT written test. Students who do not achieve the minimum requirements will have failed CMNS-001-3 and be required to repeat the course in order to continue in the Cummins Engines program. Students who fail the GATE will not be allowed to take any further post-tests in that respective Cummins CMNS-001-3 course without a complete course retake. In order to be eligible for the Cummins engine program students must have a 3.5 GPA or better.

Having received the initial BETT and Insight credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Engines courses (CMNS-002-3, CMNS-003-3 and CMNS-004-3) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Engines graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Engine program, a student may be classified as either a program graduate or a program completed student.

### Cummins Power Generation

The first Cummins Power Generation course, CPGN-101, has a GATE test in the third week of the course. Passing the GATE is measured by scoring an 84% or above on both the BETT and safety written tests, and a 90% or above on the BETT lab test. Students who do not achieve the minimum requirements will have failed CPGN-101 and be required to repeat the course in order to continue in the Cummins Power Generation program. Students who fail the GATE will not be allowed to take any further post-tests in that respective CPGN-101 course without a complete course retake.

Having received the initial BETT and safety credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103 and CPGN-104) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Power Generation graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests. Upon completion of the Cummins Power Generation program, a student may be classified as either a program graduate or a program completed student.

### DTNA Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. Students who do not complete DTNA web-based courses assigned for self-study will not be eligible to take the final exam, thereby failing the course. Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Any student who does not achieve the minimum requirements in any DTNA Finish First course will have failed that course and be required to repeat it in order to proceed to the next Finish First course and graduate from the program.

## COURSE CREDENTIAL REPEAT POLICIES AND INFORMATION

### Ford FACT

The Ford FACT basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will be considered to have failed that course and be required to repeat it in order to continue in FACT.

Once the basic electrical and electronics credentials have been achieved, students enrolled in the Ford FACT program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Ford for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the Ford credential prerequisites must be met prior to the completion of FACT.

Students choosing to repeat the specific section of FACT training during their off session in order to achieve the Ford credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Ford credential if they earn the required 80% or better in both the classroom and lab evaluation grades, and meet all the credential prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome.

Students may take advantage of this Ford FACT credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

### Mopar TEC

The FCA introduction to electrical classroom credit requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the Mopar TEC program. Students who do not achieve the FCA 80% minimum requirement for this classroom credit will be considered to have failed that respective UTI/NASCAR Tech course and be required to retake the course in order to continue in Mopar TEC.

Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit that falls below the 80% FCA grading standard.

### Nissan NATT

The Nissan Electrical Systems credential requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the NATT MSAT. Students who do not achieve the Nissan 80% minimum requirement for this credential will be considered to have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue the NATT MSAT.

Once the Nissan Electrical Systems credential has been achieved, students who are enrolled in the Nissan NATT MSAT program and pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Nissan for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind that Nissan credentialing prerequisites must be met prior to the completion of the Nissan NATT training program. Students choosing to repeat the specific section of Nissan NATT training during their off session in order to achieve the credential will not receive course credit of the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Nissan credential if they earn the required 80% or higher in the classroom, pass the lab evaluation and meet all the credentialing prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of the Nissan credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during the off session. A student may also elect to repeat the entire three-week UTI course following the UTI repeat policy.

### Cummins Engines

The Cummins Engine BETT Qualification requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab, and Insight lab qualification tests require the student to achieve a minimum 90% on each lab evaluation.

All the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Engines course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CMNS-001-3) and be required to repeat that course in order to continue in Cummins Engines.

A student who does not achieve the minimum requirements in course CMNS-001-3 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.



Having received the initial BETT and Insight credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Engines courses (CMNS-002-3, CMNS-003-3 and CMNS-004-3) by meeting UTI grading standards of 70% or higher.

## Cummins Power Generation

The Cummins Power Generation BETT Qualification and Safety course requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab qualification tests require the student to achieve a minimum of 90% on each lab evaluation.

All of the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Power Generation course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CPGN-101) and be required to repeat the course in order to continue in the Cummins Power Generation course.

A student who does not achieve the minimum requirements in course CPGN-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.

Having received the initial BETT and Safety credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103, CPGN-104) by meeting the UTI grading standards of 70% or higher.

## Daimler Trucks North America (DTNA) Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. The classroom segment consists of DTNA web-based training (WBT) courses that are prerequisites to take the final online course test. The score for a student's first attempt at any WBT is entered into the UTI electronic grade book. Each student is permitted once per course to try increasing a WBT score to reach the minimum passing score of 80%. (There is no retry for the final online course test.) If a student does not pass all WBT, the final online course test will not open and the student will fail the course. A student cannot continue to the next DTNA Finish First course or be credentialed in Finish First with a score less than 80% in any of the four areas.

Students who do not achieve the DTNA 80% requirement in classroom, lab, attendance and professionalism will be considered to have failed that course and be required to retake it in order to graduate from the Finish First MSAT. Standard UTI retake policy will apply.

Students will receive the DTNA credential if they earn the required 80% or better in the classroom, lab, attendance, and professionalism grades, and meet all the credential prerequisite requirements.

## PROGRAM GRADUATION REQUIREMENTS

### Mopar TEC

In order to be considered a Mopar TEC program graduate by FCA, students are required to meet separate objectives.

- Complete 100% of the FCA classroom credits available through the Mopar TEC program.
- Achieve a minimum of 80% in both the classroom and lab evaluation in the introduction to electrical classroom module.
- Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit for coursework that falls below the 80% FCA grading standard.

### Nissan NATT

Student enrolled in the Nissan NATT MSAT are required to achieve an 80% or greater on all written tests and receive a passing score in lab to be eligible for a credential. A student can pass a UTI/NATT course and not earn a credential.

### Toyota TPAT

Students enrolled in the Toyota TPAT program are required to achieve at least 80% in class work and 80% in lab work in each OEM curriculum section of the TPAT MSAT courses to be eligible for graduation from those programs. Upon successfully completing all requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credentials for the student's program of study.

### DTNA Finish First

Following UTI standards, students in DTNA Finish First are evaluated in each of four areas:

1. **classwork** – graded written assignments or activities that do not require manual manipulation (e.g., tests or Interactive Online Learning (IOL) activities)
2. **lab work** – graded hands-on manipulative activities that require the use of tools, training aids and/or equipment (note that hands-on manipulative activities may be conducted in the lab, shop or classroom)
3. **attendance**
4. **professionalism**

To become credentialed in DTNA Finish First, a student must earn passing scores of at least 80% in classwork, lab work, attendance and professionalism.

Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Students who fail their third attempt will have failed the course and be required to repeat it.

### Cummins Engines

To earn credentialing in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, a student must not miss more than 18 hours of the entire 12-week program to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

# CLASSIFICATION STANDARDS

## Ford

Upon completion of the FACT program, a student may be classified by Ford as:

**Program Graduate Student** – A student who has earned all of the Ford credentials offered through the FACT training program and has met all UTI/NASCAR Tech standards.

**Program Completed Student** – A FACT student who has earned a minimum of the basic electrical and electronics credentials and completed the FACT according to UTI/NASCAR Tech standards. Students who earn this designation will only receive credit for the eligible credentials they have earned at the 80% classroom and lab evaluation grading standard.

## FCA

Upon completion of the Mopar TEC elective, a student may be classified by FCA as:

**Program Graduate Student** – A student who has earned all of the FCA classroom credits that are offered through the Mopar TEC training program, including all FCA web-based training courses that are listed on the FCA student training planner, and has met all UTI/NASCAR Tech graduation standards.

**Program Completed Student** – A student who has earned a minimum of the introduction to electrical and completed the Mopar TEC training program according to UTI/NASCAR Tech graduation standards. Students will only receive credit for the eligible classroom credits they have earned at the 80% classroom and lab evaluation grading standard.

## Cummins Engines

In order to be considered a Cummins Engines graduate by Cummins, students are required to meet separate objectives. To earn credentials in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, students must not miss more than 18 hours in the entire 12-week course to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

**Program Graduate Student** – A student who has earned all the Cummins Engines certifications offered, completed all CVCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins certifications through the Cummins Engines program.
- Achieved 84% or better in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CVCs/web-based training required by Cummins.

**Program Completed Student** – A student who has earned a minimum of the BETT/Insite certification and CVCs, and completed the Cummins Engines program according to UTI standards.

## Cummins Power Generation

In order to be considered a Cummins Power Generation graduate by Cummins, students are required to meet separate objectives. In order to receive Cummins Power Generation qualifications, a student must meet the objective of an 84% minimum on written tests and a 90% minimum on lab tests. Students also must not miss more than 18 hours in the entire 12-week course to be eligible for credentials.

Upon completion of the Cummins Power Generation Program, a student may be classified as either a program graduate or a program completed student.

**Program Graduate Student** – A student who has earned all the Cummins Power Generation certifications offered, completed all CLCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins Certifications through the Cummins Power Generation program.
- Achieved 84% minimum in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CLCs/web-based training required by Cummins.

**Program Completed Student** – A student who has earned a minimum of the BETT certification and CLCs, and completed the Cummins Program according to UTI standards.

Student progress reports are issued at the completion of each course and distributed at the beginning of the next course. Sponsoring agencies are mailed a copy of the progress reports on a scheduled basis.

## MAKEUP HOURS

### All UTI / NASCAR Tech / MMI Locations

At the discretion of campus education administrators, additional hours of instruction outside the regularly scheduled class hours may be offered to those who have missed too many hours. MMI/CNC Machining/Welding students who have missed more than 10 hours can make up a maximum of 5 hours to bring their time back to 10 hours. Technology II students who have missed more than 10 hours can make up a maximum of 4 hours to bring their time back to 10 hours. UTI/NASCAR Tech students who have missed more than 12 hours of class or lab time can make up a maximum 6 lab and classroom hours to bring their time back to 12 hours.

Requests for making up hours must be submitted to the Education Manager after being referred by instructors. Participation is not guaranteed.

Students will be required to provide official and appropriate documentation. The approved circumstances are:

- Death in the student's immediate family (parents, children, spouse, siblings, etc.).
- Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
- Act of nature.
- Student involved in a serious accident.
- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
- Documented court appearance or jury duty required by law. Making up hours back to zero for time missed is an option except for students attending court for violations they received.
- Required short-term military service (verified by official email or memo). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from student's religious leader). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.

- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment). If a student finds a job interview on his or her own, time missed for interviewing and mandatory training can be made up if the student provides supporting material.
- Documented transportation issues (e.g., vehicle breakdown on the way to class). A student can make up hours to bring them back to 12 hours for UTI and 10 hours for UTI (Tech II) only if they exceed the maximum time frame while out.
- Approved for a later return from an LOA. Student Services will notify Education that an approval has been granted so a student who wants to make up time has the opportunity to do so.

Exceptions: Other situations not noted in this policy approved by the Education Manager must also be approved by the Education Director/Director of Operations.

If approved for participation, students will be provided the course materials for the hours missed and assigned a date to attend.

The makeup time must be completed no later than the last Saturday (assuming Saturday availability) of the course in which the hours were missed. It cannot be completed after the course has ended. If the student does not attend at the assigned time, the opportunity to make up the missed time is lost.

**Note:** Under Texas law, a student attending a Texas campus or a Texas resident attending MMI-Orlando, MMI Phoenix or NASCAR Tech may only make up 5% of his or her total program hours. Participation in makeup hours will be governed by the total number of hours a student has previously made up. Makeup hours shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the makeup session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the makeup session.

Students may only make up 5% of their total program hours. Participation in makeup hours will be governed by the total number of hours a student previously made up. Makeup hours are rolling calculations and do not reset with the beginning of each new course. Once a student has reached 5% of the total hours for his or her program, there no longer is an opportunity to make up hours under the published Makeup Hours policy.

## MAKEUP WORK

### UTI (Technology II Programs)

This policy will be included in all course-grading procedures of Technology II course. Student makeup and retake of class and lab work for Technology II is not required but strongly suggested. There is no cost associated with makeup work.

#### QUIZ MAKEUP

- Students can make up one missed quiz per course.
- Makeup testing must occur outside of class during the scheduled makeup windows in the Learning Resource Center.
- Quiz makeup must occur within two business days of a student's return to class.

- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Documented court appearance or jury duty required by law.
  - Required short-term military service (verified by official email or memo).
  - Religious holidays (verified by documentation from the student's religious leader).
  - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
  - Documented transportation issues.
  - Approved late return from an LOA.

**Exceptions:** Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

#### QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

### UTI (Automotive, Diesel & Industrial Technology and Collision Repair) / NASCAR Tech

This policy will be included in all course-grading procedures. Student makeup and retake of class and lab work is not required but strongly suggested. There is no cost associated with makeup work.

#### QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).



- Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
- Act of nature.
- Student involved in a serious accident.
- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
- Documented court appearance or jury duty required by law.
- Required short-term military service (verified by official email or memo).
- Religious holidays (verified by documentation from the student's religious leader).
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Documented transportation issues.
- Approved late return from an LOA.

**Exceptions:** Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

### QUIZ RETAKES

To encourage students to develop good study habits, maintain good attendance and achieve top professionalism in each course due to heightened confidence in understanding the course material, students meeting the following program requirements may retake one quiz per course. This program also would allow for improved knowledge verification in the area in which the student struggled during the course.

- Students can retake one quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Make-up tests are not eligible to be retaken.
- Retake tests will be administered over the last two days of the course before and/or after class time.
- Students who complete a retake quiz will not be eligible for the Student of the Course award.

## CNC Machining Technology / Welding

### QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Documented court appearance or jury duty required by law.

- Required short-term military service (verified by official email or memo).
- Religious holidays (verified by documentation from the student's religious leader).
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Documented transportation issues.
- Approved late return from an LOA.

**Exceptions:** Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

### QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

### LAB MAKEUP - CNC MACHINING/WELDING COURSES ONLY

Students are encouraged to make up and retake any non-EOC lab during the course. The student should coordinate the activity with the instructor. The student will have up to 3 weeks following the conclusion of the course to finalize any makeup/retake lab activities. Students whose overall lab grade is less than 50% at the conclusion of the course are not eligible to retake labs after the course has ended.

## MMI Marine

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location.
- There is no cost associated with makeup work.
- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option.

## MMI Motorcycle

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location (when applicable).
- There is no cost associated with makeup work.

- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Subpoenaed court appearance or jury duty (not due to a violation the student received).
  - Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
  - Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

## Religious Accommodation

Universal Technical Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to the Director of Student Services, with documentation reasonably detailing the accommodation being requested, with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

## COURSE RETAKE POLICIES AND INFORMATION

### Course Retakes

All failed courses required for an enrolled program of study must be retaken until successfully completed. A student who retakes a course with the intention of improving his or her attendance rate must get at least the same or higher overall course grade in order to affect the attendance rate.

A student is permitted to retake only one course for any reason at no additional charge for the duration of his or her program. If a student voluntarily repeats a course to improve grades and/or attendance, it must be done prior to the last course and

will be scheduled as a retake. (After a program is completed, all repeated courses are considered to be refreshers and do not impact grades and/or attendance.) Upon the second and subsequent retakes, the student will incur a tuition charge. Retake fee appeals will be considered if students had extenuating circumstances (with documentation) that prevented them from successfully completing the course and/or they academically failed after exhausting all options and resources. Appeals must be submitted within 30 days of the end of the course in question. Students wishing to appeal a retake fee should consult the Course Retake Fee Appeal Types section in this guide and contact the Student Services department for more detail on this appeals process.

A student may retake a previously completed course at no charge if a class is not available in the student's scheduled session as long as space permits. The course will be scheduled as a retake and the final grade, including an attendance or academic failure, will appear on the transcript. The course with the highest overall grade will be included in CGPA calculations. SAP and academic standing policies apply to voluntary retakes as well as required retakes.

In situations of a student having both Technology II and non-Technology II courses in his or her program of study, it is not always possible for the course that is voluntarily retaken to replace the previous course(s) grade. This occurs when courses in one program do not have direct equivalents in the other program. In these situations, the course(s) that is voluntarily retaken will remain on the top of the transcript and included in CGPA calculations as will the prior course(s) since there is not a direct (1:1) course equivalent. For more information, please visit the Student Services Department.

Upon graduation, students may come back any time and refresh classes from their original programs as often as they desire at no additional tuition cost (provided the course is still offered and there is space available in the course). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. The course can only be taken for informational purposes to refresh knowledge in the subject area. Class size and availability may affect a requested return date. Grades or attendance for refresh courses will not be included in any official transcript.

## Course Retake Fee Appeal Types

**Type 1** – In this situation, a student is requesting a retake fee be waived due to extenuating circumstances for which he or she has "legitimate documentation." Such documentation is any evidence the student can provide that clearly connects the student's failure in the course to the circumstance outlined in the documentation. Type 1 situations can result from either academic or attendance failures. The waivers in these situations can be approved at the discretion of the Student Services Director (or designee).

**Type 2** – In this situation, a student is requesting a repeat fee be waived due to extenuating circumstances for which documentation is either absent or incomplete. Type 2 situations can result from either academic or attendance failures. The Student Services Director should take this type of situation to the Appeals Board. The waiving of Type 2 repeat fees requires the sign-off of two other campus directors (preferably the Education Director and Financial Aid Director).

# BREAKS IN ATTENDANCE

## Leave of Absence (LOA)

### GENERAL GUIDELINES

Students requesting to take an LOA must meet with the Student Services Department who will process the LOA request as long as it is consistent with UTI's policy and standards. Typically, students are allowed to take one LOA within a 12-month period. UTI may grant additional LOAs within the same period as long as the reason is deemed acceptable under UTI's policy. Under no circumstances may the total of all LOA's exceed 180 days in any 12-month period. Students who re-enroll are subject to the same approvals/requirements, and the 180-day timeframe does not "reset" with a new enrollment sequence in the same department group. When requesting an LOA, a student will need to complete, sign, and submit an LOA request form along with any required documentation, if applicable. An LOA must be requested prior to the period needed unless extenuating circumstances exist that prevent the student from doing so. These requirements apply to all LOA requests.

Student Services personnel will determine LOA eligibility and approval or denial. When granting an LOA, the school must have a reasonable expectation that a student will return. Acceptable LOA reasons include:

- Student/family medical issue
- Temporary personal family matter
- Housing issue
- Time to resolve a financial matter
- Student employment issue
- Bereavement
- Military service requirements
- Jury duty
- Transportation concerns
- Personal travel needs
- Unanticipated travel difficulties

In addition to the reasons listed above, students may request an LOA for scheduling purposes if other options have been presented and the student feels this option is most appropriate based on individual circumstances. The following options will be reviewed and discussed to ensure students are fully informed: take the course in a different session if available, retake a previously completed course at no charge, refresh a previously completed course at no charge, or proceed to another course with a pre-requisite waiver if the Education Department determines it is appropriate based on a student's academic achievement.

**Note:** A new student may not take an LOA until day 6 of the course as he/she is not considered an official start until after the fifth day of class. Students with an unforeseen need for a break during their first five class days should instead be carefully evaluated for a "Cancel with Attendance" status, and advised accordingly.

### PERMISSIBLE LATE LOA RETURNS

At times, students know in advance they cannot return from an LOA on day 1 of the course due to extenuating circumstances. In these instances, UTI may allow a later return date provided documentation is submitted during the request process validating the need for a return on day 2 or day 3. In no instance may a student return later than day 3. Students who return on day 2 or 3 will have the opportunity to make up time missed. If a student does not want to make up time, then the hours will reflect as absent for the day(s) missed prior to the return. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired.

Due to unforeseen circumstances, a student may determine he/she is unable to return from an LOA on the agreed-upon return date, but wants to return to his/her scheduled course late, rather than take an additional LOA. In particular, this can happen when the student encounters travel issues or other unforeseen circumstances. If the student notifies the Student Services office on or before his/her scheduled return date to request a late return from LOA, UTI may approve the request and avert withdrawal, provided that the student is able to return no later than the 3rd day of the class. The student should also provide a written statement regarding the late return request and any supporting documentation, if applicable. If a longer period is needed, an additional LOA for the duration of a full course can be considered instead. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved for a late return from LOA will be offered the option to make up the time missed due to the unforeseen circumstances.

In rare circumstances, students may experience a situation that prevents them from notifying UTI of an inability to return on or before the expiration of the LOA. In these rare instances, UTI may approve a later return as long as supporting documentation is provided, the student can return by day 3, and the student submits the request in writing. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved in this circumstance will be offered the option to make up the time missed due to the unforeseen circumstances.

### ENROLLMENT STATUS

Students who are granted an LOA are not considered to have withdrawn. Periods during which students are on an approved LOA will not be included in the maximum time frame calculation, nor included as days attended in any withdrawal-related calculation. Students who do not return to class by day 1 of their scheduled return course will be considered as having withdrawn from UTI/MMI/NASCAR Tech, unless an additional leave has been requested and approved or a late return was approved. Students who are not able to return by day 1 but wish to remain enrolled must request and receive approval for an additional LOA within the parameters as noted in the guidelines.

### FINANCIAL RAMIFICATIONS

Taking an LOA will extend original anticipated aid disbursement dates and can interrupt veteran benefits, including Monthly Housing Allowance (MHA) payments for students using Chapter 33 benefits. In some cases, a loss of federal aid can occur based on timing of the LOA in relation to the federal award year. Further, students who have borrowed federal student loans must be informed that if they fail to return from LOA, their last date of attendance will be reported to the Department of Education and they will lose the days spent in LOA status from the 6 month grace period associated with the onset of repayment. For these reasons, students considering an LOA must receive advisement from the Financial Aid Department prior to taking the leave. The leave will not involve additional charges to students. UTI cannot grant a student an LOA to delay the return of unearned Title IV funds.

### LOAs AND INTERNATIONAL STUDENTS

Students attending school on an M-1 visa are not generally eligible for an LOA. If a student has a medical condition that is documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, a reduced course load (RCL) option can be reviewed as long as the student plans to remain in the United States. A student may not be on a reduced course load status for more than an aggregate of five (5) months.



## Withdrawal / Drop Policy

If a student wishes to resume school after being considered withdrawn, the student must wait at least six weeks (eight weeks for programs with four week courses) to allow for record processing.

Students who voluntarily decide not to continue their education at UTI/NASCAR Tech/MMI will be considered withdrawn from school as of:

- the date UTI/NASCAR Tech/MMI is notified of the student's withdrawal, or
- the date the school determines the student is no longer attending, or
- the date the student is expected to resume classes but fails to do so following an approved leave of absence (see Leave of Absence policy) or as stated on a written intent to return to class.

Withdrawn students should refer to the refund policy as described in their individual Enrollment Agreements. A \$100 administrative fee will be charged for a withdrawal (where applicable).

UTI/NASCAR Tech/MMI will send withdrawal notifications to local, state and/or federal education benefit agencies as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or the recipient of funds being required to repay funds to the agency involved.

## Re-enrollment

Students in good standing at the time of withdrawal from school are eligible to reapply for admission. If a student is approved for re-enrollment, the student may be subject to a probationary period depending on his or her status at the time of withdrawal. The Student Services department provides assistance with the re-enrollment process.

Students may be granted re-enrollment after suspension at the discretion of the Student Services Director or designee. Terminated students must submit a successful appeal for re-enrollment and should consult the Appeals (Other Than FA Probation) section of this Catalog. Generally, all withdrawn students must wait to resume school at least six weeks (eight weeks for programs with four-week courses) to allow for record processing.

Upon re-enrolling from suspension for failing to meet the terms of an academic probation, students will be placed on a two-course academic probation and financial aid eligibility will be reinstated. Failure of either course will result in termination from school. Please see the Academic Standing vs. Satisfactory Academic Progress chart for more details. Those who wish to re-enroll and graduate from a lesser program must first fulfill or resolve any outstanding appeals, drug treatment counseling, disciplinary concerns, etc., if applicable. Students in these scenarios should contact Student Services for additional guidance.

A \$100 re-enrollment fee will be charged to return to school (where applicable).

In order to receive the tuition price at the time of the student's original enrollment, the student must re-enroll into the same program and resume class within six months of his or her last date of attendance. After six months, students are subject to the current tuition price.

Students are required to complete at least 25% of the credits for their program at the location awarding their credentials. Exceptions to this policy are made for students who transfer to attend an MSAT program that is not available at their current campus.

Students who are returning from a withdrawal, suspension or terminated status will receive the tuition price at the time of the student's original enrollment if they re-enroll into the same program or an upgraded program and resume class within six months of their last date of attendance. After six months, students are subject to the current tuition price. Graduates who wish to re-enroll will receive the tuition price at the time of the student's original enrollment if they re-enroll and resume class within six months of their graduation date. After six months, students are subject to the current tuition price. Note, the tuition for graduates who wish to return will be based on flat rate tuition where available.

Students who have a balance due must meet the following terms to be eligible for re-enrollment:

- If the balance due is \$500 or less, the amount must be paid in full.
- If the balance due is \$501 to \$1,000, at least \$500 must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If the balance due is more than \$1,000, half the balance must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If an outstanding balance has been transferred to a collection attorney, the balance must be paid in full prior to re-enrollment.

The Division Controller and Campus President have the right to modify these requirements depending on the student's circumstances.

Students who are re-enrolling for the first time may be eligible for benefits related to fees, time of enrollment tuition, and previous balance requirements. Students are eligible to receive these benefits one time and will be notified of eligibility upon the re-enrollment request.

## Appeals

Students are encouraged to seek assistance for any type of concern or problem from an appropriate department Director or Campus President. The various Directors and Campus Presidents are identified with contact information in the administration rosters in this document.

**Appeal for re-enrollment following termination:** An appeal must be submitted in writing thoroughly explaining why the student feels he or she should be approved for re-enrollment. If the termination was due to failure to meet Satisfactory Academic Progress, the appeal letter must include details on why the student failed to maintain SAP (mitigating circumstances), what has changed in the student's situation that will allow him or her to demonstrate SAP by the next checkpoint, and how and why the student feels he or she would be successful if permitted to re-enroll. The student must also provide any supporting documentation regarding the mitigating circumstances (e.g., doctor's note for medical condition) leading up to the failure to meet SAP. See the SAP policy for additional details.

An Appeals Committee will consist of at least three of the following administrators or their designees: Campus President, Director of Student Services, Director of Financial Aid, Director of Employment Services, Education Director, or Campus Admissions Director/Supervisor.

Appeals received with complete supporting documentation will be reviewed within seven business days by the Appeals Committee, which is made up of at least three Directors. Students will be notified in writing, in person or via telephone of the panel's decision. If a student is approved for re-enrollment by the Appeals Committee and later decides to re-enroll at another campus, another appeal hearing generally is not required. Students are protected from retribution under the harassment policy listed in this document.

Extenuating circumstances for appeals: A student has the right to appeal the decision to suspend or terminate his or her training and the loss of financial aid eligibility where extenuating circumstances have affected the student's progress in school. If a student is deemed unable to meet MTF requirements by graduation, his or her enrollment will be terminated. Students may appeal this decision and/or may appeal to request re-enrollment. Extenuating circumstances include, but are not limited to, death in the family, serious illness or an accident involving the student and/or immediate family member. A student is encouraged to submit an appeal by 5:00 p.m. on the following school day. An appeal must be submitted in writing to Student Services and thoroughly explain why the student feels the decision to suspend or terminate training should be changed. If appealed immediately, the student may, at the discretion of the Director of Student Services or designee, be allowed to remain in class until the Appeals Committee has reviewed the appeal. If the immediate appeal is successful, the student will be placed on a minimum two-course probationary period and remain eligible for financial aid.

**Note:** For Financial Aid Probation status appeals, see Satisfactory Academic Progress section.

## DOUBLE COURSING/PROGRAM ACCELERATION

### All UTI / NASCAR Tech / MMI Locations

All students are considered to be full-time students. However, students can accelerate their progress through a program by taking two courses at one time. Students wishing to double their courses must first meet the criteria stated in this guide. Financial Aid, Accounting, Employment Services and Student Services must approve the request. Approvals are subject to space availability and meeting the criteria below is not a guarantee that double coursing will be approved.

Double coursing is a privilege and is subject to course availability and space. All balances must be paid in full prior to doubling. Paperwork may be required for each course a student wishes to double. All paperwork must be submitted no later than the second Friday of the course prior to the course wishing to double. Students meeting the double course criteria should contact the Student Services Department for the appropriate paperwork and more information.

### Criteria to Double Course

- Student must have a CGPA of 3.0 or higher.
- Student must have a 90% or higher cumulative attendance rate.
- Student cannot have more than two failures.
- Student must have completed at least 25% of his or her program.

\* Exceptions may be granted by the Student Services Director and Education Director.

### Criteria for Ford FACT Double Coursing

Because of the increased academic demand of the FACT program, double course options related to FACT are limited. In addition to meeting the UTI standards for double coursing, the following guidelines must also be followed:

- Courses ADTA-102, ADTA-103 and ADTA-129 (AT12-150, AT12-203 and AT12-151 for the Avondale, Dallas, Rancho Cucamonga and Sacramento campuses) may be doubled with courses ADTF-132, ADTF-137 and ADTF-138 in any combination as long as prerequisites are met.

- Courses ADTF-130 and ADTF-131 cannot be doubled with any other course.
- No two FACT courses can be doubled.
- FACT courses cannot be doubled with any MSAT program. Doubling of concurrent student paid MSAT programs must be approved by the Campus Director of Education and the National Program Manager.

Any exceptions to the FACT standards above must be approved by the National Program Manager.

### Criteria for Mopar TEC Double Coursing

Because of the increased academic demand of the Mopar TEC program, double course options related to Mopar TEC are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course MTEC-001 cannot be doubled with any other course.
- No two Mopar TEC courses can be doubled.
- Mopar TEC courses cannot be doubled with any MSAT programs.
- Mopar TEC courses cannot be doubled with any elective programs.

Any exceptions to the Mopar TEC standards above must be approved by the Campus President and Regional Director of Education.

### Criteria for Nissan NATT Double Coursing

Because of the increased academic demand of the NATT program, double course options related to NATT are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course NATT-001 cannot be doubled with any other course.
- No two NATT courses can be doubled.
- NATT courses cannot be doubled with any MSAT programs.
- NATT courses cannot be doubled with any ELECTIVE programs.

Any exceptions to the NATT standards above must be approved by the Campus President and Regional Director of Education.

## GRADUATION REQUIREMENTS

To be eligible for graduation, a student must have a Cumulative Grade Point Average (CGPA) of 2.0 or better, and an attendance rate of at least 90% (after rounding) and a Pace of Progression (POP) of at least 66.67% in addition to completing the program in a time frame not to exceed 150% of the original length of the program. A candidate for graduation must also have a zero balance in his or her student account. Upon successfully completing all the requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

## TRANSCRIPTS

UTI/NASCAR Tech/MMI maintains a full record of all course attempts for each student. All attempted and completed courses will appear on the official transcript. All failed courses remain at the top of a transcript until successfully repeated. That includes courses within the same department group not retaken due to a program change and legacy courses not taken when the student transfers into a blended learning program. In instances of a course being completed successfully more than once, the attempt with the highest course grade will be included in the calculation of the cumulative grade point average (CGPA). Within 30 days of graduation, each student will be mailed two copies of his or her official transcript. Additional certified copies may be obtained anytime thereafter for a nominal charge by contacting the school. Unofficial transcripts are available free of charge. The school reserves the right to not issue or award graduation documents to a student until all financial obligations to the school have been satisfied.

## PROGRAM CHANGES

Upgrades or downgrades to programs must be made through the Employment Services Department. Revisions to existing enrollment agreements and tuition schedules must be completed before enrollment in a program is official. A program change may affect a student's financial aid eligibility.

A student may upgrade his or her program at any time and be charged the program cost in effect at the time of original enrollment for the new program. Before the completion of the first three courses, a student may reduce or downgrade his or her program and be charged the tuition price at the time of enrollment. After the completion of the three courses, a student who wants to shorten or downgrade the program will be subject to the current tuition price for the requested program.

For Automotive students who wish to drop an MSAT program or a core program to add a different MSAT at the same campus, regardless of the number of courses, the change will be calculated as an upgrade. Motorcycle students may switch to a different elective program that is the same number of weeks. A downgrade fee will not be charged and time of enrollment tuition will be honored. Automotive and Diesel students who wish to remove a student paid MSAT such as Daimler Trucks Finish First, Ford FACT, GM Technician Career Training, Mopar TEC, Nissan NATT and Toyota TPAT from their program due to an academic failure will not be charged a downgrade fee and time of enrollment tuition for the new program will be honored. This does not apply to students who fail the course due to attendance or professionalism, or wish to downgrade to graduate sooner. Note, this only applies to students in the Cummins Engines and Power Generation programs if they fail the course after passing the GATE test.

A \$100 administrative fee will be charged for each program downgrade requested after completion of the first three courses (Arizona, California, Florida, Massachusetts and Texas campuses only). The administrative fee cannot be covered by financial aid and must be paid prior to processing the change.

When changing programs, students may incur no-fits (i.e., courses they completed or attempted but are not needed for the new program). Students are responsible for the cost of the no-fit courses. The tuition for these courses will be included in their new program change calculation.

Program changes are at the discretion of the school and can be denied due to but not limited to excessive absences, space availability, ability to meet Maximum Time Frame expectations in the new program and any balance owed the school. The Institute cannot allow a change into a program no longer offered by the school or for which the school is no longer licensed and accredited.

## CLASS SIZE

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment is 30 students. On occasion, when the maximum is exceeded, UTI will provide an additional instructor to maintain the appropriate student-to-instructor ratio.

### MMI

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment for courses is 30 students. On occasions when the maximum is exceeded, MMI will provide an additional instructor to maintain the appropriate student-to-instructor ratio. Some manufacturer-specific courses may have a lower number of maximum students.

## CLASS TIME/SESSION CHANGES

Permanent class time changes must be requested through the Scheduling Coordinator. For a session change, a student will be required to provide documentation supporting the reason, such as work schedule, child care availability issues or transportation.

Temporary class time changes should be requested through the Instructor or Education Manager. All requests must be received at least one day prior to the date of the change and will be accepted or denied based upon space availability in the class. The Institute reserves the right to change a student's class time so class sizes may be properly scheduled.

## ASSIGNMENTS

The type of work expected of a student outside of class may vary depending on the course and the student's progress in the course. Approximately 10% of the quiz questions are based upon these assignments, which in turn represent 10% of a student's class grade. Failure to complete these assignments may result in a lower academic grade. Elective programs also contain assignments but may be assessed differently per program.

## CHALLENGE COURSE CREDIT

### UTI (AUTOMOTIVE & DIESEL TECHNOLOGY)/ NASCAR TECH

A student or sponsoring agency may request challenge exam credit. There is a maximum number of six courses that may be challenged.

### MMI MOTORCYCLE PROGRAMS

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MOTO-101 Engines, Transmissions and Precision Measurement
- MOTO-102 Chassis, Suspension and Final Drive
- MOTO-103 Electrical Systems
- MOTO-104 Vehicle Maintenance
- MOTO-105 Engine Troubleshooting and Noise Diagnosis (**Note:** To challenge MOTO-105, you must complete or successfully challenge MOTO-101.)
- MOTO-106 Electrical Diagnostics (**Note:** To challenge MOTO-106, you must complete or successfully challenge MOTO-103.)



## MMI MARINE PROGRAM

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MARN-001 Engines
- MARN-002 Lower Units/Outdrives
- MARN-003 Rigging
- MARN-004 Service Operations
- MARN-005 Fuel & Lubrication Systems
- MARN-006 Electrical Basics
- MARN-007 Electrical Systems – Note: To challenge MARN-007, you must complete or successfully challenge MARN-006.

## COLLISION REPAIR & REFINISH PROGRAM

Students may challenge only the courses below, provided they have current completion records in the required I-CAR modules listed and are verified with their I-CAR transcripts:

- CRRT-103 Exterior Panel Replacement
- CRRT-105 Welding and Cutting
- CRRT-108 Introduction to Refinishing
- CRRT-124 Exterior Panel Repair II

## CNC MACHINING/WELDING PROGRAMS

CNCT and Welding: Students may request a challenge exam for up to six courses in either the CNCT or Welding program based on experience, training and education. In addition to a challenge exam, students will be required to complete a hands-on demonstration to validate mastery of the course content.

UTI may award course credit when a challenge exam is passed. We allow challenge testing based on student attestation of prior related experience, related and current ASE certification, or education that demonstrates mastery of the content knowledge. Student attestation consists of having the student document in writing what prior related experience they have had in the field. Courses with the tested out status will not be included in MTF, pace of progression, CGPA or attendance rate calculations. If the request occurred prior to completion of the first course period of attendance, program tuition will be decreased based on the number of approved challenge tests the student passes. Challenge requests made after the completion of the first course period of attendance will not decrease program tuition. There are no fees for challenge exams.

**Note: Any student using veterans education benefits must undergo an evaluation for all potential challenges and transfer course credit to comply with Veterans Affairs (VA) requirements. Challenge credit will be granted based on successfully completing an examination. All appropriate credit will be recorded on the student's enrollment record, with the length of the program reduced accordingly. UTI must notify the VA that all education and prior training for each VA student has been evaluated and credit granted where appropriate.**

**All students receiving VA benefits who have attended another school, received prior training or have related work experience must provide official transcripts and/or related documents so evaluation can take place. Benefit cessation will occur for failure to provide appropriate documentation within the designated time frame. Students receiving VA benefits are eligible to challenge any course based on evaluation of previous training. Students receiving VA benefits are not limited to the number of courses they can challenge.**

## CAMPUS TRANSFER CREDIT

Per the standards of our accrediting body, the Accrediting Commission of Career Schools and Colleges (ACCSC), a student must complete at least 25% of the program in which he or she will earn credentials. The 25% rule was established to maintain

the integrity of accredited institutions and ensure students receive appropriate training for their tuition dollars. For UTI students, the 25% rule affects how and when a campus transfer can occur. For example, if a student is enrolled in a program that is 100 credits, he or she must complete at least 25 of the credits at the campus from which he or she will graduate. The only exception to this rule is if the student is transferring to another UTI location to complete manufacturer-specific training unavailable at the student's current campus. In these instances, the 25% rule does not apply. In all other instances, students must complete at least 25% of their training at the UTI location that issues their credentials. Note, the exception to the 25% rule does not apply to students in Auto, Diesel or Automotive/Diesel who want to withdraw and transfer to another UTI campus. The exception only applies to program combinations that include manufacturer-specific training. Students may speak to a team member of the Student Services Department to review this rule in detail and receive answers to any questions they may have about their specific situations.

## RULES AND REGULATIONS

### Student Code of Conduct

UTI/NASCAR Tech/MMI success depends on many factors, including the quality of its instruction, the employment of its graduates and the image its students project. From the day a student starts at UTI/NASCAR Tech/MMI, he or she becomes part of a proud tradition and, as part of that tradition, we expect that student to want to share in the benefits of that reputation for years to come.

There is more to being a successful technician than learning the skills in class. Qualities such as dependability, appearance, positive attitude and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help develop the qualities necessary to become a successful student and employee.

UTI/NASCAR Tech/MMI reserves the right to impose a variety of disciplinary actions, including suspension or permanent termination from school, on any student whose behavior—on or off campus—violates the Code of Conduct outlined in this Catalog. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated. Disciplinary action may be taken under this Code of Conduct regardless of whether that conduct also involves an alleged or proven violation of law. Specific instances of misconduct include, but are not limited to the following:

### DRUGS/ALCOHOL

Drug use, substance abuse or possession of drugs, drug paraphernalia or alcohol while on or off UTI property or during Institute activities is not tolerated. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI's Substance Abuse Prevention Policy included in this guide. UTI also works cooperatively with police and drug/alcohol agencies to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs.

### GUNS/WEAPONS

Possession of guns or weapons on campus (in parking lots, vehicles, etc.) is not permitted except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Any knife with a blade longer than 2 inches is considered a weapon and not permitted on campus.

## ILLEGAL ACTIONS

Any action in violation of federal, state or local laws on or off campus is not tolerated.

## DISRUPTIVE BEHAVIOR

Any type of disruptive behavior is not tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission.

## FIGHTING

Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed toward UTI staff is not tolerated on or off campus.

## VANDALISM

Vandalism of Institute or personal property of students or staff on or off campus (including apartment complexes) is not tolerated.

## THEFT

Stealing or possessing stolen property on or off campus is not tolerated.

## POSSESSION OF STOLEN PROPERTY

Possessing property known to be stolen that may be identified as property of UTI or any other person or business is not tolerated.

## DESTRUCTION OF PROPERTY

Destruction of Institute or personal property of students or staff on or off campus is not tolerated.

## CIVIL DISTURBANCE

Any conduct that involves disturbing the peace of the Institute and/or the local community is not tolerated. Disturbing the peace under such circumstances can be defined as, but is not limited to, disorderly conduct and failure to comply with the directives of law enforcement or Institute officials. This includes loud exhaust and stereos.

## SPEEDING/RECKLESS DRIVING/EXCESSIVE NOISE

Excessive speed and noise of student motorcycles and cars on and around campus is not tolerated at any time. Please help us honor our neighbors and community by riding and driving in a professional manner. Reckless operation on and around the campus may result in disciplinary action ranging from a grade reduction up to and including termination. Speed is not to exceed 5 miles per hour on campus.

## UNPROFESSIONAL BEHAVIOR

Any type of behavior on or off campus that is contrary to the Institute's mission to provide premier professional technician training is not tolerated. Unprofessional behavior includes, but is not limited to, cursing, using vulgar or offensive language, not following instructions, dishonesty, antagonizing behavior, spreading rumors, and being disrespectful to others.

## SOCIAL MEDIA

Unprofessional or inappropriate conduct on social media sites is a violation of the UTI Code of Conduct and may negatively impact your ability to find a job after graduation. Students should not post or share any content that would be inappropriate on campus. This includes any language or behavior that is harassing, threatening, discriminatory, denigrating, unprofessional or disrespectful. Students who engage in unprofessional behavior on or off campus may be subject to disciplinary action, including termination from school.

## CHEATING AND PLAGIARISM

Any form of academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student's or other source's information or test material.

## PHOTOGRAPHY AND AUDIO OR VIDEO RECORDING

Audio or video recorders, cameras or any other electronic reproduction devices are not permitted in the classroom unless used pursuant to an accommodation plan issued by Student Services. Unauthorized photography or the audio/video recording of Instructors, other UTI/NASCAR Tech/MMI staff or other students without their consent is not permitted by Company policy. UTI/NASCAR Tech/MMI will abide by any state, local or federal laws that require UTI/NASCAR Tech/MMI to allow recordings.

## LAPTOP COMPUTERS

The use of laptop computers is allowed during class time for the purpose of note-taking only. Laptops or any other electronic devices are not allowed during tests or quizzes. Please see an Education Manager for the Laptop Computer Agreement.

## CELLULAR PHONES AND PAGERS

Cellular phones and pagers are to be turned off and out of sight while students are in class. Cell phone usage is only allowed during official break times or in the case of an extreme emergency with prior authorization from Instructors.

## ATTITUDE

Proper attitude must be shown at all times. Profanity; derogatory comments; and racial, ethnic or sexist remarks are not tolerated between students or from students to staff. Such conduct is grounds for termination.

## SMOKING/CHEWING TOBACCO

Smoking, including the use of electronic cigarettes, and chewing tobacco are only allowed in designated areas. Each campus posts the locations of designated smoking/chewing areas.

When not in use, electronic smoking devices (e.g., e-cigarettes, e-cigs, e-cigars, e-pipes, personal vaporizers, electronic nicotine delivery systems) must be stored in appropriate cases. Battery-powered devices are prohibited on UTI premises unless carried in cases that prevent activation of the battery or noncombustible cases. Cases should:

- Securely hold the device and ensure smoking devices are not accidentally activated.
- Allow the battery and activation component to be stored separately.
- Be made of non-combustible material, such as metal.

No charging is allowed on or within UTI premises, and no portable charging cases are allowed.

## FOOD

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in labs, computer labs or shop areas. Food is also not allowed in the classrooms unless the campus specifically allows students to eat in the classrooms during lunch or break times to accommodate campus space limitations. Students are allowed to bring drinks into the classroom during class time (some restrictions may apply). Littering on campus is subject to disciplinary action.

## MINI AND POCKET BIKES

Mini and pocket bikes are not allowed on campus.

## SKATEBOARDING

Skateboarding is prohibited on campus.

## TEST DRIVE/TEST RIDE

Test drives and test rides are prohibited. Vehicles are not to be removed from campus property. UTI training vehicles may only be driven in and out of labs when supervised by the instructor. Motorcycle Mechanics Institute vehicles may not be ridden into or out of labs.

## Student Property

The Institute bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school 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 therefrom.

## Vaccination Policy

The school recommends the student receive the following vaccinations or immunizations within the 12 months immediately preceding the start of the student's program of study at the school:

- tetanus-diphtheria
- polio series
- mumps
- rubella
- chickenpox
- two (2) rubeola
- varicella
- hepatitis-A
- hepatitis-B

## General Rules for All

- Students are allowed to have only one post or stud-type earring per ear. Dangling earrings, hoops and other visible body piercings, including facial and tongue piercings, are not allowed other than what is outlined in the MMI catalog regarding facial implants. Industrial bars of any size or shape cannot be worn. Ear piercings larger than standard earrings (typically no larger than a dime) must be plugged with solid black or brown plugs. Even with these color plugs, piercings that are extremely large or outlandish and unprofessional as determined by the Campus President, Education Director(s) and/or Student Services Director are not allowed.
- ID badges must be worn at all times when on campus. The badge must be above the waist on the outermost layer of clothing and can easily be viewed by any staff member.
- No vulgarity or profanity may be displayed on any article of clothing, the student, or his or her vehicle if parking at or near the campus.
- Drug- or gang-related materials worn, flashed or otherwise displayed, whether intentional or not, are not acceptable and will be dealt with as violations.
  - No gang-related hats, baseball type caps or other headgear may be worn on campus or at school activities.
  - No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus.
  - No gang-related tattoos can be visible. If a student has one, it must be covered by clothing.
  - No gang-related bumper stickers or decals can be on student vehicles while parked on campus.
- Safety glasses must be worn at all times while working in labs. Prescription glasses may be worn with approved side shields. Sunglasses or shaded safety glasses cannot be worn during class unless a doctor's request is presented and approved by Education and/or Student Services.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the training aids.
- iPod-type electronics with or without headphones are not permitted in class.
- Cell phones must be shut down, turned off and put away (out of sight in pocket or backpack). They may not be worn clipped to clothing or on a belt.

**Note:** Students in violation of the Dress Code may be dismissed from class and charged with the absence. The Campus President and/or the Education Director will review unresolved disputes concerning any dress code related policy on a case by case basis and make a final determination.

Some campuses may have stricter dress code and hair requirements. Please consult the Student Services Department for local dress code information.

## Disciplinary Actions

### WRITTEN NOTICE

A written statement to the student that UTI/NASCAR Tech/MMI regulations have been violated with the possibility that stronger disciplinary action could occur in the event of future violations.

### REMOVAL FROM CLASS

A student can be subject to removal from class. This can be done by the Instructor, Education Manager, Education Director, Director of Student Services, Director of Student Experience, Student Affairs Advisor, or Campus President. Such students are required to go to the Student Services department for advisement related to absence for the remainder of the course to avoid withdrawal from school. The attendance and professionalism grade of the student will be affected. The repeat fee policy will apply if the student is removed for the remainder of the course.

### RESTITUTION

Repayment for damage to or theft of property may take the form of repairing or replacing property. Failure to do so may result in further disciplinary action.

### PROBATION

A student's on-campus activities may be limited for a specified period of time. The student is advised in writing of probable suspension or termination for further violations.

### SUSPENSION

A student may be suspended due to a violation of the Code of Conduct, attendance policy, academic standing or policy guidelines, or for other performance or behavioral problems. The suspension will result in a withdrawal from school and discontinuation of financial aid eligibility. A student who is suspended must re-enroll and complete a new Enrollment Agreement after the suspension period.

### TERMINATION

Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a violation of UTI/NASCAR Tech/MMI rules including, but not limited to, theft, cheating, illegal drug use, behavior that jeopardizes the safety of others, or more than one suspension for academic standing policy or attendance violations. Students who violate the CGPA or MTF pace of progression requirements under our Satisfactory Academic Progress policy at the end of a Financial Aid Probation period or Financial Aid Warning period without a successful appeal will be terminated and must appeal to re-enroll (see SAP policy for more details). Students who are terminated from UTI/NASCAR Tech/MMI must be approved for re-admittance through the appeals process. Students who are terminated from the school and fail an appeal request cannot re-enroll.

## Student-Assigned Email Addresses

UTI assigns email addresses to students, and uses these addresses to communicate important messages and reminders. Students are expected to check email on a regular basis and are responsible for any information communicated this way.



## UTI Student and Visitor Internet Access (U-WEB) Acceptable Use Policy

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

### THE U-WEB ACCEPTABLE USE POLICY PROHIBITS THE FOLLOWING:

1. **Illegal or Harmful Activity** – You may access and use U-Web Services only for lawful purposes. It is prohibited to transmit, receive, post, store or access any material that violates applicable criminal or civil laws.
2. **Offensive Content** – Download, storage or retransmission of content that is obscene, indecent, lewd, harassing, inflammatory, harmful, libelous, defamatory, threatening and invasive of publicity rights or privacy is prohibited.
3. **Harmful or Malicious Content** – Intentionally downloading, developing or releasing malicious content that is harmful to the U-Web or other users of the UTI network such as viruses, Trojan horses, worms, time bombs, zombies or computer programs that may damage, intercept or capture any personal information, system, program or data is prohibited.
4. **Infringement** – It is prohibited to use the UTI U-Web to download, store or retransmit any content that infringes on the intellectual property rights of others protected by copyright, trademark, patent or trade secrets. This includes unauthorized distribution, copying and/or posting of pictures, software, logos, articles, musical works and videos.
5. **Fraudulent Activity** – Operating fraudulent business operations and practices such as offering of fraudulent services, promotions, goods or schemes (i.e., get rich quick schemes, pyramid schemes) is prohibited.
6. **U-WEB Network Security** – You may not attempt to circumvent, disable or modify the function or configuration of any host network or security device by any means. Examples of network security violations include:
  - a. **Hacking** – Unauthorized access to UTI systems or networks, including probing, scanning or testing the vulnerability of any UTI network or system in an attempt to breach the access or authentication controls, is strictly prohibited.
  - b. **Interception** – The use of network packet sniffers, hardware keyloggers, eavesdropping or monitoring of UTI data or traffic on any UTI networks or systems by any means is prohibited.
  - c. **Intentional Interference** – Intentionally interfering with any UTI network or host with denial-of-service attacks, news bombing, mail bombing, other flooding techniques or deliberate attempts to overload a system, network or user is prohibited.

- d. **System Restrictions Avoidance** – Intentionally using electronic means or manual methods to avoid any information security policy limitations established by UTI or attempting to circumvent, disable or bypass security devices such as firewalls, web content filters (proxies), remote access systems and intrusion detection systems is prohibited.
- e. **Personal Wi-Fi Wireless** – Operation or connection of non-approved wireless access points to the UTI network is prohibited.
- f. **Personal Cellular Device Tethering** – Connection of cellular access devices to UTI hosts or networks to bridge Internet access is prohibited.
7. **Excessive Consumption of Network Resources** – Consuming a disproportionate amount of available UTI network resources resulting in disruption or degradation of the U-Web services by others is prohibited.

The restrictions provided above are not exhaustive but are provided as a framework for the types of activities that fall into the category of unacceptable use of the Service.

### INDEMNIFICATION

You agree to indemnify, defend and hold harmless UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners from any and all third-party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or related to Your access or use of the Service, any content You transmit through the Service, Your violation of this Policy, or Your violation of any rights of another. This means, primarily You agree You are responsible to pay for any costs or damages that result from Your use of this service and You agree to reimburse or pay for any damages or costs that UTI might incur as a result of Your use. Your indemnification obligations under this Policy shall survive any termination or expiration of the Policy.

### FILTERING AND LOGGING

UTI uses an Internet content filtering and monitoring application that may log Your usage of the Service and prevent access to certain inappropriate websites. These sites may include shopping sites, gambling sites, pornographic sites, hacking sites, etc. Your attempted access to these restricted sites by users may be logged and periodically reviewed by UTI. In appropriate circumstances, UTI at its sole discretion reserves the right to review and/or monitor any transmissions sent or received through the Service.

## Disclaimer of Warranties and Limitation of Liability

### LIMITATION OF LIABILITY

You assume total responsibility for use of the Service and the Internet, and access the same at Your own risk. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners have no responsibility whatsoever for the content accessible or actions taken on the Internet and the Service, and shall not be liable to You for any direct, indirect, incidental, special or consequential damages of any kind including but not limited to any loss of use, business and/or profit arising out of or related to the Service or this Policy. Under no circumstances will UTI and/or its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service be liable to You or any third parties for any amount. This section of the Policy shall survive any termination or expiration of the Policy.

## DISCLAIMER OF WARRANTIES

The Service is provided on an “as is” and “as available” basis. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners make no warranty of any kind—written or oral, statutory, express or implied—including any warranty of merchantability, infringement or fitness for a particular purpose. No advice or information given by UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service shall create a warranty. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners do not warrant the Service will be uninterrupted, error-free, or free of viruses or other harmful components. This section of the Policy shall survive any termination or expiration of the Policy.

## REVISIONS TO THIS ACCEPTABLE USE POLICY

UTI reserves the right to revise, amend or modify this Policy, or implement additional policies and agreements at any time and in any manner. Notice of any revision, amendment, modification or update will be either provided directly to You or posted on the Service.

## COPYRIGHT INFRINGEMENT

Copyright laws protect an author's original works. This includes but is not limited to books, photographs, music, art, schematics, movies, media, software and databases. It is a violation of copyright law to use peer-to-peer file-sharing networks to download or share copyrighted works without permission from the owner. It is a violation of copyright law to make or receive an illegal copy of a downloaded work. Students shall obtain permission prior to utilizing any copyrighted materials. Any copyright infringement occurring in connection with a student's enrollment or usage of UTI/NASCAR Tech/MMI property is a violation of the Code of Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the school, up to and including termination. The student is also subject to a referral by the school to legal authorities and face possible civil penalties of \$750 to \$30,000 per violation and criminal penalties, which may include imprisonment for up to 5 years and fines of up to \$250,000 per violation.

## STUDENT COMPLETION RATES AND STUDENT RIGHT-TO-KNOW REPORTING

For more information about our graduation rates, the median loan debt of students who completed the program and other important information, please visit [www.uti.edu/disclosure](http://www.uti.edu/disclosure). Also, in compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of UTI/NASCAR Tech/MMI to make available its completion rates to all current and prospective students. Completion rate data will be updated annually. The full report will be available to prospective students before they enroll or enter into any financial obligation with the Institution. If you are interested in learning more about the completion rate for your campus, please see the Student Services Department. New students receive a copy of the most recent data at Orientation and the information is disseminated annually.

## ANNUAL CONSTITUTION DAY AND CITIZENSHIP DAY

To align with federal statute, UTI campuses participate in a variety of Constitution Day and Citizenship Day programming in commemoration of the September 17, 1787, signing of the U.S. Constitution. These activities take place annually on September 17 unless the day falls on a weekend or holiday, in which case functions are held during either the preceding or following week.

## CLASSROOM AND FACILITY SAFETY RULES

Safety is everyone's responsibility. The Institute strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of applicable federal, state and local regulations.

### Safety in Classrooms and Labs

Students, staff and instructors are required to wear clear lens safety glasses or prescription glasses with side shields at all times during labor shop instruction. Safety glasses must be rated Z-87 or higher (per OSHA). Approved safety glasses are sold at the campus. Students are expected to:

- Wear clothing that does not confine movement but is not so loose it could get caught in moving equipment.
- Wear safe, non-slip shoes and keep them tied.
- Not engage in horseplay while on campus.
- Utilize good judgment and common sense (essential when one's personal safety is at stake). If a student has any doubt about whether a condition, a motion or a job is unsafe, DON'T DO IT.

### Vehicle Operation Code

All cars, trucks and motorcycles must be operated in a safe, quiet, courteous and professional manner (e.g., NO wheelies, stoppies, burnouts, squealing, chirping or sliding tires, loud exhaust noise, loud stereo noise, high speed and/or rpm) on and around the campus. This includes the parking lot, entrances and exits, and streets and roads around the school. This policy is strictly enforced and for the safety and courtesy of students, staff and visitors of the campus as well as out of respect for our community.

Failure to operate a vehicle within the posted speed limits on campus or operating a vehicle in an unsafe or loud manner as described above will result in a reduced professionalism grade and/or possible suspension or termination from school.

These penalties will be over and above any distributed by the local law enforcement officials patrolling the areas around the campus.

### Parking

All students and staff members are responsible for proper parking of their vehicles. All student cars must be registered and the school parking sticker/tag (if applicable) must be properly displayed. Unregistered vehicles are subject to towing. The maximum speed limit on campus is 5 mph and pedestrians have the right of way at all times. A 15 mph speed limit is in effect in all school zones on public streets. Students should follow all posted speed limit and other traffic signs. Some states, such as California, require all students to register their vehicles with the state even if the vehicle already is registered in another state. Please check with the state Department of Motor Vehicles for more information.

The Institute will make every effort to protect all vehicles and property. However, the Institute assumes no responsibility for the protection of any vehicle or its contents while on campus.

The Institute reserves the right to impound or have impounded, without notice, any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of Institute traffic or parking regulations. The vehicle owner will be responsible for the costs involved in removing, impounding and storing such vehicle.

Student parking is permitted in designated areas only and must not obstruct walkways or block on-site storage containers. There is no overnight parking in the parking lot. Taking up two parking spaces and parking a motorcycle in a car space are not allowed. Motorcycles should park in designated motorcycle parking spots only.

In the event of car trouble, please notify the Education Director, Facilities Manager or an Education Manager as soon as possible.

Violators of the parking policy may be subject to a fine and a reduced professionalism grade.

Recreational activities such as football, hacky sack and frisbee playing are not allowed in the parking lots.

## Campus Safety Policy / Annual Security Report

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to providing a safe environment for students, faculty, staff and visitors at all UTI/NASCAR Tech/MMI facilities (collectively "Facilities"). This commitment includes providing information about campus security to prospective and current students and employees. Each year by Oct. 1, UTI publishes an Annual Security Report that includes, but is not limited to, the following information:

- reporting procedures for emergency situations and criminal activity on and around campus
- UTI's response plans, including information about timely warnings and emergency notification/evacuation procedures
- general information about security procedures and practices, and training and resources available to staff and students
- UTI's Substance Abuse policy and information about prevention and education/rehabilitation programs
- UTI's Sexual Assault policy, procedures to report an assault and resources available to victims
- details on how to obtain information about sex offenders in the area around the campus locations
- each campus's annual disclosure of crime statistics (in which we report crimes for the past three years both on campus and in the public areas immediately surrounding the campus)

The Annual Security Report and campus crime statistics are available at [www.uti.edu/asr](http://www.uti.edu/asr). Paper copies may be obtained by request through the campus's Director of Student Services or designee. Additional information on local area crime statistics or information on sexual offenders can be obtained by contacting the local law enforcement agency in the area where the student is attending classes.

## SUBSTANCE ABUSE PREVENTION POLICY

As noted in the Annual Security Report, UTI/NASCAR Tech/MMI supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, UTI/NASCAR Tech/MMI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI/NASCAR Tech/MMI Substance Abuse Prevention Policy in this guide. A violation will result in UTI/NASCAR Tech/MMI taking appropriate action up to and including termination.

### Purpose

Universal Technical Institute, Inc. and its subsidiaries (collectively, "the Institute") is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professional technicians and an industry leader in the postsecondary technical education industry. The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body.

### Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

### **THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.**

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. All forms of synthetic marijuana are prohibited, regardless of the legality of the substance.

**Medical Marijuana:** Although UTI has campuses in some states that have passed laws allowing the use of medical marijuana in certain circumstances (i.e., possessing a lawfully issued medical marijuana card), federal laws classify marijuana as a controlled substance and prohibit marijuana use, possession, and distribution at institutions of higher education. As such, the use of medical marijuana is prohibited on all UTI campuses and as any part of their activities. In addition, due to the nature of UTI programs and their requirements, UTI cannot accommodate off campus use of medical marijuana. This means students who fail a drug test due to marijuana usage cannot avoid responsibility under UTI policies by claiming that they legally using medical marijuana.



The Institute may discipline its students for off-campus activities that include the illegal use of alcohol or drugs. The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

**Note:** If a student discloses the use of medication associated with cautions related to operating machinery, UTI may require the student to provide documentation from a medical provider indicating the student is able to safely participate in lab environment/lab activities. If documentation is not submitted, UTI may withhold a student from class if a safety concern exists.

Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For statutes and penalties on drug and alcohol offenses in the states where our campuses are located, please refer to the following URLs.

**Arizona** – [www.azleg.gov/ArizonaRevisedStatutes.asp](http://www.azleg.gov/ArizonaRevisedStatutes.asp)

**California** – <http://leginfo.ca.gov/faces/codes.xhtml>

**Florida** – [www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display)

**Illinois** – [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

**Massachusetts** – <https://malegislature.gov/Laws/GeneralLaws>

**New Jersey** – <https://www.nj.gov/oag/abc/regulations.html>

**North Carolina** – [www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl](http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl)

**Pennsylvania** – [www.pacode.com/secure/browse.asp](http://www.pacode.com/secure/browse.asp)

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

Possible federal sanctions for illegal possession or individual federal trafficking penalties can be found by visiting the website of the U.S. Drug Enforcement Administration at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

The Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Following is a list of some potential health risks:

## ALCOHOL

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

## DRUGS

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program.

## Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to the Student Services Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware the Institute may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by UTI/NASCAR Tech/MMI indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, UTI MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- When the Institute receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program.

## Drug Testing Procedures

As part of the Institute's efforts to ensure safety and to promote an alcohol- and drug-free environment, for cause drug or alcohol testing is conducted when reasonable grounds exist. Random drug testing may occur at the campus discretion as well. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use as a result of either random selection or selection for cause will be subject to at least the following school actions, requirements and conditions, at the Institute's discretion:

- Immediate dismissal from school for the remainder of the current course. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the Institute. Documentation noting the assessment and plan of action must be submitted to the Institute prior to the student returning to school.

**Note:** The time taken to enroll in a program will determine whether the student merely "attendance fails" a class, or is suspended or terminated from the Institute for violation of attendance policies.

- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the Institute access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the Institute prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the Institute, may be cause for termination from the Institute until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the Institute, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Advisor on a regular basis (frequency determined by the Advisor) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the Institute.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from course retakes.

Failure to abide by the established guidelines will result in termination of training at the Institute.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the Institute. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to the Institute.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## Available Assistance / Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

Drug and alcohol abuse seminars or awareness workshops may be scheduled intermittently throughout the year and notices are posted on student bulletin boards. Pamphlets and general information regarding illegal drugs and alcohol abuse are available in the Student Services Department. A list of referrals for outside agency assistance, assessment and counseling are available in the Annual Security Report and through the Institute Advisor's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the Student Services Department.

# ADA/504 POLICY

## Notice of Nondiscrimination

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to educational and work communities that are free from prohibited discrimination and harassment. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI has designated the National Director of Student Services as the individual responsible for the coordination and administration of its non-discrimination and harassment policies. In addition, the National Director of Student Services has been designated to coordinate UTI's compliance with Section 504, the ADA and the Age Act. Questions or comments about discrimination or harassment can be directed to the National Director of Student Services at 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032, or by calling 800-859-7249 or sending an email to [msheet@uti.edu](mailto:msheet@uti.edu).

Student Services Directors serve as deputy coordinators responsible for the duties mentioned previously at each campus and also can assist with any questions or comments. Their contact information is as follows:

Campus	Campus Address	Toll Free
UTI-Avondale	10695 W. Pierce Street Avondale, AZ 85323	800-859-1202 <a href="mailto:likingsley@uti.edu">likingsley@uti.edu</a>
UTI-Bloomfield	1515 Broad Street Bloomfield, NJ 07003	973-866-2200 <a href="mailto:rtrickett@uti.edu">rtrickett@uti.edu</a>
UTI-Dallas/ Fort Worth	5151 Regent Boulevard Irving, TX 75063	877-873-1092 <a href="mailto:rdoyal@uti.edu">rdoyal@uti.edu</a>
UTI-Exton	750 Pennsylvania Drive Exton, PA 19341	877-884-3986 <a href="mailto:rtrickett@uti.edu">rtrickett@uti.edu</a>
UTI-Houston	721 Lockhaven Drive Houston, TX 77073	800-325-0354 <a href="mailto:mcode@uti.edu">mcode@uti.edu</a>
UTI-Lisle	2611 Corporate West Dr. Lisle, IL 60532	800-441-4248 <a href="mailto:kstamp@uti.edu">kstamp@uti.edu</a>
UTI-Long Beach	4175 E. Conant Street Long Beach, CA 90808	844-308-8838 <a href="mailto:jramirez@uti.edu">jramirez@uti.edu</a>
UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 <a href="mailto:tjohnson@uti.edu">tjohnson@uti.edu</a>
UTI-Rancho Cucamonga	9494 Haven Avenue Rancho Cucamonga, CA 91730	888-692-7800 <a href="mailto:jdismukes@uti.edu">jdismukes@uti.edu</a>
UTI-Sacramento	4100 Duckhorn Drive Sacramento, CA 95834	877-884-2254 <a href="mailto:jgillming@uti.edu">jgillming@uti.edu</a>
NASCAR Tech	220 Byers Creek Road Mooresville, NC 28117	866-316-2722 <a href="mailto:amazon@uti.edu">amazon@uti.edu</a>
MMI/UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 <a href="mailto:tjohnson@uti.edu">tjohnson@uti.edu</a>
MMI-Phoenix	2844 W. Deer Valley Road Phoenix, AZ 85027	800-528-7995 <a href="mailto:tchakos@uti.edu">tchakos@uti.edu</a>
Manufacturer-Specific Advanced Training Programs	4225 E. Windrose Dr., Suite 200 Phoenix, AZ 85032	800-859-7249 <a href="mailto:mperez@uti.edu">mperez@uti.edu</a>

For inquiries or reports related to discrimination or harassment on the basis of sex, contact the Title IX Coordinator. The Title IX Coordinator is the National Director of Student Services and can be reached at Universal Technical Institute, Inc., 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032, 800-859-7249, [msheet@uti.edu](mailto:msheet@uti.edu).

For further information on notice of non-discrimination, you may contact the appropriate federal office by visiting the website <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and telephone number of the office that serves your area, or by calling 800-421-3481.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012  
TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## Students with Disabilities

Except where excused as a matter of law, UTI/NASCAR Tech/ MMI is responsible for:

- Providing or arranging through the Director of Student Services or designee reasonable accommodations; reasonable modifications of policies, practices and procedures; and/or appropriate auxiliary aids and services for potential applicants, applicants and students with disabilities in connection with its courses, programs, services or activities, including examinations. These accommodations will be provided at no additional cost to the student.
- Ensuring the school will not make a pre-admission inquiry as to whether an applicant is a person with a disability.
- Ensuring social organizations do not discriminate against persons on the basis of disability.
- Ensuring the school will respond appropriately to incidents of misconduct or harassment (e.g., bullying, hazing, teasing) due to disability.
- Requesting an accommodation, modification or auxiliary aid or service when needed and seeking information, advice and assistance regarding a reasonable and appropriate accommodation, modification or auxiliary aid or service in a timely fashion.

The Institute, potential or active applicants, and students with disabilities may have rights or responsibilities that are not listed above.

## Procedure for Obtaining Modifications / Accommodations

UTI welcomes students with disabilities. UTI is committed to making reasonable, appropriate, and effective modifications (commonly called "accommodations") in policies, practices, and procedures for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act, and applicable state and local laws. A qualified student with a disability must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. Qualified students with disabilities also must meet the academic and technical standards for admission or participation in UTI's educational programs and services.

Qualified individuals with disabilities who comply with the process outlined below may receive reasonable modifications tailored to their individual needs to ensure equal access to UTI's programs and services, provided such modification does not require an adjustment that would alter or waive essential academic requirements or constitute a fundamental alteration of



a service, program, or activity. Some examples of modifications may include extended time, use of assistive technology, and assistance liaising with external agencies such as rehabilitative services, if applicable. To receive services, students must:

1. Identify the need for modifications through the Student Services Department.
  - a. Submit the Accommodation Request and Consent Form to the Department of Student Services.
  - b. Provide all requested documentation to the Student Services Department.
2. If found eligible for services, meet with the Director of Student Services or designee to discuss modifications. The Director of Student Services or designee will set up a mutually convenient time for an in-person or telephone conference to review the Accommodation Plan.
3. Provide the Student Services Department with a signed consent form.
4. It is the student's responsibility to provide the Accommodation Form to each instructor. Students must comply with this requirement to receive approved accommodations. Classroom accommodations are not retroactive but effective only upon the student sharing approved accommodations with the instructor. Students who wish to receive classroom accommodations are encouraged to complete the process promptly. They should not wait until after completing a course or activity, or receiving a poor grade to request services.

If a request for accommodations is denied, students may contact the Director of Student Services to discuss or utilize the ADA/Section 504 grievance procedure.

Students are encouraged to submit all requested documentation promptly; ideally, requests for accommodations should be submitted approximately six weeks prior to the start date of the class for which accommodations are requested. This will allow the Student Services Department to ensure that approved accommodations are provided in a timely manner.

## Documentation Requirements

To assist UTI in evaluating requests for accommodations, students with disabilities who seek modifications must provide documentation of the reported disability to the Director of Student Services or designee. Students should provide the Director of Student Services or designee with:

5. Copies of any IEP and Section 504 or other individualized plans. The Student Services Department will evaluate these documents on a case-by-case basis; however, additional and more current documentation may be required; or
6. Signed and dated certification that is on letterhead from an appropriately licensed health care provider, which (a) describes any physical or mental impairment that substantially limits a major life activity; (b) identifies the major life activity(ies) impacted; (c) describes how the impairment affects the student's ability to participate in UTI's courses, programs, services and/or activities; and (d) specifically describes any accommodation or modification recommended and the relationship between the requested modification and the impairment.

If UTI requires additional documentation, the Student Services Department will notify the student. Upon request, students may be required to provide the Director of Student Services or designee with the following from an appropriately licensed or credentialed professional that is on letterhead, dated, and signed:

- An evaluation by an appropriately licensed or credentialed professional stating the nature of the impairment and the current impact of the impairment on the student's ability to participate in postsecondary educational programs and services (also known as "functional limitations").

- A list of recommended accommodations for the student and an explanation of the relationship between the requested accommodations and the impairment.

Students bear the cost of obtaining this documentation. Some students may not need documentation if the disability is permanent, observable, and stable. Documentation provided must be current, generally less than three years old. For conditions that are more permanent, documentation may be less recent. However, more current documentation may be required for chronic or changing conditions. Please consult with the Student Services Department about the need for, and appropriateness of, documentation.

Requests for certain accommodations such as note takers, sign language interpreters, and course materials in alternative format may take several weeks to fulfill. Students should obtain necessary documentation 6-8 weeks in advance of the applicable start date to avoid delays in participating in UTI's programs and activities.

UTI will give primary consideration to the auxiliary aid or service that a student requests but may decide to provide alternative aids or services if they are equally effective. In addition, an effective alternative may be provided if the requested auxiliary aid or service would fundamentally alter the nature of a service, program or activity.

## STUDENTS WHO ARE DEAF OR HARD OF HEARING AND ARE REQUESTING ACCOMMODATIONS

An IEP or Section 504 plan generally will be sufficient to establish the need for accommodations. However, additional information may be required to determine the appropriate accommodations to be provided. The Student Services Department will make this determination on a case-by-case basis. Upon request, students should provide documentation to support a request for accommodations from appropriate professionals qualified to diagnose and treat hearing impairments, such as audiologists, otolaryngologists, and other speech/hearing specialists. Documentation should be on letterhead and include:

- The credential of the professional providing the evaluation;
- A diagnosis of deafness or hearing loss and a statement regarding whether the student's hearing is static or changing;
- A discussion of the student's condition and current level of functioning, and how it may impact her/him in a postsecondary educational environment;
- Specific recommendations for accommodations in the academic setting that explain how the recommendations are related to the student's current functional limitations; and
- A summary of assessment procedures and evaluation instruments used to diagnose the student and a narrative summarizing the evaluation results (for students with permanent, lifelong impairments such as deafness, documentation may not need to be as recent).

## SPECIAL NOTE FOR STUDENTS ATTENDING MANUFACTURER-PAID TRAINING PROGRAMS

Students attending manufacturer-paid training programs are eligible to request disability-related accommodations by following the procedure outlined in the ADA/504 policy unless otherwise noted in this paragraph. To request an accommodation, UTI graduates who have an existing accommodation plan should contact the CTG Manager of Support Services at 800-859-7249 or mperez@uti.edu. The Manager of Support Services will review the accommodation request on file as well as the accommodation plan prepared previously. An individualized evaluation of the student's needs, and the nature and requirements of the manufacturer-paid training program will occur to determine the accommodations the student is eligible to receive and to ensure the student remains eligible to receive previously granted accommodations. The Manager of

Support Services will review the plan with the student, including any necessary modifications. As described above, students are responsible for providing the plan to the instructor. Students entering these programs from other schools and UTI graduates who do not have a prior accommodation plan must submit an accommodation request and required paperwork to the Manager of Support Services, as outlined in the ADA/504 policy.

## Section 504 / ADA Grievance Procedure

This procedure applies to complaints of discrimination and/or harassment based on disability, including complaints regarding student requests for accommodations or modifications.

1. Filing a complaint: Any individual who believes he or she has been discriminated against based on disability in UTI's programs or activities is encouraged to immediately contact the Director of Student Services. Complaints generally should be filed within 180 days of the date of the alleged discrimination. Complaints filed after this date may be eligible for a discretionary waiver. Requests for a waiver should be made to the Director of Student Services. If there is a conflict of interest with the Director Student Services, the Campus President will assume all duties assigned to the Director of Student services under this procedure.
2. Optional informal resolution of complaints: A complainant may choose to resolve a complaint informally by participating in a facilitated meeting with the respondent and the Director of Student Services within two weeks of the filing of the complaint. A complainant may end the informal process at any time and request formal resolution of the complaint.
3. Formal resolution of complaints: Unless a complainant elects to participate in the optional informal resolution process, complaints will be addressed through the formal resolution process.
  - a. Within 45 business days of the filing of the complaint or the conclusion of the optional informal resolution process, the Student Services Department will investigate the complaint. The investigation generally will consist of an assessment of the complaint, the gathering and review of relevant documentation, and, if necessary, interview of the complainant, respondent and other relevant witnesses. UTI uses the preponderance of the evidence or "more likely than not" standard of review during its investigation and resolution of complaints.
  - b. If the investigative phase will take longer than 45 days, the Director of Student Services will provide the parties with an explanation for the delay.
  - c. Within one week of the conclusion of the investigation, the Student Services Department will provide the parties with written notice of the outcome of the investigation.
4. This procedure provides for the prompt, adequate, reliable, and impartial resolution of the complaints, including an equal opportunity for the parties to access, review, and present witnesses and other evidence.
5. UTI will provide to the complainant interim measures as appropriate (e.g., arranging for changes in class schedules) and will strive to keep the complaint and investigation confidential to the extent possible. UTI will take steps to prevent the recurrence of any discrimination or harassment and to correct discriminatory effects on the complainant and others, as necessary.
6. UTI does not tolerate retaliation against complainants, witnesses, or any person who participates in the investigatory process or otherwise exercises rights under Section 504 or the ADA. Any retaliatory conduct should be promptly reported to the Director of Student Services.
7. The complainant and respondent have an equal right to appeal outcome decisions made by the Director of Student

Services or designee. Appeals may be made on the following bases: (1) a party obtains new relevant evidence that was unavailable at the time of the investigation and could change the outcome of the investigation; (2) there is evidence of procedural error significant enough to call the outcome of the investigation into question; or (3) in cases where a sanction was imposed, the sanction was substantially disproportionate to the findings. Appeals must be made to Sherrell Smith, EVP Campus Operations and Services, at 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032, 800-859-7249, ssmith@uti.edu. Appeals must be filed within 7 calendar days of the date that written notice of the outcome was provided. The EVP Campus Operations and Services will decide the appeal promptly but generally within 30 calendar days and provide the respondent and complainant with written notice of the final determination within 7 calendar days of making the final determination, including any changes to the previous determination and/or the sanctions imposed. The appeal decision is final and not subject to further appeal.

## Service / Support Animal Policy

Service animals assisting persons with disabilities are welcome in areas open to the public on UTI's campuses. A service animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. In some instances, similarly trained miniature horses may qualify as service animals. Examples of work or tasks that service animals may perform include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, reminding a person with a mental illness to take prescribed medications, or alerting and protecting a person who is having a seizure. If necessary to determine what service a dog provides, UTI staff may only ask: (1) whether the dog is a service animal required because of a disability and (2) what work or task the dog has been trained to perform. UTI staff will not ask about the individual's disability, require medical documentation or documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. UTI may require additional information with respect to miniature horses.

Service animals may be excluded from UTI's premises if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken. A service animal must be kept under control by a harness, leash or other tether unless the person is unable to hold those or if such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals or other effective means. The person with the disability may remain on campus without the animal if the animal is excluded for the aforementioned reasons. Service animals in training are welcome on UTI's campuses in the same manner and subject to the same requirements as service animals that are fully trained.

UTI will allow support animals on its campuses on a case-by-case basis. Support animals are used by individuals with disabilities for emotional support, well-being or comfort. Because they are not individually trained to perform work or tasks, support animals are not service animals. Students who request to have a support animal on campus must submit the request in writing to the Student Services Department and provide appropriate supporting documentation upon request.

Support animals can be excluded from UTI's premises if the animal is out of control or the animal is not housebroken. They can also be excluded if the animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services. A support animal generally must be kept under control by a harness, leash or other tether unless the person is unable to hold those, or if such use would interfere with the service animal's performance of work or tasks.

If such means cannot be used to control the animal, the support animal must be kept under control by voice, signals or other effective means.

Questions regarding service animals should be directed to the Student Services Department. Individuals in Florida, Massachusetts and North Carolina are also covered by their respective state law definitions of "service animal."

## Guidelines For Applicants With Disabilities

UTI does not discriminate against individuals with disabilities seeking to apply to its programs. The admissions application process for students with disabilities is the same as for other students. Applicants with disabilities who may need accommodations in the application process should contact the Student Services Department. Contacts with the Student Services Department are strictly confidential and this information will not be shared with the Admissions Office. UTI is aware that some prospective students with disabilities may choose to disclose their disabilities during the application process (for example, to help UTI understand adverse information in their educational records). Such disclosure is entirely voluntary and optional. UTI will not use any information provided in a discriminatory manner.

## HARASSMENT

All students and employees have the right to learn and work in an environment free from intimidation and harassment because of their gender, race, age, religion, national origin, disability, marital status, sexual orientation and any other legally protected basis. Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") prohibit harassment by employees and students on the basis of any legally protected characteristics. Such harassment is unlawful, violates the Institute's policies and will not be tolerated.

Harassment is verbal, written, visual or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his or her race, religion, age, gender, national origin, disability, marital status, sexual orientation or any other legally protected characteristic and that creates an intimidating, hostile or offensive environment, or unreasonably interferes with an individual's academic or work performance or ability to participate in or benefit from the services, activities or opportunities offered by the Institute.

Harassment may include verbal acts and name-calling; graphic and written statements, including the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment may include activity not intended to harm, not directed at a specific target or not involving repeated incidents. Examples of activities that may constitute harassment are epithets, slurs, negative stereotyping, threatening or intimidating acts, and displaying or circulating denigrating jokes or visual or graphic materials that relate to legally protected characteristics.

Individuals who believe they are victims of or have observed harassment by a student, instructor or staff member should bring the matter to a school official's attention. The Institute will take immediate and appropriate action to investigate or otherwise determine what occurred in a prompt, thorough and impartial manner. If an investigation reveals unlawful harassment occurred, the Institute will take prompt and appropriate steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and address its effects.

## Sexual Harassment

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. UTI/NASCAR Tech/MMI prohibits sexual harassment, including sexual violence.

## Title IX Sexual Harassment Policy Information

### I. POLICY STATEMENT

Consistent with UTI's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 *et seq.*), UTI prohibits Sexual Harassment that occurs within its education programs or activities.

For purposes of this policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty member, staff, students, contractors, guests, and other members of the UTI community who commit Sexual Harassment are subject to the full range of UTI discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (that is, termination or dismissal); physical restriction from UTI property; cancellation of contracts; and any combination of the same.

UTI will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to UTI's Education Programs or Activities.

### II. SCOPE

This policy applies to Sexual Harassment that occurs within UTI's Education Programs or Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the UTI community.

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of UTI's Education Programs or Activities; such sexual misconduct may be prohibited by the Student Code of Conduct if committed by a student, Employee Handbook, or other UTI policies and standards if committed by an employee.

### III. DEFINITIONS

(Additional definitions, including state law definitions and definitions required under the Violence Against Women Act amendments to the Clery Act, are set forth in Appendix A.)

- A. "Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- B. "Quid Pro Quo Sexual Harassment" is an employee of the UTI conditioning the provision of an aid, benefit, or service of UTI on an individual's participation in unwelcome sexual conduct.
- C. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to UTI's Education Programs or Activities.
- D. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.<sup>1</sup>



1. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.
  2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
  3. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
  4. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
  5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by applicable state law.
  6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by applicable state law.
- E. "Domestic Violence" is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the applicable state, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the applicable state.
- F. "Dating Violence" is violence committed by a person –
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the persons involved in the relationship.
- G. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- o Fear for their safety or the safety of others; or
  - o Suffer substantial emotional distress.
- H. "Consent" refers to affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. A person who is incapacitated cannot consent (see discussion of incapacitation below). Past consent does not imply consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates consent.
- I. "Coercion" refers to direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- J. "Incapacitated" refers to the state where a person may be unable to give consent due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep. In evaluating whether a complainant was incapacitated due to the consumption of alcohol, UTI will consider the totality of the circumstances, including factors such as the presence of slurred speech, an unsteady gait/stumbling, unfocused eyes, and impaired memory.
- K. "Inducing incapacitation" is to providing alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or incapacitation.
- L. "Intimidation" is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- M. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- N. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- O. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- P. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that UTI investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in UTI's Education Programs or Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- Q. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to UTI's Education Programs or Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or UTI's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves

of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

- R. "Education Programs or Activities" refers to all the operations of UTI, including, but not limited to, in-person and online educational instruction, employment, extracurricular activities, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by UTI. It also includes off-campus locations, events, or circumstances over which UTI exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by UTI.

#### IV. UNDERSTANDING HOSTILE ENVIRONMENT SEXUAL HARASSMENT

In determining whether a hostile environment exists, UTI will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. UTI will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

UTI encourages members of the UTI Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail, internet, or other electronic use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes

#### V. UNDERSTANDING CONSENT AND INCAPACITATION

##### A. Consent

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable manipulation or coercion—or any kind of physical force or weapon—and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable

words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive.

Impairment or incapacitation due to alcohol and/or drug use, permanent/ temporary psychological or physical disability, and being below the age of consent in the applicable jurisdiction are factors which detract from or make consent impossible.

Silence or an absence of resistance does not imply consent, and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop.

##### B. Incapacitation

Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

#### VI. REPORTING SEXUAL HARASSMENT

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:

Melanie Scheet  
National Director of Student Services and Employment  
Services, Title IX Coordinator  
4225 East Windrose Drive, Suite 200  
Phoenix, AZ 85032  
800-859-7249  
321-281-9755  
[mscheet@uti.edu](mailto:mscheet@uti.edu)

The name and contact information for the Deputy Title IX Coordinator is:

Annalise Manginelli  
National Manager – Support Services  
Deputy Title IX Coordinator  
4225 East Windrose Drive, Suite 200  
Phoenix, AZ 85032  
800-859-7249  
623-445-0813  
[amanginelli@uti.edu](mailto:amanginelli@uti.edu)

In addition to reporting to the Title IX Coordinator, any person may report Sexual Harassment to any UTI employee with managerial authority over other employees, including other managers (collectively “Reporting Officials”) who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

UTI employees who are not Reporting Officials are encouraged, but are not required to, forward reports of Sexual Harassment to the Title IX Coordinator.

*In cases involving California campuses, reports of certain sexual misconduct made to campus security authorities will be disclosed to local law enforcement.*

## **VII. SPECIAL ADVICE FOR INDIVIDUALS REPORTING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, get to safety and do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, UTI recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding or otherwise clean the area where the assault occurred- preserve for law enforcement
- Preserve all forms of electronic communication that occurred before, during, or after the assault
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This will also help collect evidence that may be needed in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor or health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under the Title IX Grievance Process.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, electronic images, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- filing a Formal Complaint
- requesting that no further action be taken

UTI can assist individuals in obtaining a personal protection order (“PPO”).

## **VIII. AMNESTY**

UTI encourages the reporting of incidents of sexual harassment and recognizes that some students may be reluctant to make such reports as a result of their personal consumption of drugs or alcohol at the time of the incident. UTI generally will not discipline complainants, respondents, or witnesses for personal consumption of drugs or alcohol in violation of UTI’s policies where such conduct occurred at the time of the incident and did not endanger the health or safety of others. Educational responses to the conduct may be implemented, as appropriate. Note that UTI’s commitment to amnesty in these situations does not prevent action by police or legal authorities against an individual who has illegally consumed alcohol or drugs.

*In California, Complainants and witnesses are protected from sanctions for violations of student conduct policies that occurred around the time of the reported incidents, unless UTI finds the violations egregious.*

## **IX. PRELIMINARY ASSESSMENT**

After receiving a report under “Reporting Sexual Harassment,” the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of this policy (see “Scope”); and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act (“FERPA”). The Title IX Coordinator may refer the report to other UTI offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant (see “Contacting the Complainant”)

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if it is not apparent from the report.

## **X. CONTACTING THE COMPLAINANT**

If a report is not closed as a result of the preliminary assessment (see “Preliminary Assessment”) and the Complainant’s identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (see “Supportive Measures”); to discuss and consider the Complainant’s wishes with respect to Supportive Measures; to inform the Complainant about the availability of Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.



## XI. SUPPORTIVE MEASURES

If a report is not closed as a result of the preliminary assessment (see "Preliminary Assessment"), UTI will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and UTI will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. UTI will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

UTI will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair UTI's ability to provide the Supportive Measures in question.

## XII. INTERIM REMOVAL

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from one or more of UTI's Education Programs or Activities on an temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, UTI may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process (see "Investigation" and "Adjudication").

For all other Respondents, including independent contractors and guests, UTI retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

## XIII. FORMAL COMPLAINT

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that UTI investigate and adjudicate a report of Sexual Harassment in accordance with the provisions "Investigation" and "Adjudication." Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of UTI's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in "Reporting Sexual Harassment." No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of UTI if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the UTI Community. Factors the Title IX Coordinator may consider include (but are not limited to): (a) was a weapon involved in the incident; (b) were multiple assailants involved in the incident; (c) is the accused a repeat offender; and (d) does the incident create a risk of occurring again.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then UTI will commence an investigation as specified

in "Reporting Sexual Harassment" and proceed to adjudicate the matter as specified in "Adjudication," below. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party's level of participation.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes.

## XIV. CONSOLIDATION OF FORMAL COMPLAINTS

UTI may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment.

## XV. DISMISSAL PRIOR TO COMMENCEMENT OF INVESTIGATION

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in UTI's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in "Appeal." The Title IX Coordinator may refer the subject matter of the Formal Complaint to other UTI offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

## XVI. NOTICE OF FORMAL COMPLAINT

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in "Advisor of Choice."
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in "Access to Evidence."
- Notifying the Complainant and Respondent of UTI's prohibitions on retaliation and false statements specified in Sections "Bad Faith Complaints and False Information" and "Retaliation."

- Information about resources that are available on campus and in the community.

Should UTI elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, UTI will provide a supplemental written notice describing the additional allegations to be investigated.

## **XVII. INVESTIGATION**

### **A. Commencement and Timing**

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with UTI and not with the parties. The investigation will culminate in a written investigation report, specified in "Investigation Report," that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, UTI strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of Formal Complaint.

### **B. Equal Opportunity**

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in "Sexual History." The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

### **C. Documentation of Investigation**

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, or transcribed. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

### **D. Access to the Evidence**

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence UTI may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter,

the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

### **E. Investigation Report**

After the period for the parties to provide any written response as specified "Access to Evidence" has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

## **XVIII. ADJUDICATION PROCESS SELECTION**

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in "Adjudication." The notice will explain that the hearing process specified in "Hearing Process" is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in "Administrative Adjudication (Optional)" as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of "Adjudication"), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

## **XIX. ADJUDICATION**

### **A. Hearing Process**

The default process for adjudicating Formal Complaints is the hearing process specified in this Section ("Hearing Process"). The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in "Adjudication Process Selection."

1. **Hearing Officer:** After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in "Access to Evidence."
2. **Hearing Notice and Response to the Investigation Report:** After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the

investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of UTI's Hearing Procedures ([www.uti.edu/campus-safety](http://www.uti.edu/campus-safety)). Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section ("Hearing Notice and Response to the Investigation Report").

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in "Sexual History," or for any other reason;
- A list of any witnesses that the party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the UTI's Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that UTI provide an advisor for purposes of conducting questioning as specified in "Hearing."

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. **Pre-Hearing Conference:** Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary UTI personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

4. **Issuance of Notices of Attendance:** After the pre-hearing conference, the hearing officer will transmit notices of attendance to any UTI employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

UTI will not issue a notice of attendance to any witness who is not an employee or a student.

5. **Hearing:** After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to UTI's Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary UTI personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;



- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary UTI personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to "Access to Evidence."

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section ("Hearing"), the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section ("Hearing") are met.

6. **Subjection to Questioning:** In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section ("Subjection to Questioning"), the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. **Deliberation and Determination:** After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of "Subjection to Questioning." The hearing officer will

resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. **Discipline and Remedies:** In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate UTI official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.
9. **Written Decision:** After reaching a determination and consulting with the appropriate UTI official and Title IX Coordinator as required by "Discipline and Remedies," the hearing officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by UTI upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate UTI official as referenced in "Discipline and Remedies";
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of UTI's process and grounds for appeal, as specified in "Appeal."

The hearing officer's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in "Appeal."

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, UTI strives to issue the hearing officer's written determination within fourteen (14) days of the conclusion of the hearing.

## B. Administrative Adjudication

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in "Adjudication Process Selection." At any time prior to the issuance of the administrative officer's determination, a party has the right to withdraw from administrative adjudication and request a live hearing as specified in "Hearing Process."

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in "Access to Evidence."

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in "Sexual History," or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any UTI official and the Title IX Coordinator, in the manner specified in "Deliberation and Determination" and will prepare and transmit a written decision in the manner as specified in "Written Decision" which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in "Appeal."

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, UTI strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section ("Administrative Adjudication").

Other language in this Section ("Administrative Adjudication") notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

## XX. DISMISSAL DURING INVESTIGATION OR ADJUDICATION

UTI shall dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that one or more of the following is true:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in UTI's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

UTI may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by UTI, as the case may be; or
- Specific circumstances prevent UTI from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator dismisses a Formal Complaint pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in "Appeal." The Title IX Coordinator may refer the subject matter of the Formal Complaint to other UTI offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

## XXI. APPEAL

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to Sonia Mason, Chief Human Resources Officer SVP, 4225 E Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, [smason@uti.edu](mailto:smason@uti.edu), who serves as the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, UTI strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

## **XXII. ADVISOR OF CHOICE**

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in "Hearing," the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with UTI about the matter without the party being included in the communication. In the event a party's advisor of choice engages in material violation of the parameters specified in this Section and "Hearing," UTI may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in "Hearing," and requests UTI to provide an advisor, UTI will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. UTI will have sole discretion to select the advisor it provides. The advisor UTI provides may be, but is not required to be, an attorney.

UTI is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in "Hearing," and requests that UTI provide an advisor.

## **XXIII. TREATMENT RECORDS AND OTHER PRIVILEGED INFORMATION**

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege;
- unless UTI has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

## **XXIV. SEXUAL HISTORY**

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

## **XXV. INFORMAL RESOLUTION**

At any time after the parties are provided written notice of the Formal Complaint as specified in "Notice of Formal Complaint," and before the completion of any appeal specified in "Appeal," the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in "Administrative Adjudication" is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another UTI official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.



If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by UTI, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to UTI. Notwithstanding the foregoing if the form of informal resolution is Administrative Adjudication as specified in "Administrative Adjudication," there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in "Administrative Adjudication," all other forms of informal resolution pursuant to this Section are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

## **XXVI. PRESUMPTION OF NON-RESPONSIBILITY**

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

## **XXVII. RESOURCES**

Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through UTI. UTI encourages any individual who has questions or concerns to seek support of UTI identified resources. The Title IX Coordinator is available to provide information about UTI's policy and procedure and to provide assistance. A list of UTI identified resources is located at the following link:

[www.uti.edu/campus-safety](http://www.uti.edu/campus-safety)

## **XXVIII. CONFLICTS OF INTEREST, BIAS, AND PROCEDURAL COMPLAINTS**

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these UTI officials has a material conflict of interest or material bias must raise the concern promptly so that UTI may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in "Appeal," or otherwise.

## **XXIX. OBJECTIONS GENERALLY**

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that UTI may evaluate the matter and address it, if appropriate.

## **XXX. RELATIONSHIP WITH CRIMINAL PROCESS**

This policy sets forth UTI's processes for responding to reports and Formal Complaints of Sexual Harassment. UTI's processes are separate, distinct, and independent of any criminal processes. While UTI may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, UTI will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

## **XXXI. RECORDINGS**

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by UTI and is considered property of UTI, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only UTI is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

## **XXXII. VENDORS, CONTRACTORS AND THIRD PARTIES**

UTI does business with various vendors, contractors, and other third-parties who are not students or employees of UTI. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, UTI retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And UTI retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

## **XXXIII. BAD FAITH COMPLAINTS AND FALSE INFORMATION**

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Code of Student Conduct in the case of students and other UTI policies and standards, as applicable, for other persons.

## **XXXIV. RETALIATION**

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in "Reporting Sexual Harassment," and "Formal Complaint." Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. UTI retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

## **XXXV. CONFIDENTIALITY**

UTI will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. UTI will also maintain the confidentiality of its various

records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, UTI may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out UTI's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding UTI's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While UTI will maintain confidentiality specified in this Section, UTI will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

Note that certain types of Sexual Harassment are considered crimes for which UTI must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

#### **XXXVI. OTHER VIOLATIONS OF THIS POLICY**

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct for students Employee Handbook or other UTI policies and standards for employees.

#### **XXXVII. SIGNATURES AND FORM OF CONSENT**

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

#### **XXXVIII. DEADLINES, TIME, NOTICES, AND METHOD OF TRANSMITTAL**

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by UTI where, in UTI's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with UTI's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such request must state the extension sought and explain what good cause exists for the requested extension. The UTI officer resolving the request for extension

may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of UTI.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously," notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using UTI email addresses.

A party is deemed to have received notice upon transmittal of an email to their UTI email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of UTI, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant UTI officials; approaching holidays or closures; and the number and length of extensions already granted.

#### **XXXIX. OTHER FORMS OF DISCRIMINATION**

This policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by UTI's Non-Discrimination Policy.

#### **XL. EDUCATION**

UTI is committed to having in place sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, prevention and awareness programs for students and employees. UTI implements prevention and awareness programming during new student and new employee orientation. Informational prevention and awareness materials also are available on an on-going basis.

#### **XLI. OUTSIDE APPOINTMENTS, DUAL APPOINTMENTS, AND DELEGATIONS**

UTI retains discretion to retain and appoint suitably qualified persons who are not UTI employees to fulfill any function of UTI under this policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

UTI also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given UTI official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the UTI's discretion, be delegated by such UTI official to any suitably qualified individual and such delegation may be recalled by UTI at any time.

#### **XLII. TRAINING**

UTI will ensure that UTI officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, UTI provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law.

### XLIII. RECORDKEEPING

UTI will retain those records specified in 34 C.F.R. § 106.45(b) (10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in UTI's sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.

### XLIV. DEFINITIONS

Words used in this policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.

### XLV. DISCRETION IN APPLICATION

UTI retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if UTI's interpretation or application differs from the interpretation of the parties.

Despite UTI's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case UTI retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced in "Hearing" ([www.uti.edu/campus-safety](http://www.uti.edu/campus-safety)) are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, UTI retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. UTI may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

## Statement of Non-Discrimination on the Basis of Gender Identity or Expression

Universal Technical Institute is committed to maintaining safe learning and working environments for students, employees and third parties. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI welcomes students who are transgender and does not discriminate based on gender identity or expression. UTI provides the following information to help ensure an inclusive experience for students, regardless of their gender identity or expression:

### NAMES AND PRONOUNS

Students who wish to use names and pronouns that reflect their gender identity or expression rather than their birth names may contact Student Services to discuss their needs. The Student Services Director reviews requests and works with students and UTI administrators to address students' requests. For example, if a student wishes to use the name "Jane Doe" rather than the birth name "John Doe," the Student Services Director works with the student to complete a Preferred Name Change Request document.

### RESTROOMS

Transgender students may use the restroom of their choice, including the restroom that corresponds to the students' gender identity or expression. For example, a student who is transitioning from male to female may use the women's restroom. On some UTI campuses, a limited number of gender-neutral restrooms may be available.

### DRESS CODE

UTI has in place certain dress code standards to ensure the safety of students in the laboratory environment. Transgender students may follow the dress code that corresponds to their gender identity or expression.

### ON-CAMPUS SUPPORT

Transgender students who have questions about this notice may contact the Student Services Department on campus.

### HOW TO RAISE CONCERNS

Students who have concerns about possible discrimination or harassment based on gender identity or expression in UTI's programs or activities are encouraged to contact UTI's Title IX Coordinator. UTI takes prompt and appropriate action to address discrimination or harassment in its programs and activities, including taking steps to end discrimination or harassment, eliminating a hostile environment if one has been created, and preventing the recurrence of future discrimination or harassment. UTI's Title IX Coordinator may be reached at:

National Director of Student Services  
Title IX Coordinator  
4225 E. Windrose Dr., Suite 200  
Phoenix, Arizona 85032  
800-859-7249

[mscheet@uti.edu](mailto:mscheet@uti.edu)

UTI's Title IX Policy—which sets forth UTI's prohibition against discrimination, harassment and retaliation based on sex, including gender identity or expression—is available at [www.uti.edu](http://www.uti.edu) or in the Student Services Department. The Policy also explains how to obtain interim remedies and the procedure for resolving complaints.

## Campus Sexual Assault Victims' Bill of Rights

In accordance with the Campus Sexual Assault Victims' Bill of Rights Act of 1991, the following rights shall be accorded, by all campus officers, administrators and employees of this Institution, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims:
  - a. Not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or
  - b. Report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because:
  - a. Victims are somehow "responsible" for the commission of crimes against them;
  - b. Victims were contributorily negligent or assumed the risk of being assaulted; or
  - c. By reporting crimes they would incur unwanted personal publicity.



5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the Institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the Institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.
10. In addition to the above rights, sexual assault victims have a right to be free from sexual or physical intimidation in campus housing and in campus accommodations for which the college receives any compensation, direct or indirect.

## NON-FRATERNIZATION POLICY

### Purpose

Relationships between individuals in inherently unequal positions should be conducted so as to avoid conflicts of interest, exploitation or personal bias. Such relationships may undermine the integrity of the supervision and evaluation process as well as affect the trust inherent in the educational environment. It is the policy of Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") that social or business relationships between individuals in unequal positions not be conducted if such relationships have the potential to threaten the integrity of the supervision and evaluation process.

### Policy

Institute faculty, administration and staff shall not establish inappropriate intimate, sexual, business, contractual or other social relationships with any student, subordinate or colleague upon whose academic or work performance he or she will be required to make professional judgments. The Institute considers it a violation of this policy for any member of Institute faculty, administration or staff to offer or request sexual favors, make sexual advances, engage in sexual conduct, propose or engage in inappropriate business relationships, enter contractual arrangements, purchase or sell goods or services, hire or employ, or inappropriately socialize with any person who is:

- Enrolled in a class at the Institute.
- Receiving academic advising or mentoring at the Institute.
- Working in a capacity at the Institute where the faculty, administrator or staff member is in a position to evaluate the work of such person.
- Subject to any form of evaluation by the faculty member, administrator or staff member.

The list above is not exhaustive and other situations of fraternization may also result in a violation of this policy. In all circumstances, consent may not be considered a defense

to engaging in sexual advances, sexual conduct, or sexual harassment, or engaging in contractual relationships or other inappropriate business relationships with a person whose academic or work performance he or she will be required to evaluate. The determination of what constitutes inappropriate fraternization depends on the specific facts and circumstances in which the conduct occurs. Violations of this policy may result in disciplinary action, up to and including employment termination.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following guidelines represent the policy of the Universal Technical Institute, Inc., and its subsidiaries (collectively, the "Institute") concerning the rights of students with respect to their education records under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g et seq; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is Institute policy to annually inform individuals attending educational institutions of students' rights under FERPA. Students' rights include the right to inspect and review their education records; to request the amendment of their education records; to provide written consent before the Institution discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education.

### I. Students' Rights to Inspect and Review Education Records

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the Institution receives the request for access.

A student is any person who is or has been in attendance at an educational institution.

Education records are any records that are directly related to the student and maintained by an educational institute or an agent of the Institution. Such records include information recorded in any way, such as typewritten, handwritten, computer-generated, video, audio, film, microfilm, microfiche or e-mail.

Students do not have the right to inspect and review the following information:

- Records kept in the sole possession of the maker thereof that are used only as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record.
- Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his or her professional capacity and created, maintained, or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing that treatment. However, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.
- Grades on peer-graded papers before they are collected and recorded by an instructor.
- Records relating to a student who is employed by an educational agency or institution as long as the individual is not employed as a result of his or her status as a student. The records must be made and maintained in the normal course of business and relate exclusively to the individual in that individual's capacity as an employee.

- Records created for a law enforcement purpose by a law enforcement unit of an educational institution and maintained by the law enforcement unit.
- Records created or received by an educational institution after the individual is no longer attending the institution and that are not directly related to the individual's attendance as a student.
- Financial records, including any information those records contain, of the parents of a student.
- Those portions of a student's records that contain information on other students.
- Confidential letters and statements of recommendation placed in a student's education records before July 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendation placed in the student's education records after July 1, 1975 and to which the student has waived the right to review and access as long as the waiver is made in writing and signed by the student. The waiver may be used for confidential letters or statement of recommendation that relate to the student's admission to the Institution, application for employment, or receipt of an honor or honorary recognition.
- The Institution may not require the waiver as a condition for admission to or receipt of any service or benefit from the Institution. If the student chooses to waive his or her right of access, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked by the student in writing at any time and the revocation will apply to all subsequent recommendations.

## **II. Procedure with Respect to Inspection and Review of Records**

A student's request to inspect and review his or her records shall be made in writing (whether or not the student personally appears) and shall identify the record(s) the student wishes to inspect. The request should be addressed to the Director of Student Services at the relevant educational institution.

The Institution will provide access within a reasonable period of time but not more than forty-five (45) days after it has received the request. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

The Institution may require the presence of an Institution official during the inspection and review of a student's records.

If circumstances effectively prevent the parent or eligible student from being able to inspect and review the records, a copy of the record may be provided or other arrangements may be made for the individual to inspect the records. A fee of 25 cents per page may be assessed unless UTI determines such cost would prevent the student's access to the records. In such cases, the fee may be reduced or waived.

The Institution will respond to reasonable requests from the student for explanations and interpretations of records inspected and reviewed.

The Institute will not destroy any education records if there is an outstanding request to inspect and review the records.

No fees will be charged to search for or to retrieve the education records of a student in response to requests made in accordance with this policy.

## **III. Students' Rights to Request Amendment of Their Education Records**

A student who believes that information contained in his or her educational records is inaccurate or misleading, or violates his or her privacy may request that the Institution amend the records. The Institution will decide whether to do so within a reasonable period of time. If the Institution declines to amend the student's records, it will inform the student of that decision and the student's right to a hearing. A hearing may not be requested by a student to contest the assignment of a grade unless the grade was recorded inaccurately in the student's record.

If as a result of a hearing the Institution determines that a student's record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution will inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the Institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

If as a result of a hearing the Institute determines a student's record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution shall amend the record accordingly and inform the student of the amendment in writing.

## **IV. Student's Rights to Consent Before the Institution Discloses Personally Identifiable Information Contained in the Student's Education Records, Except to the Extent That FERPA Authorizes Disclosure Without Consent**

Generally, the Institution may not disclose education records or personally identifiable information from education records to anyone other than the student without prior consent of the student. The consent must be written, signed and dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

The Institution may only disclose education records without prior written student consent if it redacts all personally identifiable information such that the student's identity is not personally identifiable or, under certain limited circumstances, to include:

- Disclosures to school officials with legitimate educational interests. School officials of an educational institution include instructional or administrative personnel, attorneys, accountants, and any other individuals or parties with whom the Institution has contracted to provide services to or on behalf of the Institution (such as an auditor or collection agent). A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her instructional, supervisory, advisory, administrative, or other authorized professional responsibilities or duties for the educational Institution.
- Disclosures to officials of other schools in which a student seeks or intends to enroll or is enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- Disclosures to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities, but only in connection with an audit or evaluation of federally or state-supported educational program, or for the enforcement of or compliance with federal legal requirements relating to those programs.

- Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of the aid, the conditions of aid or enforcement of terms or conditions of the aid.
- Disclosures to state and local officials to which such information is specifically required to be reported by effective state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. With respect to such laws adopted after Nov. 19, 1974, the recipients of the information shall certify in writing to the Institute that the information will not be disclosed to any other party (except as provided under state law) without the prior written consent of the student.
- Disclosures to organizations conducting studies for or on behalf of an institution to develop, validate or administer predictive tests; administer student aid programs or improve instruction. The studies must be conducted in a manner that does not to permit data access by anyone other than representatives of the organization with legitimate interests in the information. The information must be destroyed when no longer needed for the purposes of the study and the Institution must enter into a written agreement with the organization limiting the use of the information.
- Disclosures to accrediting organizations for purposes necessary to carry out their functions.
- Disclosures to parents of a student who is a dependent for income tax purposes.
- Disclosures to comply with a judicial order or lawfully issued subpoena, but only after the Institution makes a reasonable effort to notify the student of the order or subpoena so the student may seek protective action unless the order or subpoena prohibits such notification.
- Disclosures to appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
- Disclosures in connection with Institutional disciplinary proceedings. The Institution must not disclose the final results of the disciplinary proceeding unless it determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the Institution's rules or policies.
- Disclosure to the parent or legal guardian of a student under the age of 21 information regarding any violation of Institutional policy or state, federal or local law governing the use or possession of alcohol or a controlled substance if the school determines the student has committed a disciplinary violation with respect to that use or possession.
- Disclosures concerning sex offenders and other individuals required to register under the Violence Crime Control and Law Enforcement Act of 1994.
- Disclosures of directory information as described in this Catalog.

Generally, an educational institution may only make disclosures without the student's prior consent under one of the exceptions above on the condition the recipient will not disclose the information to any other party without the prior consent of the student and the information may only be used

for the purposes for which disclosure was made. Failure to obey the limitations on redisclosure of personally identifiable information may result in a party being prohibited from receiving further information for at least five (5) years.

## DIRECTORY INFORMATION

Educational institutions may disclose to anyone, without prior student consent, information designated as directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Under this policy, directory information includes:

- Student's full name
- Addresses
- E-mail address
- Telephone listing
- Date of birth
- Field of study
- Degrees and awards received
- Most recent previous school attended
- Photograph
- Dates of Attendance
- Enrollment status

Directory information never includes:

- Social Security Number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender
- Class schedule
- Next-of-kin information

The Institute will give annual public notice to students of additional categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the Institute that he or she does not wish any or all of the information designated as directory information to be disclosed.

Students may prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Student Services Director. The request should be dated and signed by the student.

## RECORDS OF DISCLOSURE

The Institute generally must maintain a record for each request for access to and each disclosure of personally identifiable information from the education records of each student. The record must be maintained with the education records of the student for as long as the education records are maintained. This record of the request for access and disclosure must include the identity of the requester, the identity of the recipient and the requester's legitimate interests. Disclosures in response to a health or safety emergency must include a record of the articulable and significant threat to the health of a student or other individual that formed the basis of the threat as well as the parties to whom the information was disclosed. Records of requests for access and disclosure of information are not required to be made for certain disclosures.

## REVISIONS TO POLICIES AND PROCEDURES

At its discretion, the school reserves the right to revise all terms, provisions, policies, requirements and procedures contained in this Catalog. Each student will be bound and must comply with all terms, provisions, policies, requirements and procedures contained in this Catalog.



## VOTER REGISTRATION

UTI/NASCAR Tech/MMI encourages eligible students to register to vote. Voter registration forms are available in the Student Services Department. For more information, see the Student Services team members. Students can also register at [www.uti.edu/student-services/rock-the-vote](http://www.uti.edu/student-services/rock-the-vote).

## UTI/NASCAR TECH/MMI PROGRAM DISCLOSURE

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.uti.edu/disclosures](http://www.uti.edu/disclosures).

## FINANCIAL AID AND GENERAL FINANCE

### Federal Financial Aid

UTI/NASCAR Tech/MMI Institutions are designated by the U.S. Department of Education (ED) as eligible for participation in federal programs of student financial assistance under Title IV of the Higher Education Act of 1965 as amended (federal financial aid programs). UTI/NASCAR Tech/MMI participates in federal financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant (IASG)
- William D. Ford Federal Direct Student Loan Program
- Federal Direct PLUS Loan Program

Assistance from the federal financial aid programs is available to those who qualify. Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

### GENERAL REQUIREMENTS

General eligibility requirements for financial aid program funds include the following:

- Student must be a U.S. citizen or eligible noncitizen.
- Student must be enrolled in an eligible program of study.
- Student cannot also be enrolled in elementary or secondary school.
- Student must have a high school diploma or general educational development (GED) credential or prior to July 1, 2012, have met alternative Ability to Benefit testing admission requirements consistent with UTI policies.
- Student must make satisfactory academic progress (SAP).
- Student must meet enrollment status requirements.
- Student must have resolved any drug conviction issue. Certain charges or convictions for drug offenses may limit a student's ability to receive federal student loans and grants.
- Student must have a timely registration for Selective Service, if required by law.

To apply for assistance from the various federal financial aid programs, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). The UTI/NASCAR Tech/MMI Financial Aid Staff will guide and assist the family with this application process.

To receive federal financial aid program funds for each academic year of a program of study, the completion of a new FAFSA is required for each federal award year, which starts on July 1 and ends the following June 30. Various components of the FAFSA data are used by the U.S. Department of Education to derive an Expected Family Contribution (EFC), which in turn determines eligibility for various federal Title IV aid program funds. UTI/NASCAR Tech/MMI makes financial aid advisement available to all students and their families throughout the student lifecycle—from prospective inquiry to graduation and beyond. Federal, private, state and institutional loans must be repaid by the student or parent borrower. Dissatisfaction with or non-receipt of the educational services offered by UTI/NASCAR Tech/MMI will not release the borrower from repayment responsibility for any educational loan made for enrollment or attendance at UTI/NASCAR Tech/MMI.

### Verification

Following procedures established by federal regulations, a federal financial aid applicant may be selected for the verification process by the U.S. Department of Education. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on the FAFSA. An asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement Report identifies applicants selected for verification. For those selected, UTI/NASCAR Tech/MMI requires verification to be complete prior to the award and disbursement of federal financial aid funds.

If an applicant is selected for verification, UTI/NASCAR Tech/MMI will request appropriate documentation, which may include an IRS tax transcript from the student and parent (and spouse, if applicable) and a completed verification worksheet. Additional documents may be requested by UTI/NASCAR Tech/MMI to complete the application process. A student will receive written notification from UTI/NASCAR Tech/MMI of the verification requirements and deadlines for completion of the process. Failure to comply with any request for verification documents can result in disqualification for federal financial aid program funds. Based on the documentation provided to achieve an accurate FAFSA output and expected family contribution for aid awarding purposes, UTI/NASCAR Tech/MMI will perform corrections to FAFSA data and submit it to the U.S. Department of Education as needed.

### Professional Judgment

UTI/NASCAR Tech/MMI may use "professional judgment" to exercise discretion to accommodate special circumstances with respect to some aspects of eligibility for federal financial aid program funds. The use of professional judgment allows UTI/NASCAR Tech/MMI to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. UTI/NASCAR Tech/MMI uses professional judgment strictly on a case-by-case basis and requires stringent documentation to support decisions made.

Special circumstances include conditions that differentiate an individual student from a whole class of students. UTI/NASCAR Tech/MMI will not accept professional judgments made for a student by another school, but will review the circumstances and, if appropriate, document the professional judgment decision. The decision made by UTI/NASCAR Tech/MMI regarding professional judgment is final and cannot be appealed to the U.S. Department of Education.

Where applicants have also been selected for verification, UTI/NASCAR Tech/MMI will complete verification before exercising professional judgment.

## Financial Aid Awarding

The law requires financial aid administrators to determine whether a student is eligible for Federal Pell Grant funds prior to awarding federal loan programs, thereby reducing the student's need for borrowing. Federal Pell Grant eligibility is determined before originating a subsidized or unsubsidized Federal Direct Loan for the student. In addition, an unsubsidized Direct Loan is not originated without first determining the financial need for a subsidized Federal Direct Loan. However, if the amount of the subsidized Federal Direct Loan is \$200 or less and that amount can be included as part of an unsubsidized Federal Direct Loan, UTI/NASCAR Tech/MMI is not required to originate a separate subsidized Federal Direct Loan.

For a dependent student, UTI/NASCAR Tech/MMI cannot originate a PLUS and disburse PLUS funds without first determining the Federal Pell Grant and subsidized Federal Direct Loan eligibility for the student.

Prior to students receiving private non-federal loans, UTI/NASCAR Tech/MMI requires the exhaustion of all less expensive federal aid eligibility available to the student, to assist in encouraging wise debt management. In no case will a combination of federal, state and private aid be permitted to exceed the student's cost of attendance as determined by UTI/NASCAR Tech/MMI.

Federal grants and loans are processed in academic year increments, which for the purposes of federal aid is defined as a minimum of 24 credits and 30 weeks of instructional time. An academic year is divided into two payment periods during which financial aid funds are ordinarily disbursed. A student is generally eligible to receive funds shortly after attendance has begun during the first payment period at the beginning of the academic year and during the second payment period after the midpoint of the academic year. An estimated disbursement schedule is provided in an award notification. To meet eligibility standards for second and subsequent federal aid disbursements, the student must successfully complete both the credits attempted and the instructional weeks in the first payment period of the academic year as well as maintain satisfactory academic progress (SAP) according to UTI/NASCAR Tech/MMI policy. Leaves of absence as well as course failures may delay the timing of scheduled disbursements.

## Application of Financial Aid Funds

UTI will apply funds received from a Title IV financial aid disbursement to unpaid allowable charges for the current payment period. Any remaining Title IV credit balance will be disbursed in the form of a stipend check to the student or parent, in the case of a PLUS loan, the disbursement will occur no later than the end of the academic year for which it was received. Receipt of a stipend does not signify all balances due for other periods have been paid in full. Students and/or parents are advised that any stipend check generated as a result of Title IV funds will be voided if it remains uncashed for 90 days or more, and the funds will be returned to the U.S. Department of Education.

### FEDERAL PELL GRANT

The Federal Pell Grant is a need-based grant that generally does not have to be repaid. For eligible students, Federal Pell Grants are the foundation upon which all other financial aid awards are built. Current award year amounts range up to \$6,345. The amount a student may receive depends on financial need as determined by the student's EFC, the student's cost of attendance and the percentage of the student's enrollment at UTI/NASCAR Tech/MMI that is within the current federal award year.

### FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

Federal SEOG is a need-based grant that generally does not require repayment. SEOG awards are made to students who are also Federal Pell Grant recipients with exceptional financial need. UTI/NASCAR Tech/MMI is allocated a limited amount of SEOG funds from the U. S. Department of Education each year to award to eligible students, so no assurance of an award can be made. Current awards of SEOG at UTI range up to \$1,000.

### IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

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

- Under 24 years of age, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

### WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Federal Direct Student Loans are made by the U.S. Department of Education. Federal Direct Student Loans may be subsidized (need-based) or unsubsidized (non-need-based). Depending on financial need, UTI/NASCAR Tech/MMI students often receive a combination of both subsidized and unsubsidized loans each academic year. As required by federal regulation, UTI/NASCAR Tech/MMI will report information about borrowers' loans to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders and guarantors for specific purposes as authorized by the U.S. Department of Education.

### SUBSIDIZED FEDERAL DIRECT STUDENT LOANS

The interest rate for new subsidized Federal Direct Student Loans first disbursed after July 1, 2020, is fixed at 2.75%. Subsidized Federal Direct Student Loans are interest-free while the student is enrolled in school at least half-time. Loan repayment follows a six-month grace period that starts the day after the borrower graduates, drops below half-time or withdraws from school. Repayment begins after the end of the grace period.

Upon completion of the financial aid application process, UTI/NASCAR Tech/MMI will recommend the Federal Direct Student Loan amounts to be borrowed based on a student's need and will also advise on next steps. A student may choose to borrow an amount up to financial need but not more than the annual maximum eligible loan amount based on student grade level and dependency status. Other terms and conditions for Federal Direct Student Loans can be reviewed online at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

### FEDERAL DIRECT PLUS LOAN PROGRAM

The Federal Direct PLUS Loan is for parent borrowers of dependent students and provides additional funds for educational expenses. PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need but must complete the FAFSA to ensure all potential federal grant aid is first determined and undergo a credit check by the Department of Education. Currently, the interest rate for new PLUS loans is fixed at 5.30%. Interest is charged during all enrollment, deferment and forbearance periods. Repayment begins within 60 calendar days of disbursement, with deferments available under certain conditions. Federal Direct PLUS loans cannot exceed the cost of education minus other financial aid. Parents may request to borrow up to this amount. More information, including other terms and conditions, can be reviewed at <https://studentaid.ed.gov/sa/types/loans/plus> or with a Campus Financial Aid Advisor.

## Loan Payment Calculator

Loan payment calculators for students or potential students to calculate monthly payments under the standard and extended repayment plans are available at [finaid.org/calculators/loanpayments.phtml](http://finaid.org/calculators/loanpayments.phtml). Additional information regarding various repayment plans such as standard, extended, graduated, income contingent, and income based plans is also available at [www2.ed.gov/offices/OSFAP/DirectLoan/calc.html](http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html).

## Federal Student Loan Counseling

### ENTRANCE COUNSELING

UTI/NASCAR Tech/MMI requires Federal Direct Student Loan borrowers to complete loan entrance counseling prior to a first disbursement of loan funds. Entrance counseling must be completed online at [www.studentloans.gov](http://www.studentloans.gov). Students lacking outside computer access may use the computer lab in the campus learning center. Members of the campus financial aid staff are available to answer any questions. Entrance counseling generally includes the following:

- explanation of the use of a master promissory note (MPN)
- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- other terms and conditions

### EXIT COUNSELING

UTI/NASCAR Tech/MMI ensures loan exit counseling is conducted prior to graduation or via mail within 30 days of withdrawal from enrollment. Graduating students must complete their required exit counseling online at [www.studentloans.gov](http://www.studentloans.gov). Withdrawn students will receive a Federal Exit Counseling Guide through regular mail and be encouraged to complete the online counseling. Exit counseling generally includes the following:

- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- payment deferment and forbearance options
- other terms and conditions

## Student Rights and Responsibilities

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) for their federal loan(s), the student has the right to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower.
- A copy of the MPN, either before or at the time loan is disbursed.
- A grace period and an explanation of what this means.
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender.
- A disclosure statement received before repayment begins that includes information about interest rates, fees, balance owed and a loan repayment schedule.
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested.

- Prepayment of loan in whole or in part anytime without an early-repayment penalty.
- Documentation the loan is paid in full.

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student is responsible for the following:

- Completing exit counseling before leaving school or dropping below half-time enrollment.
- Repaying loan according to repayment schedule even if the student has not completed academic program, is dissatisfied with the education received or is unable to find employment after graduation.
- Notifying the lender or loan servicer if the student:
  - moves or changes address
  - changes telephone number
  - changes name
  - changes Social Security Number
  - changes employers, or employer's address or telephone number changes
- Notifying UTI/NASCAR Tech/M MI Financial Aid and Student Services representatives if the student is charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI/NASCAR Tech/MMI.
- Making monthly payments on loan after grace period ends, unless a deferment or forbearance is in effect.
- Notifying the lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance.

For Washington Residents: Information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the applicant (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify UTI/NASCAR Tech/MMI if he or she has defaulted on a federal student loan, and (5) will not receive a federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal income tax forms for the parent or student if required to file. Also, the applicant certifies he or she understands the U.S. Secretary of Education has the authority to verify information reported on the FAFSA with the IRS and other federal agencies. If electronically signing any document related to the federal financial student aid programs using the FSA ID, the applicant certifies being the person identified by the FSA ID and has not disclosed that FSA ID to anyone else. If the applicant purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both.

## Referrals to the Office of Inspector General

UTI/NASCAR Tech/MMI is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

## State Grants

The amount of state grant awards is contingent on the availability of funds from the applicable state. UTI/NASCAR Tech/MMI is unable to guarantee any funding based upon changes in state law or regulation. Students should contact the financial aid department at the campus for additional information on eligibility criteria and application information.

## Veterans Affairs

The U. S. Department of Veterans Affairs requires Chapter 33 benefits to be applied to tuition only. These funds cannot be released to the student unless the VA assesses an overpayment to the student and excess Chapter 33 benefits exist on the student's account.

In accordance with Title 38 US Code 3679 subsection (e), Universal Technical Institute/Motorcycle Mechanics Institute/ NASCAR Technical Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Financial Aid Contact Information

### UTI (AVONDALE, BLOOMFIELD, DALLAS, LONG BEACH, ORLANDO, RANCHO CUCAMONGA AND SACRAMENTO CAMPUSES)

Students are encouraged to contact the Financial Aid Department at the campus where they attend classes.

Universal Technical Institute (UTI)	
UTI – Avondale, AZ	866-224-8162 F.A.DeptUTIPhoenix-internet@uti.edu
UTI – Bloomfield, NJ	833-207-6074 F.A.DeptUTIBloomfield-internet@uti.edu
UTI – Dallas/Fort Worth (Irving, TX)	877-873-1084 F.A.DeptUTIDallas-internet@uti.edu
UTI – Long Beach, CA	844-308-8838 longbeachfinancialaid@uti.edu
UTI-Orlando, FL	866-247-1928 F.A.DeptMMIOrlando-internet@uti.edu
UTI-Rancho Cucamonga, CA	866-246-2151 F.A.DeptRanch-internet@uti.edu
UTI – Sacramento, CA	866-246-3432 Sacramento-FinancialAid@uti.edu

### UTI/NASCAR TECH (EXTON, HOUSTON, LISLE, MOORESVILLE AND CAMPUSES)

Universal Technical Institute (UTI)	
UTI-Exton, PA	866-246-3072 F.A.DeptUTIExton-internet@uticorp.com
UTI-Houston, TX	866-246-1249 F.A.DeptHouston-internet@uticorp.com
UTI-Lisle, IL	866-246-2111 F.A.DeptLisle-internet@uti.edu
NASCAR Technical Institute	
NASCAR Tech-Mooresville, NC	866-416-2722 NASCAR-FutureFinancialAid@uti.edu

### MMI

Motorcycle Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu
MMI-Phoenix, AZ	866-247-1942 F.A.DeptMMIPhx-internet@uticorp.com
Marine Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu

## Code of Conduct for Education Loans

### INTRODUCTION

This policy is applicable to UTI/NASCAR Tech/MMI officers, employees and agents, and prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of UTI/NASCAR Tech/MMI commitment to the highest ethical standards and conduct by its employees. It applies specifically to conduct related to financial aid.

UTI/NASCAR Tech/MMI expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

### UTI / NASCAR Tech / MMI Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, UTI/NASCAR Tech/MMI will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of UTI/NASCAR Tech/MMI.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which UTI/NASCAR Tech/MMI recommends a lender or its products in exchange for a fee or other material benefits from the lender.
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, a specified loan volume of such loans or a preferred lender arrangement for such loans.



- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. UTI/NASCAR Tech/MMI will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

### RESPONSIBILITIES OF UTI OFFICERS, EMPLOYEES AND AGENTS

Any officer, employee or agent of UTI/NASCAR Tech/MMI who is employed in the financial aid office of UTI/NASCAR Tech/MMI or who otherwise has responsibilities with respect to educational loans or other financial aid of UTI/NASCAR Tech/MMI is prohibited from:

- Soliciting or accepting as a gift from a lender, guarantor or servicer of educational loans any item or service having more than a \$10 value other than standard materials (e.g., brochures, training aids) related to topics such as default prevention or financial literacy.
- Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders.

### REPORTING VIOLATIONS OF THIS POLICY

UTI/NASCAR Tech/MMI expects officers and employees covered by this policy to report violations of this policy to the Vice President & Assistant General Counsel – Corporate Compliance. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Vice President & Assistant General Counsel – Corporate Compliance.

### Collection of Delinquent Fees and Payments

The outstanding balance is an extension of credit and, as such, constitutes a Qualified Education Loan under section 523(a)(8) of the U.S. Bankruptcy Code, which is not dischargeable in bankruptcy. If the entire outstanding balance cannot be paid in full, there is an option of creating a payment plan at a one-time cost of \$25. The monthly payment will be, at minimum, \$100. If the payment is more than ten (10) days late, late fees not to exceed 20% of the monthly amount due or the maximum amount allowed by law will be incurred. The account will incur late fees until the account is paid in full. If a deferment on payments is required, a deferment for no more than two (2) months in any calendar year may be requested, and it will be subject to a \$25 rescheduling fee and a deferment fee not to exceed 20% of the total monthly amount due or the maximum amount allowed by law. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Any returned checks will incur a \$25 return check fee. If the student leaves school under any circumstance with a balance due,

he or she hereby authorized UTI and/or its agents, including attorneys and/or collection agencies, to contact the student at the current or any future number that the student provides for his or her cellular phone or other wireless device using automated dialing equipment or pre-recorded voice or text messages and/or electronic technology to collect such outstanding debt, unless the student notifies such party in writing to cease such communication.

### General Refund Policy Provisions

Under the provisions of the Higher Education Act of 1965, as amended, (HEA) Amendments of 1998, institutions must first determine the amount of any federal financial aid program funds that the student and the institution have earned and are permitted to retain. See the section entitled Return of Federal Student Aid (Title IV Funds) in this guide for details on the Return of Title IV calculation.

Tuition and fee refund policies as required by applicable state law are contained in the Catalog. The student's initial obligation to UTI/NASCAR Tech/MMI is determined using the amount calculated under (1) the requirements of an applicable state law, or (2) the applicable Institutional policy if no state policy exists. Where both a state and Institutional policy exist, UTI/NASCAR Tech/MMI will perform both calculations and provide the student the greatest refund and lowest possible obligation.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and Institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

### Return of Federal Student Aid (Title IV Funds)

Circumstances may necessitate withdrawal from UTI/NASCAR Tech/MMI. A student who received or is eligible to receive federal financial aid funds provided certain criteria are met and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations. The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy and any applicable State Refund Policy. Therefore, a student may still owe funds to the school for unpaid Institutional charges after application of the R2T4 calculation.

Federal regulations specify how the school must determine the amount of federal financial aid earned when a student withdraws from enrollment. The percentage earned applies to Title IV financial aid that has been or could have been disbursed directly to the student or on their behalf to the Institution. The percentage of federal financial aid a student earned in a payment period is calculated as follows:

$$\frac{\text{Total Number of Calendar Days Completed in Enrollment Period}}{\text{Total Number of Calendar Days in Enrollment Period}} = \text{Percent Earned}$$

The amount of federal financial aid a student earned is determined on a pro-rata basis up to the 60% point. That is, a student who completes more than 60% of the enrollment period will earn 100% of the Title IV disbursed (or that could have been disbursed) for that enrollment period. For example:

The enrollment period for aid purposes for students John and Mary began on March 2, 2015, and was expected to end on June 15, 2015, for a total of 105 calendar days.

John completed 21 days prior to withdrawal. Federal aid totaling \$6,000 had been disbursed to John for the enrollment period.

- John's percentage of aid earned is calculated as  $21/105 = 0.2$ , or 20%.

- John earned 20% of the aid disbursed, or \$1,200.
- The remaining \$4,800 was returned to the federal aid programs.

Mary completed 84 days prior to withdrawal. Federal aid totaling \$7,500 had been disbursed to Mary for the enrollment period.

- Mary's percentage of aid earned is calculated as  $84/105 = 0.8$ , or 80%.
- Mary completed greater than 60% of the period, so she earned 100% of the \$7,500 disbursed.

UTI/NASCAR Tech/MMI will notify the student of any eligible post-withdrawal disbursement within 30 days after the date the school determines the student has withdrawn.

Any required return of funds will be made to the federal financial aid programs no later than 45 days after the date UTI/NASCAR Tech/MMI determines that the student has withdrawn. The U.S. Department of Education specifies the order of return to the federal financial aid programs. UTI/NASCAR Tech/MMI will return unearned funds to the federal financial aid programs in the order specified by regulation as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal PLUS Loan
- Federal Pell Grant or IASG
- Federal SEOG

## ACADEMIC FREEDOM

Universal Technical Institute is committed to assuring academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the Institution encourages them to offer their individual experiences regarding content of assigned courses, organization of topics and instructional methods, providing these judgments only are made within the context of the course descriptions as currently published and the instructional methods are those officially sanctioned by the Institution and methods for which the Institution has received oversight approval. The Institution has a process to change curriculum based on faculty feedback.

Universal Technical Institute encourages instructors and students to engage in discussion and dialogue. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines. Teachers and students are entitled to freedom in discussing their subjects in the classroom, but they should be careful not to introduce into their discussions controversial matter with no relation to their subject.

Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty and the administration shall maintain an educational climate conducive to the free exploration of all ideas and varying points of view. Any faculty member who finds a possible violation of academic freedom cannot be resolved informally with the Campus President may submit such a question in writing to the Vice President of New Campus Operations & Education Programs. This will initiate a review to ascertain the facts of the alleged violation and make recommendations for the resolution.

When students and faculty speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational leaders, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate they are not speaking for the Institution.

# INSTRUCTOR ROSTERS/PROGRAMS/QUALIFICATIONS

UTI/NASCAR Tech/MMI instructors all have a minimum of three years practical work experience.

Universal Technical Institute of Arizona, Inc.			
Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Alexander, Mark	Diploma	Greenway High School	Welding
Allman, David	GED	East High School	Automotive/Diesel
Arneson, Gregory L.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Atkisson Jr., James M.	Associates	Universal Technical Institute	Automotive/Diesel
Avalos, Leonardo	Diploma	Del Valle High School	Automotive/Diesel
Blakeney, Jeffrey G.	Occupational Associates Degree	Arizona Automotive Institute	Automotive/Diesel
Carter, Dennis	Associates	University of Northwestern Ohio	Automotive/Diesel
Cleary, Michael	Associates	Universal Technical Institute	Automotive/Diesel
Combs, Jon R.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Conlin, Tyler G.	Associates	Universal Technical Institute	Automotive/Diesel
Crayton, Ricky J.	Associates	City University	Automotive/Diesel
Cruz, Brian	Certificate	Arizona Automotive Institute	Automotive/Diesel
Dahlen, Bob	GED	Apollo High School	Welding
Deegan, Douglas E	Bachelor of Science	East Carolina University	Automotive/Diesel
Dewyer, Stephen P.	Diploma	Cactus High School	Automotive/Diesel
Dougherty, Dennis P.	Associates	Wyoming Technical Institute	Automotive/Diesel
Egli, Robert E.	Certificate	Williamsport Area Community College	Automotive/Diesel
Flores, Rey	Certificate	School of Automotive Machinists	Automotive/Diesel
Frank, Cory J.	Associates	Universal Technical Institute	Automotive/Diesel
Gallardo, Juan P.	Diploma	Bell High School	Automotive/Diesel
Grotts, Gordon	Diploma	Oklahoma State Tech	Automotive/Diesel
Hagin, Joshua	Associates	Universal Technical Institute	Automotive/Diesel
Haines, Monica	GED	Colorado High School	Welding
Helvy, Charley E.	Bachelors	DeVry University	Automotive/Diesel
Herman, Anthony T.	Diploma	Allen Park High School	Automotive/Diesel
Holland, James D.	Diploma	Marshfield High School	Automotive/Diesel
Johannsen, Peter C.	Associates	Canton AG Tech College	Automotive/Diesel
Johnson, James	Associates	Universal Technical Institute	Automotive/Diesel
Kuba, Nathaniel D.	Diploma	Lancaster High School	Automotive/Diesel
Landry, John P.	GED	EduTek Professional College	Automotive/Diesel
Lewis, Brannon	Associates	Universal Technical Institute	Automotive/Diesel
Lythgoe, Kevin	Associates	Glendale Community College	Automotive/Diesel
Meyer, Clarence L.	Diploma	The Master's Mission	Automotive/Diesel
Miele, Steven R.	Diploma	Teaneck High School	Automotive/Diesel
Montano, Anthony F.	AOS	Universal Technical Institute	Automotive/Diesel
Nichol, James A.	Associates	Universal Technical Institute	Automotive/Diesel
Rehfeldt, Thomas	Associates	Madison Area Technical College	Welding
Reina, Salvatore	Bachelors	Pima College	Automotive/Diesel
Rhodes, Samuel T.	Associates	Universal Technical Institute	Automotive/Diesel
Robison, James M.	Bachelors	Drury University	Welding
Rogers, Brent L.	Associates	Universal Technical Institute	Automotive/Diesel
Salvo, Michael	Associates	Universal Technical Institute	Automotive/Diesel
Sargent, Jonathan R.	Associates	Universal Technical Institute	Automotive/Diesel
Shoemaker, Aneurin R.	Diploma	American Technical Center	Automotive/Diesel
Simpson, Victor J.	GED	Waheawa Adult High School	Automotive/Diesel
Skalski, Andrew S.	Diploma	Depew High School	Automotive/Diesel
Smith, Drexel D.	Masters	Masters Divinity School	Automotive/Diesel
Statzer, Michael W.	Diploma	Alhambra High School	Automotive/Diesel
Stillman, Joshua	Associates	Universal Technical Institute	Automotive/Diesel
Strmic, James L.	GED	Rio Salado	Automotive/Diesel
Thompson, Christopher R.	Diploma	Universal Technical Institute	Automotive/Diesel
Throckmorton, Christopher R.	Associates	Universal Technical Institute	Automotive/Diesel
Toney, Audie L.	Diploma	Salina Vo-Tech	Automotive/Diesel
Torres, Kerry L.	Certificate	American Tech Center	Automotive/Diesel

Universal Technical Institute of Arizona, Inc.			
Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Varrone, Thomas	Diploma	Denver Institute of Technology	Automotive/Diesel
Verdugo, Mario F.	Associates	Universal Technical Institute	Automotive/Diesel
Westfall, Timothy J.	Diploma	LaCrescenta High School	Automotive/Diesel
Williams, John W.	Certificate	California Trade Schools	Automotive/Diesel
Xavier, Robert B.	Diploma	Mayfield High School	Automotive/Diesel

Universal Technical Institute of Texas, Inc.			
Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Adams, Garry D.	Diploma	Bullard High School	Automotive/Diesel
Allen, Austin A.	Associates	Texas State Technical Institute	Automotive/Diesel
Bailey Jr., Earl J.	Diploma	De La Salle	Automotive/Diesel
Beaulier, Kevin R.	Diploma	Vinal Tech High School	Collision
Beckham III, Oliver J.	Bachelor of Science in Business	University of Phoenix	Collision
Berry, Timothy D.	Certificate	Wyoming Technical Institute	Automotive/Diesel
Bresnan, Joseph L.	Certificate	Universal Technical Institute	Automotive/Diesel
Buckner, Tommy R.	Diploma	Willis High School	Automotive/Diesel
Bullock, Jonathan	Associates	Lakeland College	Automotive/Diesel
Burt Jr., Eddie L.	Diploma	Spring High School	Automotive/Diesel
Butts, Timothy C.	GED	Texas Education Agency	Collision
Caballero, Louis	Bachelors	University of Houston	Automotive/Diesel
Cawthorne, Keith D	Certificate	Universal Technical Institute	Automotive/Diesel
Chalifoux, Gregory	Certificate	Wyoming Technical Institute	Collision
Chatman, Charles H.	Diploma	Willis High School	Automotive/Diesel
Culver, Darren M.	Certificate	Universal Technical Institute	Automotive/Diesel
Dotson, Brandon	Diploma	Zachary High School	Automotive/Diesel
Elliott Jr., Edwin L.	Certificate	Universal Technical Institute	Automotive/Diesel
Ferre Jr., Robert R.	GED	Texas Education Agency	Automotive/Diesel
Gerlach, William J.	Diploma	Alert Lea Area Vo-Tech	Automotive/Diesel
Golding III, Charles	Diploma	Allentown High School	Automotive/Diesel
Hamill Jr., Richard E.	Diploma	Port Huron High School	Collision
Hamilton Jr., George	Certificate	Universal Technical Institute	Automotive/Diesel
Henson, Danny K	Certificate	Texas State Technical Institute	Automotive/Diesel
Jenkins, Mark T.	Certificate	Texas State Technical College	Automotive/Diesel
Jolley, Victor G.	Bachelors	Athens State University	Automotive/Diesel
Keel, Scotty A.	Certificate	Universal Technical Institute	Automotive/Diesel
Linville, Thomas	Certificate	Wyoming Technical Institute	Automotive/Diesel
Lott, Paul R.	GED	Texas Education Agency	Automotive/Diesel
Mathews, James R.	Diploma	De Ridder High School	Automotive/Diesel
Matthiesen, Scott A.	Diploma	Evergreen High School	Automotive/Diesel
McDonald, Jeffrey R	Diploma	Universal Technical Institute	Automotive/Diesel
McGee, Dennis L.	Diploma	Clear Creek High School	Automotive/Diesel
McGee, Kevin B.	GED	Texas Education Agency	Collision
McGill, Lloyd T.	Associates	North Harris Community College	Automotive/Diesel
McGinty, Randolph E.	Certificate	Indiana Vocational Technical College	Collision
Meiners, David C.	GED	Texas Education Agency	Automotive/Diesel
Miles, Daniel L.	Diploma	Oak Park High School	Automotive/Diesel
Miller, Don K.	Certificate	Universal Technical Institute	Automotive/Diesel
Moore, Larry W.	Diploma	James Madison High School	Collision
Olivares, Joseph A.	Diploma	Whittier High School	Collision
Pannell, Thad R.	Associates	San Jacinto College	Automotive/Diesel
Phelps, Corey L	Diploma	Universal Technical Institute	Automotive/Diesel
Ritchie, Brian D	Diploma	Cooper City High School	Automotive/Diesel
Schane, Emmett	Certificate	Texas State Technical Institute	Automotive/Diesel
Schieffer, Keith F.	Associates	Northeast Nebraska Technical College	Collision
Scott, Albert F	Diploma	Richmond Heights High School	Collision
Streadl, Michael	Associates	Lamar University	Automotive/Diesel



### Universal Technical Institute of Texas, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Teters, Allen F.	GED	Texas Education Agency	Automotive/Diesel
Ullery, Richard E.	Certificate	Troy State University	Automotive/Diesel
Vasquez, Francisco	Associates	Universal Technical Institute	Automotive/Diesel
Williams, Eric D.	Diploma	Universal Technical Institute	Automotive/Diesel
Wright, Randall L.	Diploma	Wyoming Tech	Automotive/Diesel

### Universal Technical Institute of Illinois, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Bohlman, Michael	Diploma	Universal Technical Institute	Automotive/Diesel
Buelens, Michael	Diploma	Sandwich Community High School	Automotive/Diesel
Cinardi, Giuseppe	Diploma	College of DuPage	Automotive/Diesel
Eckert, Gerald W.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Fleming, Daniel	Certificate	Triton College	Automotive/Diesel
Fletter, Daniel T	Diploma	Universal Technical Institute	Automotive/Diesel
Gagnon, Sean	Diploma	Universal Technical Institute	Automotive/Diesel
Garza, David	Certificate	American Airlines Maintenance Academy	Automotive/Diesel
Giovanni, Michael T	Bachelor of Science	Southern Illinois University	Automotive/Diesel
Hill, Allen T.	GED	Cook County	Automotive/Diesel
Halloran, John P	Diploma	Universal Technical Institute	Automotive/Diesel
Josefik, Donald J.	Diploma	Riverside Brookfield High School	Automotive/Diesel
Klingsick, Ty A.	Associates	Wyoming Technical Institute	Automotive/Diesel
Lietza, Thomas P.	Associates	Triton College	Automotive/Diesel
Mathis, Cory S.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Meanor, Roger D.	Diploma	Duanesburg Central	Automotive/Diesel
Mellenthin, James M.	Certificate	Greer Tech	Automotive/Diesel
Morales, David U	Associates	Waubensee Community College	Automotive/Diesel
Nilles, Eric D.	Diploma	Glenbard East High School	Automotive/Diesel
Oertel, Andre	Diploma	Wyoming Technical Institute	Automotive/Diesel
Phipps, Ivan R	Diploma	Streamwood High School	Automotive/Diesel
Snuffin, Michael K	Diploma	Illinois Valley Community College	Automotive/Diesel
Steiner III, Wilbert J.	Diploma	Universal Technical Institute	Automotive/Diesel
Steiner, Robert	Associates	Wright College	Automotive/Diesel
Thompson, Jonathan B.	Certificate	Universal Technical Institute	Automotive/Diesel
Vicich, James J.	Diploma	Lockport Central High School	Automotive/Diesel
Winterstein, David E.	Certificate	Denver Automotive & Diesel College	Automotive/Diesel
Woods, Michael R	Diploma	Driscoll Catholic High School	Automotive/Diesel

### Universal Technical Institute of California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Agnew, Jeff	Diploma		Welding
Alvarez, Robert B.	Certificate	Universal Technical Institute	Automotive/Diesel
Bayless, Steven P.	Diploma	Fontana High School	Automotive/Diesel
Bolender, Eric	Associates	Universal Technical Institute	Automotive/Diesel
Buchanan Jr., Charles E.	Associates	Cerritos College	Automotive/Diesel
Burnette Jr., Roosevelt	Diploma	Anaheim High School	Automotive/Diesel
Ceja, Adrian V.	Associates	Universal Technical Institute	Automotive/Diesel
Chang, James W.	Diploma	Verdugo Hills High School	Automotive/Diesel
Davis, Jairus L	Associates	Victor Valley College	Automotive/Diesel
Davis, Ryan	Associates	Universal Technical Institute	Automotive/Diesel
Delaney, Matthew C.	Certificate	Wyotech	Automotive/Diesel
Jared, Charles E.	Diploma	Arlington High School	Automotive/Diesel
Kane, James T.	Diploma	Gary High School	Automotive/Diesel
Kazoyan, Lawrence S.	Diploma	Walnut High School	Automotive/Diesel
Lopez, Edward	Certificate	Mt. San Antonio College	Welding
Masumoto, Brian J.	Diploma	Bonita Vista High School	Welding

## Universal Technical Institute of California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Mata, Pedro	Associates	Arizona Automotive Institute	Automotive/Diesel
McBride III, James L.	Associates	Victor Valley College	Automotive/Diesel
Meza, Juan L.	Associates	L.A. Trade Technical College	Automotive/Diesel
Nelson, Barry D.	Associates	Cerritos College	Automotive/Diesel
Pettit, Randy S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Reed Jr., William J.	Diploma	Fullerton High School	Automotive/Diesel
Rittenhouse, Scott M.	Diploma	Charter Oak High School	Automotive/Diesel
Rohe, Paul W.	Diploma	Lancaster High School	Automotive/Diesel
Ruff, Charles F.	Diploma	California State Department of Education	Automotive/Diesel
Taylor, Kurstan	Certificate, AWS Certified Welding Inspector	Summit College	Welding
Trejo, Ramses	Associates	Universal Technical Institute	Automotive/Diesel
Trout, Ronald C.	Diploma	Monroe High School	Automotive/Diesel
Troxler, Bob T.	Diploma	Don Bosco Technical Institute	Automotive/Diesel
Vasquez, Robert J.	Diploma	Riverside Adult School	Automotive/Diesel
Wallan, Michael K.	Associates	Citrus College	Automotive/Diesel
Zuniga, Martin J.	Associates	Glendale Community College	Automotive/Diesel

## Universal Technical Institute of Pennsylvania, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Albright, Jason	Diploma	Universal Technical Institute	Automotive/Diesel
Amici, Christopher W.	Certificate	Automotive Training Center	Automotive/Diesel
Beam, William H.	Bachelors	Ursinus College	Automotive/Diesel
Beattie, Michael R.	Certificate	Universal Technical Institute	Automotive/Diesel
Benfield, Benjamin W.	Diploma	Owen J. Roberts High School	Automotive/Diesel
Boyle, Bryan L.	Certificate	Universal Technical Institute	Automotive/Diesel
Brown, Thomas C.	Diploma	State University of New York	Automotive/Diesel
Clark, Edward D.	Diploma	Parkland High School	Automotive/Diesel
Coombes, James	Bachelors	Wayland Baptist University	Automotive/Diesel
Dean, Bryan P.	Diploma	Penn Co. Tech	Automotive/Diesel
Drake, Robert A.	Diploma	Automotive Training Center	Automotive/Diesel
Flannery Jr., Martin R.	Diploma	Automotive Training Center	Automotive/Diesel
Gibbs, Gregory	Diploma	Thaddeus Stevens College of Technology	Automotive/Diesel
Gieswein, Eric	Diploma	Pennco Tech	Automotive/Diesel
Ginther Sr. Bruce A.	Diploma	Pottsville Area High	Automotive/Diesel
Hall, Kyle U.	Diploma	Ridge High School	Automotive/Diesel
Kulp, Nathan J.	Associates	North Hampton Community College	Automotive/Diesel
McAfee, Michael A.	Associates	Williamsport Area Community College	Automotive/Diesel
McCorkell, Robert L.	Associates	Lincoln Technical Institute	Automotive/Diesel
Mondi, Anthony R.	Diploma	North Hampton Community College	Automotive/Diesel
Niggel, Thomas C.	Diploma	Ohio Technical College	Automotive/Diesel
Parker Jr., Ronald E.	Diploma	Automotive Training Center	Automotive/Diesel
Pascoe, Dexter J.	Diploma	Universal Technical Institute	Automotive/Diesel
Peck, James E.	Diploma	Schoolcraft High School	Automotive/Diesel
Reinhardt, Bernard J.	Certificate	Bucks County Technical School	Automotive/Diesel
Rogers, Brandon M.	Diploma	Harrisburg High School	Automotive/Diesel
Sands, John E.	Diploma	James Grove High School	Automotive/Diesel
Secundo, Andrew J.	Diploma	Ridley High School	Automotive/Diesel
Shelman, Brian H.	Diploma	Lincoln High School	Automotive/Diesel
Shilling, Scott S.	Associates	Vale Technical Institute	Automotive/Diesel
Tumminello, Samuel A.	Diploma	Automotive Training Center	Automotive/Diesel
Welling Jr., Arthur D.	Diploma	Marple Newtown Senior High School	Automotive/Diesel
Williams, Christopher G.	Diploma	Automotive Training Center	Automotive/Diesel

## Universal Technical Institute of Northern California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Acevedo, George	Associates	Heald College	Automotive/Diesel
Allen, Brian J.	Diploma	Yuba Jr. College	CRRT
Avent, Jared M.	Certificate	State of California	Automotive/Diesel
Cardin, Phillip A.	Associates	Chaffey College	Automotive/Diesel
Childs, Gregory A.	Diploma	La Vista High School	CRRT
Clark, Andrew	Certificate	Universal Technical Institute	CRRT
Clark, Harold G.	Diploma	State of California	Automotive/Diesel
Clements, Keith J.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Cutajar, Frank L.	Diploma	Cordova High School	CRRT
Dahl, Stephen O.	Diploma	San Francisco Unified School District	CRRT
Eckert, Andrew W.	Diploma	State of California	Automotive/Diesel
Ferguston, Cory W.	Certificate	Universal Technical Institute	Automotive/Diesel
Garner, Steven M.	Diploma	State of California	Automotive/Diesel
Giel, Gerald J.	Diploma	Universal Technical Institute	Automotive/Diesel
Graves, Kyle	Diploma	State of California	Automotive/Diesel
Hayes, Dennis W.	Diploma	Corona Senior High School	Automotive/Diesel
Hale, Daniel	Certificate	Cosumnes River College	Automotive/Diesel
Hutchens, Wayne F.	Associates	Universal Technical Institute	Automotive/Diesel
Jackson, Kieran V.	Certificate	State of California	Automotive/Diesel
Kaysen, Gregrey G.	Associates	Arizona Automotive Institute	Automotive/Diesel
Lawrence, Robert K.	Diploma	Fairfield High School	Automotive/Diesel
Mansu, Leo	Diploma	State of California	Automotive/Diesel
Marz, Robbe D.	Diploma	Sacramento State Preparatory School	Automotive/Diesel
Muller, Michael F.	Certificate	Ford Asset Program	Automotive/Diesel
Olayo Lopez, Carlos G.	Certificate	Universal Technical Institute	Automotive/Diesel
Pauling, Alpha L.	Diploma	Universal Technical Institute	CRRT
Polanco, JB J.	HS Diploma	King City High School	Automotive/Diesel
Reaves, Timothy	Associates	Cosumnes River College	Automotive/Diesel
Reid, James J.	Diploma	Watsonville High	Automotive/Diesel
Robinson III, Arthur L.	Certificate	Universal Technical Institute	Automotive/Diesel
Schmeel, Adam	Certificate	Universal Technical Institute	Automotive/Diesel
Smith, Zachary J.	Diploma	State of California	Automotive/Diesel
Smyth, Brian	Associates	WyoTech	Automotive/Diesel
Stamos, Jeremy J.	Diploma	Ponderosa High School	Automotive/Diesel
Suggs, Douglas E.	Associates	Heald College	Automotive/Diesel
Thao, Bobby	Associates	Fresno City College	Automotive/Diesel
Thao, Sak	Associates	WyoTech	Automotive/Diesel
Trask, Jerome	Diploma	Mills High School	CRRT
Vargas, Vicente	Associates	Universal Technical Institute	Automotive/Diesel
Watson, Jeffery N.	Associates	McPherson College	CRRT

## NASCAR Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Behrend, William A.	Associates	Vermont Technical College	CNC Machining
Bowmaster, Timothy S.	Diploma	Center County Vocational Tech School	CNC Machining
Bucholtz, Michael S.	Diploma	Milwaukee Lutheran Technical College	CNC Machining
Bunk, Benson H.	Bachelors	Rochester Institute of Technology	Automotive/Diesel
Carrier, Kevin L.	Certificate	Northwestern Business College Technical Center	Automotive/Diesel
Cogswell, Gary B.	Diploma	Holt High School	Automotive/Diesel
Collier, Andrew W.	Associates	Rowan Cabarrus Community College	CNC Machining
Cooper, Phillip H.	Diploma	Livingston State Vocational School	Automotive/Diesel
Coultrup, Warren L.	Certificate	Centennial College of Applied Arts/Technology	Automotive/Diesel
Covington, Jeffrey L.	Diploma	South Iredell High School	Automotive/Diesel
Curtis, Benjamin L.	Diploma	Renton Technical College	Automotive/Diesel
Daniel, David L.	Certificate	Spartan School of Aeronautics	Automotive/Diesel
Gingerich, Daniel D.	Diploma	Bothell High School	Automotive/Diesel

<b>NASCAR Technical Institute</b>			
<b>Name</b>	<b>Highest Degree Earned – Major Field of Study</b>	<b>Awarding Institution</b>	<b>Program(s) Taught</b>
Goin, Mark J.	Certificate	Davidson Community College	Automotive/Diesel
Harris, Steven L.	Certificate	Rockingham Community College	Automotive/Diesel
Hibdon, Craig W.	Associates	Spokane Community College	Automotive/Diesel, CNC Machining
Highfill, Sidney L.	Diploma	Sequoia Automotive	Automotive/Diesel
Hoffman, Darrell A.	Diploma	BTHS West High School	Automotive/Diesel
Karol, Joseph T	Diploma	NASCAR Technical Institute	Automotive/Diesel
Katzman, Gary A	Diploma	South Mecklenburg High School	Automotive/Diesel
Larson, Scott A.	Diploma	Canoga Park High School	Automotive/Diesel
Lessig, Michael S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Mendoza, Frank	Diploma	Independence High School	Automotive/Diesel
Palmer, Scott A.	Diploma	Deland Senior High School	Automotive/Diesel
Poteat, Joshua S.	Bachelor of Science	Gardner Webb University	Automotive/Diesel
Rex, Kenneth M.	Diploma	Windsor Central High	Automotive/Diesel
Rossbach Jr, David A.	Diploma	Nashua Senior High School	Automotive/Diesel
Schneider, Erich M	Diploma	Lakewood High School	Automotive/Diesel
Seene, Donald C.	Diploma	Hoover High School	Automotive/Diesel
Shimko, Donald J.	Diploma	Polaris Career Center	Automotive/Diesel
Sinon III, Everett J.	Diploma	Walt Whitman High School	Automotive/Diesel
Slade, Howard R.	Diploma	Teterboro School of Aeronautics	Automotive/Diesel
Smith, Aaron E.	Associates	Northern Virginia Community College	Automotive/Diesel
Smith, Marvin R.	Diploma	Stanley Technical Institute	Automotive/Diesel
Taylor Sr, Clinton A.	Certificate	North Florida Junior College	Automotive/Diesel
Vogel, Eric	Certificate	Suffolk County Community College	Automotive/Diesel
Ware, Jeremy A.	Diploma	Smithville High School	Automotive/Diesel
Whyte, Robert B.	Diploma	Bedford County Evening High School	Automotive/Diesel

<b>Motorcycle Mechanics Institute, a division of Universal Technical Institute</b>			
<b>Name</b>	<b>Highest Degree Earned – Major Field of Study</b>	<b>Awarding Institution</b>	<b>Program(s) Taught</b>
Barton, Bruce O.	Diploma	Paradise Valley High School	Motorcycle
Beach, Troy A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Bergstrom, Tim S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Botsford, Ian F.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Champlitto, Curran D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chaney, Timothy G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chiple II, Lawrence T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Collins, William T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Conner III, William E.	Bachelors	Plymouth State College	Motorcycle
Dahl, Thomas	Bachelors	University of Wisconsin	Motorcycle
Deuel, Curtis G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Dyck, David S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ferlitta, Thomas J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grant, Jason B.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Hague, Jordan C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Iversen Jr., Choppy V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jasper, Terrill W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Kupferschmidt, Bruce	Certificate	Motorcycle Mechanics Institute	Motorcycle
Lancaster, Brian J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Landa, Adam	Diploma	Bothell High School	Motorcycle
Macias, Manuel V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Mennie, Stewart G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Murphy, Jason R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Nitzel, Jeffery D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Osborn, Thomas M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Pleasant, Jody D.	Certificate	Motorcycle Mechanics Institute	Motorcycle



## Motorcycle Mechanics Institute, a division of Universal Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Rolando, Paul A.	Diploma	Auburn High School	Motorcycle
Roppe, Jon L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Sisco Sr., Rick C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Skillings, Dustin D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Suckling, Jeffrey S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Trujillo, David D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Wallace Jr., Donald R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ziolkowski, Zbigniew E.	Certificate	Motorcycle Mechanics Institute	Motorcycle

## Universal Technical Institute (Motorcycle Mechanics, Marine Mechanics and Automotive Divisions)

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
<b>MOTORCYCLE INSTRUCTORS</b>			
Chmielewski, Gerald D.	Diploma	Grass Lake Community School	Motorcycle
Costello, Thomas M.	GED	Illinois State Board of Education	Motorcycle
Davis, Robert J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Duray, Steven P.	Certificate	Universal Technical Institute	Motorcycle
Freeman, Michael C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Graef, Anton H.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Hynson, James L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jackson, Fabian	Diploma	Motorcycle Mechanics Institute	Motorcycle
Lohlein, Robert E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
McMillan, James M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
McNamara, Robert J.			Motorcycle
Mentzel, Dale C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Noel, Paul D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Redel, Walt	Certificate	Motorcycle Mechanics Institute	Motorcycle
Reinke, Kevin A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rogers, Scott D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rowe, Edward L.	Diploma	Paul V. Moore High School	Motorcycle
Sanchez, Mark A.	Diploma	Stafford Senior High	Motorcycle
Simonton, Andrew J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stein, Richard A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stellato, Michael D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Womack Jr., Jimmy O.	GED	Paulding Co. High School	Motorcycle
<b>MARINE INSTRUCTORS</b>			
Burns, Craig A.	Diploma	Northside High School	Marine
Crosby, Billy W.	GED	State of Tennessee	Marine
Falta, Craig S.	Diploma	Nashville Auto Diesel College	Marine
Farley, David A.	Diploma	Lake Gibson High School	Marine
Kantak, Kelly L.	Certificate	Marine Mechanics Institute	Marine
Lynch, David E.	Certificate	Kaw Area Vocational Technical School	Marine
Richards, David N.	Diploma	Eagle High School	Marine
Smith, Richard F.	Certificate	Seminole Community College	Marine
<b>AUTOMOTIVE/DIESEL INSTRUCTORS</b>			
Albertson, Jacob D.	Bachelors	University of Colorado	Automotive/Diesel
Aldrich, Jeffrey	Bachelors	Baptist College of America	Automotive/Diesel
Anderson, David S.	GED	Career Assistance Center	Automotive/Diesel
Beltzer, Carl L.	Certificate	Mid-Florida Technical Institute	Automotive/Diesel
Breen, David	Diploma	Ashford University	Automotive/Diesel
Cannistra, Richard M	Associates	SUNY Delhi	Automotive/Diesel
Carpenter, Michael A.	Diploma	Osceola High School	Automotive/Diesel
Clarke, Clive A.	GED	University of the State of New York	Automotive/Diesel
Coon, Neil E.	Diploma	Faribault Senior High School	Automotive/Diesel
Flannery, Ryan J.	Diploma	West Scranton High School	Automotive/Diesel

## Universal Technical Institute (Motorcycle Mechanics, Marine Mechanics and Automotive Divisions)

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Gadacz, David C.	Diploma	La Salle High School	Automotive/Diesel
Glusica, John J.	Bachelors	Washington & Jefferson College	Automotive/Diesel
Gonzalez, Alan M.	GED	Leesburg High School	Automotive/Diesel
Gonzalez, Rene F.	Diploma	Liceo de Curridabat	Automotive/Diesel
Greene, Jason A.	Associates	Community College of Baltimore County	Automotive/Diesel
Harmon, Andrew J	Diploma	Hamstead Sr. High School	Automotive/Diesel
Klobucar, Arthur K.	Diploma	High Point Regional High School	Automotive/Diesel
Myers Sr., Scott G.	GED	Deptford High School	Automotive/Diesel
New, Tracey A.	Diploma	Highland High School	Automotive/Diesel
Poppo, David B.	Bachelors	Andrews University	Automotive/Diesel
Rolf, Shane C	Diploma	Thomas Edison State College	Automotive/Diesel
Simmons, Ronnie E.	Diploma	Richmond Senior High School	Automotive/Diesel
Smiley, Joe W.	Diploma	Colonial High School	Automotive/Diesel
Tollstrup, Justin W.	Certificate	Universal Technical Institute	Automotive/Diesel
Walker, Joseph B.	Associates	Central Florida Community College	Automotive/Diesel
Watkins, David C.	Certificate	Muskingum Area Joint Vocational School	Automotive/Diesel

## Universal Technical Institute of Northern Texas, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Allen, Austin A			Automotive/Diesel
Baker Jr., Ronald M.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Beckley, Sean	Bachelors	Texas A & M University	Automotive/Diesel
Brady, Flynt	Certificate	Southern Oklahoma Tech Center	Welding
Buscemi, Nicholas E.	Associates	Universal Technical Institute	Automotive/Diesel
Campbell, Vernon	Associates	Phillip Jr. College	Automotive/Diesel
Childs, Michael A.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Christie, Michael	Diploma	Zion Benton High School	Automotive/Diesel
Cline, Ethan	Diploma	Warren High School	Automotive/Diesel
Cornett, David A	Certificate	Universal Technical Institute	Automotive/Diesel
Dyck, Jason	Associates	Pacific Coast Technical Institute	Automotive/Diesel
Fant, Bryan			Automotive/Diesel
Fout, Daniel L.	Certificate	Southern Methodist University	Automotive/Diesel
Francisco, Larry S.	Bachelors	Amberton University	Automotive/Diesel
Franco, Pedro	Diploma	Mission High School	Automotive/Diesel
French, John D.	Diploma	ICS Intext	Automotive/Diesel
Hays, Kelly	GED	Eden Prairie High School	Welding
Hicks, Kyle D.			Automotive/Diesel
Hill, William	Certificate	Tulsa Welding School	Welding
Garcia, Alfredo	Certificate	Coastal Bend College	Welding
Gonzalez, Michael T.	Associates	Community College of the Air Force	Automotive/Diesel
Gorry, Daniel R	Associates	Texas State Technical College	Automotive/Diesel
LaBatte, Justin			Automotive/Diesel
Lemmond, Brandon F.	Diploma	Universal Technical Institute	Automotive/Diesel
Mahon, Levi J	Diploma	Universal Technical Institute	Automotive/Diesel
Merriman, Douglas M			Automotive/diesel
Metzler, Arthur M.	Diploma	James Madison High School	Automotive/Diesel
Miramontes, Marco	GED	State of Texas	Automotive/Diesel
Mitchell, Richard E.	Certificate	Universal Technical Institute	Automotive/Diesel
Moreno, Jorge A.	Certificate	Universal Technical Institute	Automotive/Diesel
Ramirez, Francisco C			Automotive/Diesel
Redin, Danny T.	Diploma	Anadarko High School	Automotive/Diesel
Roberts, Brent	Certificate	Panola College and Kilgore College	Welding
Shackelford, Joseph A.	Associates	North Lake College	Automotive/Diesel
Slay, Derrick T	Diploma	Handley High School	Automotive/Diesel

### Universal Technical Institute of Northern Texas, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Smith II, Aaron	Bachelors	Dallas Baptist University	Automotive/Diesel
Stuckey, David M.	Diploma	Holdenville High School	Automotive/Diesel
Sutton, Brian D.	Associates	Texas State Technical College	Automotive/Diesel
Tobias, Ronnie	Associates	Florida Community College at Jacksonville	Automotive/Diesel
Young, James	Associates	Triangle Tech	Welding

### Universal Technical Institute of Southern California, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Aguilar, Michael E.	Certificate	Harbor Occupational Center	Automotive/Diesel
Arellano, Juan M.	HS Diploma	Universidad Autonoma de Baja California	Collision
Bishop, Jay R.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Davila, Omar B.	Diploma	Universal Technical Institute	Automotive/Diesel
Elias, Ricardo M.	Associates	Abram Friedman Occupational	Automotive/Diesel
Englert, Michael J.	Certificate	WyoTech	Collision
Fabrizio Jr., Charles J.	Diploma	Colton/Slover Mt. High School	Collision
Flores III, Diego	HS Diploma	Paramount High School	Automotive/Diesel
Franz, Alan	HS Diploma	Buena Park High School	
Fuentes, Salvador J.	Diploma	Universal Technical Institute	Automotive/Diesel
Gunter, DeShaun	Diploma	Lincoln Technical Institute	Automotive/Diesel
Jeter, Ryan	Diploma	Universal Technical Institute	
Jordan Jr., John J.	Diploma	Los Altos High School	Collision
Klinke, Leslie A.	Diploma	Universal Technical Institute	Automotive/Diesel
Ludka, Richard	Diploma	Glendale High School	Automotive/Diesel
Marquez, Cody	Diploma	Universal Technical Institute	Automotive/Diesel
Montoya, Albert	Diploma	Universal Technical Institute	Automotive/Diesel
Ohm Jr., Gustavo	Associates	Cerritos Community College	Collision
Palmer, Daniel J	Diploma	Pacifica High School	Automotive/Diesel
Parker, Vincent M.	HS Diploma	Compton High School	Automotive/Diesel
Risdon, Isaac	Certificate	Cypress College	Automotive/Diesel
Rodriguez (Soto), Stephanie	Diploma	Universal Technical Institute	Automotive/Diesel
Schroeder, Anna L	Bachelor of Applied Science	South Seattle College	Automotive/Diesel
Sunbury, Mathias	Diploma	St. Bernards High School	Automotive/Diesel
Torres, Mario	Associates	Cerritos College	Automotive/Diesel
Villapando, Victor H	Diploma	Garfield High School	Collision
Vu, Jim D.	Diploma	Universal Technical Institute	Automotive/Diesel

### Universal Technical Institute Northeast, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Bielitz, Ted E.	diploma	Clifton High School	Automotive/Diesel
Conk, Daniel	Certificate	Lincoln Technical Institute	Automotive/Diesel
Cordero, Cesar	Certificate	Universal Technical Institute	Automotive/Diesel
Crecco, Michael	Certificate	Denver Auto Diesel College	Automotive/Diesel
Espallat, Juan	Certificate	Lincoln Technical Institute	Automotive/Diesel
Frawley, John A.	Associates	Morris County College	Automotive/Diesel
Gisler, Michael E.	Certificate	Lincoln Tech	Automotive/Diesel
Hendrickson, Clifford	Diploma	Newfield High School	Automotive/Diesel
Kelly, Robert M	Certificate	Lincoln Technical Institute	Automotive/Diesel
Lozano, Daniel	Certificate	Universal Technical Institute	Automotive/Diesel
Luzniak, Mark	Certificate	Lincoln Technical Institute	Automotive/Diesel
Matteson, Maurice J	Diploma	Arlington Memorial High School	Automotive/Diesel

## Universal Technical Institute Northeast, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Mendez Jr., Gerardo	Certificate	Universal Technical Institute	Automotive/Diesel
Mudrak, Joseph	Associates	Middlesex County College	Automotive/Diesel
O'Neill, Thomas J.	Diploma	Fair Lawn High School	Automotive/Diesel
Osborne, Gregory J.	Certificate	Teterboro School of Aeronautics	Automotive/Diesel
Rauch, Justin	Diploma	West Milford High School	Automotive/Diesel
Reich, William	Diploma	Bergen County Vocational and Technical High School	Automotive/Diesel
Riccio, Stefano	Certificate	Lincoln Technical Institute	Automotive/Diesel
Timpone, Richard	Diploma	Leonia High School	Automotive/Diesel
Tolocka, Frank	Certificate	Lincoln Technical Institute	Automotive/Diesel
Sluslowicz, John	Associates	New England Institute of Technology	Automotive/Diesel
West, Robert J	Diploma	Lincoln Technical Institute	Automotive/Diesel



## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students are encouraged to first seek assistance for any type of concern or problem from an appropriate department Director or the President at their campus. Contact information can be found on pages S-1 and S-2 of this document. These individuals are identified in the administration rosters preceding this section. As required by the Accrediting Commission of Career Schools and Colleges, UTI has procedures and an operational plan for handling student complaints. Students may further consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA, 22201, 703-247-4212, [www.accsc.org](http://www.accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Student Services or online at [www.accsc.org](http://www.accsc.org).

Each UTI, NASCAR Tech and MMI school is licensed in the state in which it is located. Students may choose to file a complaint with his or her home state agency listed below. Students must contact their respective agencies directly for further details.

In addition to accreditation by ACCSC and each school's home-state licensing agency, UTI, NASCAR Tech and MMI are also licensed in many additional states. If the student's home state is listed below, the student may seek additional assistance with an unresolved concern by contacting the agency listed. State agencies not listed may be obtained by calling Universal Technical Institute (ask for Licensing and Compliance) toll-free at 800-859-7249. Nothing in this policy prevents a student from contacting his or her respective state agency with concerns or complaints.

### State Contact Information for Student Complaints / Grievances

#### ALABAMA

Alabama Community College System  
P. O. Box 302130, Montgomery, AL 36130-2130  
or  
135 S. Union St., Montgomery, AL 36104-4340  
<https://www.accs.edu/about-accs/private-school-licensure/complaints/>

#### ALASKA

Alaska Commission on Postsecondary Education  
P.O. Box 110505, Juneau, AK 99811-0505  
<https://acpe.alaska.gov/ConsumerProtection>

To request a complaint form, please send an email to:  
[FED.ACPE-IA@alaska.gov](mailto:FED.ACPE-IA@alaska.gov).

#### ARIZONA

If a student has a complaint against the school and exhausts all available grievance procedures, including all appeals established by the school, the student may file a written complaint with the Arizona State Board of Private Postsecondary Education. For more information, please contact the Board:

1740 W. Adams St., Suite 3008  
Phoenix, AZ 85007  
Telephone: 602-542-5709

#### ARKANSAS

Arkansas Department of Higher Education  
423 Main Street, Little Rock, AR 72201  
Telephone: 501-683-8000  
<http://www.sbpce.arkansas.gov/complaint-process>

#### CALIFORNIA

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 completing a complaint form, which can be obtained on the bureau's website at [www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml).

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Telephone: 916-431-6924, Fax: 916-263-1897

#### COLORADO

Colorado Department of Higher Education complaints may be filed online with the Division of Private Occupational Schools. Complaints or claims may be filed in writing with the Board within two years after the student discontinues their training, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date of the alleged injury and its cause were known or should have been known. All complaints must be filed in writing. No action regarding third-party complaints is required.

Web address: <http://higher.ed.colorado.gov/dpos/>  
Telephone: 303-862-3001

#### CONNECTICUT

To proceed with filing a formal complaint with the Office of Higher Education, please navigate to:  
<https://www.ohe.ct.gov/StudentComplaints.shtml>.

The Initial Review Form can be sent to: Email: [ohe.pcs@ct.gov](mailto:ohe.pcs@ct.gov)  
Address: Office of Higher Education, 450 Columbus Boulevard, Suite 510, Hartford, CT 06103-1841

#### DELAWARE

Delaware Department of Education  
Private Business and Trade Schools  
35 Commerce Way, Suite 1, Dover, DE 19901

Complaints must be made in writing and verified by the signature of the person making the complaint. The Complaint Form and complaint process can be found on the website at:  
<http://www.doe.k12.de.us/Page/3062>

#### DISTRICT OF COLUMBIA

Office of the State Superintendent of Education  
Higher Education Licensure Commission  
1050 First St. NE, Fifth Floor  
Washington, DC 20002  
202-727-6436  
<http://osse.dc.gov/service/public-complaints>

#### FLORIDA

Commission for Independent Education  
325 W. Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
Telephone: 850-245-3200  
Fax: 850-245-3238  
[cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)  
[www.fldoe.org/policy/cie/file-a-complaint.stml](http://www.fldoe.org/policy/cie/file-a-complaint.stml)

#### GEORGIA

Nonpublic Postsecondary Education Commission  
2082 E. Exchange Place, Suite 220  
Tucker, GA 30084-5305  
770-414-3300  
<https://gnpec.georgia.gov/student-complaints>

## HAWAII

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
808-586-3334  
<http://boe.hawaii.gov>

## IDAHO

Idaho State Board of Education  
Executive Director of the State Board of Education  
650 West State St., 3rd Floor  
Boise, ID 83702  
[http://www.boardofed.idaho.gov/priv\\_proprietary/student\\_complaint.asp](http://www.boardofed.idaho.gov/priv_proprietary/student_complaint.asp)

## ILLINOIS

Complaints against this school may be registered with the Illinois Board of Higher Education and may be submitted to:  
Illinois Board of Higher Education  
Attn: Student Complaint Division  
1 N. Old State Capitol Plaza, Suite 333,  
Springfield, IL 62701  
217-782-2551, Fax: 217-782-8548  
<http://complaints.ibhe.org>

## INDIANA

Indiana Department of Workforce Development  
Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 308  
Indianapolis IN 46204  
[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)  
<http://www.in.gov/dwd/2731.htm>  
317-234-8338 or 317-232-1732

## INDIANA (FOR UTI-AVONDALE ONLY)

Indiana Commission for Higher Education  
Attention: Complaints  
101 West Ohio Street, Suite 550  
Indianapolis, IN 46204-1984  
<http://www.in.gov/che/2744.htm>  
For questions on the complaint process or form, please contact:  
[complaints@che.in.gov](mailto:complaints@che.in.gov) and/or 317-464-4400

## IOWA

Iowa College Student Aid Commission  
430 E. Grand Ave., 3rd Floor, Des Moines, IA 50309  
515-725-3400  
<https://www.iowacollegeaid.gov/StudentComplaintForm>

## KANSAS

Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368  
785-430-4240  
[https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

## KENTUCKY

Filing a Complaint with the Kentucky Commission on Proprietary Education  
To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to  
300 Sower Boulevard, 4th Floor, Frankfort, KY 40601.  
This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## LOUISIANA

Board of Regents  
Complaints relative to actions of school officials may be made and must be in writing addressed to the Louisiana Board of Regents, Proprietary School Section, as follows:  
P.O. Box 3677, Baton Rouge, LA 70821-3677  
225-342-4253  
Such complaints may only be made after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school officials. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, addressed to the:  
Board of Regents  
Proprietary School Section  
P.O. Box 3677, Baton Rouge, LA 70821-3677  
225-342-7084  
<http://www.regents.la.gov/page/proprietary-schools>

## MAINE

Maine Department of Education  
23 State House Station, Augusta, ME 04333-0023  
PH: 207-624-6600; FAX: 207-624-6700

## MARYLAND

Maryland Higher Education Commission  
6 N. Liberty St., 10th Floor, Baltimore, MD 21201  
Fax: (410) 332-0270  
[PCS.MHEC@maryland.gov](mailto:PCS.MHEC@maryland.gov)  
[http://mhec.maryland.gov/institutions\\_training/Pages/career/pcs/complaint.aspx](http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx)

## MASSACHUSETTS

Massachusetts Office of Occupational School Education  
Division of Professional Licensure  
1000 Washington Street, Suite 710, Boston, MA 02118  
617-727-7406  
<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/have-a-complaint-about-a-licensee.html>

## MICHIGAN

Michigan Department of Licensing and Regulatory Affairs  
CSCL/Enforcement Division  
P.O. Box 30018, Lansing, MI 48909  
517-241-9202  
[www.michigan.gov/cscl](http://www.michigan.gov/cscl)  
Complaint must be in writing and signed.

## MINNESOTA

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227  
800-657-3866  
[info.ohe@state.mn.us](mailto:info.ohe@state.mn.us)

## MISSISSIPPI

Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road, Jackson, MS 39211-6453  
601-432-6185  
<http://www.sbcjc.cc.ms.us/pdfs/pg/PSComplaintForm.pdf>

## MISSOURI

Missouri Department of Higher Education  
205 Jefferson St., 11th Floor  
P.O. Box 1469, Jefferson City, MO 65102-1469  
[info@dhe.mo.gov](mailto:info@dhe.mo.gov)

**MONTANA**

Montana University System  
Office of Commissioner of Higher Education  
2500 Broadway St., P.O. Box 203201  
Helena, MT 59620-3201  
406-444-6570 or

Department of Justice  
Office of Consumer Protection  
PO Box 200151  
Helena, MT 59620-0151

406-444-4500 or 800-481-6896

[stateauthorization@montana.edu](mailto:stateauthorization@montana.edu)

<https://media.dojmt.gov/wp-content/uploads/100-Consumer-Complaint-Form.pdf>

**NEBRASKA**

Students may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education

Nebraska Department of Education  
Private Postsecondary Career Schools  
301 Centennial Mall So., P.O. Box 94987  
Lincoln, NE 68509-4987

[www.education.ne.gov/PPCS/](http://www.education.ne.gov/PPCS/)

**NEVADA**

Commission on Postsecondary Education  
8778 S. Maryland Parkway, Suite 115, Las Vegas, NV 89123  
702-486-7330

[www.cpe.state.nv.us](http://www.cpe.state.nv.us)

**NEW HAMPSHIRE**

New Hampshire Department of Education  
Division of Higher Education – Higher Education Commission  
Office of Career School Licensing  
101 Pleasant Street  
Concord, N.H. 03301

Telephone: 603-271-0256; Fax: 603-271-1953

**NEW JERSEY**

New Jersey Department of Labor & Workforce Development  
Center for Occupational Employment Information  
Attn: Conflicts  
P.O. Box 057  
Trenton, NJ 08625-0057

Conflict Resolution Questionnaire can be found on the website at  
<http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>

**NEW MEXICO**

New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
<http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx>

**NEW YORK**

Bureau of Proprietary School Supervision  
Investigations and Audit Unit  
116 W. 32nd St., 5th Floor  
New York, NY 10001  
212-643-4760

E-mail: [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov)

Web: [www.acces.nysed.gov/bpss/students](http://www.acces.nysed.gov/bpss/students)

Access complaint form: <http://www.acces.nysed.gov/common/acces/files/bpss/complaintform.pdf>

**NORTH CAROLINA**

North Carolina Community College System  
Office of Proprietary Schools  
5001 Mail Service Center  
Raleigh, NC 27699-5001

Telephone: 919-807-7061

Fax: 919-807-7169

Form can be found on the website at

<http://www.nccolleges.edu/proprietary-schools>

**NORTH DAKOTA**

North Dakota Department of Career and Technical Education  
State Capitol – 15th Floor  
600 E. Boulevard Ave., Dept. 270, Bismarck, ND 58505-0610  
701-328-3180

[www.nd.gov/cte/](http://www.nd.gov/cte/)

[cte@nd.gov](mailto:cte@nd.gov)

**OHIO**

Ohio State Board of Career Colleges and Schools  
30 E. Broad St., Suite 2481, Columbus, OH 43215-31414  
614-466-2752, Toll Free 877-275-4219

<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

**OKLAHOMA**

Oklahoma Board of Private Vocational Schools  
3700 NW. Classen Blvd., Suite 250,  
Oklahoma City, OK 73118-2864  
405-528-3370

**OREGON**

Oregon Higher Education Coordinating Commission  
Private Career Schools/Office of Degree Authorization  
255 Capitol St., NE, Salem, OR 97301

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Oregon Higher Education Coordinating Commission.

Grievance regarding discrimination:

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Policies of UTI and MMI governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

**PENNSYLVANIA**

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12th Floor, Harrisburg, PA 17126-0333

Student complaint form link: <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Private-Licensed-Schools.aspx>

For questions, call 717.783.8228 or e-mail: [ra-pls@pa.gov](mailto:ra-pls@pa.gov).

**RHODE ISLAND**

Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington St., Providence, RI 02903

401-456-6000

<https://www.riopc.edu/>

**SOUTH CAROLINA**

South Carolina Commission on Higher Education  
1122 Lady St., Suite 300, Columbia, SC 29201

[www.che.sc.gov/Portals/0/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/Portals/0/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

## **SOUTH DAKOTA**

Office of Attorney General, Division of Consumer Protection  
1302 E. Hwy 14, Suite 3  
Pierre, SD 57501-8053  
605-773-4400

<https://consumer.sd.gov/complaintform.aspx>

## **TENNESSEE**

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the

Tennessee Higher Education Commission, Division of  
Postsecondary State Authorization

Attn: Complaints  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830

Telephone: 615-741-5293  
Fax: 615-532-8845

Complaint form can be found at <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

## **TEXAS**

### **Texas Workforce Commission**

Career Schools & Colleges – Room 226-T  
101 E. 15th St., Austin, TX 78778-0001

<https://twc.texas.gov/jobseekers/career-schools-colleges-students#howToSubmitAComplaintAgainstASchool>

### **Texas Higher Education Coordinating Board (For Degree Programs)**

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution's complaint procedures.

Further information regarding the rules governing student complaints can be found in the Texas Administrative Code: Title 19, Sections 1.110-1.120.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tacview=3&ti=19&pt=1](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tacview=3&ti=19&pt=1)

Complaints may be submitted online, via email or can be mailed. Please navigate to the website listed below for further information on how to submit a student complaint and the supporting documentation required.

Texas Higher Education Coordinating Board  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788

Email: [studentcomplaints@thecb.state.tx.us](mailto:studentcomplaints@thecb.state.tx.us)  
Website: <https://www.highered.texas.gov/links/student-complaints/>

## **UTAH**

Utah Division of Consumer Protection  
160 E. 300 S., 2nd Floor, Box 146704  
Salt Lake City, UT 84111  
801-530-6601

[consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<http://consumerprotection.utah.gov/complaints/index.html>

## **VERMONT**

Vermont Agency of Education  
219 N. Main Street, Suite 402  
Barre, VT 05641  
802-479-1030

## **VIRGINIA**

State Council of Higher Education for Virginia  
101 N. 14th St., 10th Floor  
James Monroe Building  
Richmond, VA 23219  
804-225-2100

## **WASHINGTON**

For AOS degree program students:

Washington Student Achievement Council  
917 Lakeridge Way SW  
Olympia, WA 98502

360-753-7800

[info@wsac.wa.gov](mailto:info@wsac.wa.gov)

[www.wsac.wa.gov/student-complaints](http://www.wsac.wa.gov/student-complaints)

For Diploma program students:

Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Training and Education Coordinating Board  
128 10th Ave. SW  
Olympia, WA 98501

360-709-4600

[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

[wtb.wa.gov](http://wtb.wa.gov)

For all Washington students:

For information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## **WEST VIRGINIA**

West Virginia Council for Community and Technical  
College Education  
West Virginia Higher Education Policy Commission  
Attn: Executive Vice Chancellor for Administration  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301

Fax: 304-558-5719

Complaint Process and Form can be found on the website at <https://wvctcs.org/complaints>

## **WISCONSIN**

Educational Approval Program  
Department of Safety and Professional Services  
P.O. Box 8366  
Madison, WI 53708-8366  
608-266-7703

[dspsap@wisconsin.gov](mailto:dspsap@wisconsin.gov)

<https://dsps.wi.gov/Pages/Programs/EducationalApproval/Student.aspx>

## **WYOMING**

Wyoming Department of Education  
2300 Capitol Ave., Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-2060  
307-777-7675



## Students' Rights to File a Complaint with the U.S. Department of Education

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. Such complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

Students are encouraged to bring their complaints regarding the implementation of company policy to the attention of the appropriate Director of Student Services.

## Veterans and Service Members Complaint Procedures

The Federal Trade Commission, U.S. Department of Defense and U.S. Department of Veterans Affairs have created customized online reporting forms in collaboration with the U.S. Department of Justice and the Consumer Financial Protection Bureau that veterans and service members can use to file consumer complaints about education institutions. Students can directly file complaints with the VA ([www.benefits.va.gov/gibill/feedback.asp](http://www.benefits.va.gov/gibill/feedback.asp)) and Department of Defense ([www.militaryonesource.mil/voluntary-education](http://www.militaryonesource.mil/voluntary-education)) about the cost of attendance, marketing, graduation rates, program quality, employment prospects and course credit. The Department of Education will take e-mail complaints on these topics ([Compliancecomplaints@ed.gov](mailto:Compliancecomplaints@ed.gov)).

## REFUND POLICY PROVISIONS

### Minimum Cancellation and Refund Policy

The state and Institutional policies below are applied in the event that a student cancels his or her enrollment or withdraws from school. UTI/NASCAR Tech/MMI will apply the lower obligation determined from the state (if applicable) and Institutional policies to provide the student with the most favorable outcome. If the student has also received federal Title IV financial aid, a separate calculation will be performed in accordance with the Return of Title IV Funds policy as stated in this catalog. Also, in some cases, other funds such as those received from an agency will be returned to that provider in accordance with their program requirements. As federal regulations require that aid must first be applied to Institutional charges, any Title IV funds together with any other remaining funds paid on account will be deducted from the balance owed to the school. A complete copy of the obligation calculation together with the Return of Title IV Funds calculation if applicable will be mailed to the student. The student will then separately receive any remaining refund due or be billed for outstanding charges.

### Arizona Institutional Policy

- The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.

- The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - Cancellation must be in writing by the student, parent, guardian or guarantor.
  - All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
  - An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  - A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - Students are charged by the enrollment periods detailed on the front of this Agreement.
  - For each enrollment period the student has completed, the student is responsible for those charges in full.
  - A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### Institutional Policy

% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

- For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
- In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
- Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$5.
- If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.

- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.
  - a. The student notifies the Institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
  - b. The Institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution; absence in excess of maximum set forth by the Institution; failure to return from a leave of absence and/or failure to meet financial obligations to the school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

The student has the right to withdraw from his/her program at any time. The Institution will determine the amount you are obligated to pay for the period of attendance, which is the entire educational program, attended and the amount (if any) that must be refunded. The same policy will be followed if you are dismissed, suspended or terminated by the Institution. The student's withdrawal date for refund purposes will be the student's actual last date of attendance.

When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw on or before completion of 60% of the period of enrollment are subject to the Federal Return of Funds Policy. This policy requires that in proportion to the period of enrollment remaining, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.

A. The Refund policy will be calculated as follows:

1. A fifty dollar (\$50.00) registration fee will be deducted from the total period of attendance, which is the entire educational program, tuition charge.
2. The remaining period of attendance, which is the entire educational program, tuition is divided by the total hours in the period of attendance, which is the entire educational program. The result of the calculation is the hourly charge for the period of attendance, which is the entire educational program.
3. The tuition amount owed by the student is derived by multiplying the total hours attended by the hourly charge for the period of attendance, which is the entire educational program.
4. The refund would be any amount in excess of the \$50.00 registration fee and the tuition amount owed.
5. The refund amount will be adjusted, if applicable, for returned equipment.
6. Refunds of \$5 will not be made. By signing the enrollment agreement the student authorizes the Institution to retain refunds of \$5 or less.

B. The Institution's Refund Policy for other institutional charges is as follows:

1. Students who cancel their enrollment or withdraw after receiving any supplies are required to return these supplies in reasonable condition within thirty (30) days after their date of withdrawal or within ten (10) days after the WRITTEN Notice of Cancellation is sent. If not returned to the Institution within the allowable thirty (30) days, the Institution is entitled to retain the documented cost of these items from any payment received prior to refunding. If payment received does not cover the cost of the items the student received, the Institution will bill the student for the amount owed.

## California Institutional Policy

The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

1. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the registration fee will be refunded.
2. The Institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
3. YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or by not coming to class. Cancellation may occur when the student provides a written notice of cancellation at the following address: Admissions Director, Universal Technical Institute, 9494 Haven Avenue, Rancho Cucamonga, CA 91730. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Per MN state regulation, students from MN can also provide notice via phone or email.
4. If the student was given any equipment or supplies, the student shall return it within ten (10) days following the notice of cancellation. If the student fails to return it in good condition, the Institution may retain the documented cost and shall refund the amount exceeding the documented cost within 10 days following the period required to return the equipment. The meter is non-refundable.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the period of attendance. The amount of that refund is to be "prorated" according to the not completed portion of the program less, the cost of any equipment returned in good condition and a registration or administration fee not to exceed \$250. The refund is to be paid within thirty (30) days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

2. The \$95.00 Lab Fee is charged for the entire program length (not just a period of attendance, which is the entire educational program). If a student withdraws before completing the entire program, the Institute will retain a pro rata amount of the Lab Fee. The pro rata amount is determined by multiplying the \$95.00 by a fraction. The fraction is the number of hours attempted in the program (the numerator) and the denominator is the total number of hours in the program. Any refund amount will be credited to the student's tuition account. Refunds (if any) will be processed as tuition refunds.
- C. If any portion of student tuition was paid from the proceeds of a loan(s) and a refund is required, the refund will be sent to the lender or to the agency that guaranteed your loan. Any remaining amount of refund will first be used to repay any Federal, then State or local organizations (student financial aid programs from which you received benefits). Any remaining amount will be paid to student.
- D. For programs with more than one period of attendance, which is the entire educational program, tuition charges for the first period of attendance, which is the entire educational program, must be paid in full prior to beginning the second period of attendance, which is the entire educational program. Tuition charges for the second or additional period(s) of attendance, which is/are the entire educational program, will be assessed according to section (C) through (F).
- E. Refunds due as a result of withdrawal, dismissal, or cancellation shall be made within 30 calendar days after the later of the Institute dismissing the student, receiving notice of withdrawal, last date of attendance, or cancellation.
- F. In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute, at its determination, may make a refund more favorable to the student. If the student is eligible for a loan guaranteed by the Federal or State government and the student defaults on the loan, both of the following may occur:
  1. The Federal or State government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. Washington residents please refer to the Notice of Buyer Section for Washington Residents Only.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### **Institutional Policy**

<b>% Attended</b>	<b>% Retained</b>
> 0-40%	Prorated
> 40%	100%

### **Florida Institutional Policy**

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of the student's enrollment agreement.
6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
8. Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of \$5 or less.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date of determination.

- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

## Illinois Institutional Policy

The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

- A. Students shall be notified of acceptance/rejection in writing. If the applicant is not accepted by UTI, all monies received will be refunded to the applicant.
- B. Applicants should deliver or send this notice to Universal Technical Institute, 2611 Corporate West Drive, Lisle, IL 60532. Per MN state regulation, students from MN can also provide notice via phone or email.
- C. If by midnight of the third business day from the date of acceptance the applicant cancels by giving written notice, all monies paid to the UTI or its representatives will be returned to the applicant.
- D. If an applicant withdraws after midnight of the fifth day following enrollment but prior to the close of business on the student's first day of class attendance by means of written notice, charges made by the Institute to the student will not exceed a \$50 registration fee plus the cost of the meter if issued prior to cancellation.
- E. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three business days following attendance at the regularly scheduled New Student Orientation or tour of the Institute. Such cancellation results in a return of all monies paid for the Institute's registration fee.

### TUITION REFUND POLICY

Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed below:

- A. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:

% Attended	% Retained
> 0%-10%	10%
(First-time students see #1 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%, or a refund in an amount determined by the Institution
1. For first-time students withdrawn during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #2.
2. In all instances of a student terminating or being withdrawn, UTI will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above.

Refunds due to the student as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable. A student who does not attend classes for a period of fifteen (15) days and does not give the Institute, prior to or during that period, an explanation regarding absences is considered to have withdrawn from the Institute. The withdrawal date for refund computation purposes is the last date of actual attendance by the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date that the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

3. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period.
4. Students who withdraw with tuition or other fees due the Institute are requested to make arrangements for payment at the time of withdrawal. The Institute will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 30 days after the student leaves the Institute, the account will be submitted to a commercial collection agency.
5. If, during a program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
6. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute, at its determination will make a refund more favorable to the student. **Note:** Refunds of \$5 will not be made. By signing the enrollment agreement the student authorizes the Institution to retain refunds of \$5 or less.

## Massachusetts Institutional Policy

### REFUND POLICY (PER M.G.L. CHAPTER 255, SECTION 13K AND 230 CMR 15.04)

The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.



6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
10. Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of \$5 or less.

Pursuant to 230 CMR 15.04, you have the right to cancel this enrollment contract before the completion of five school days or 5% of this Program, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment. If you begin participation in a Program while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that student loan or financial aid amount, you may terminate the enrollment agreement with a full refund of all monies paid, less actual reasonable administrative costs. For the purposes of this Policy, actual reasonable administrative costs is defined under M.G.L. c. 255, § 13K(7).

### **STUDENT-SPECIFIC REFUND CALCULATION BASED ON START DATE**

The tuition credit calculations above are based on a percentage of total tuition and do not reflect UTI-awarded scholarships. The actual refund amount may differ and is based on payments made to the institution. Specific dates indicated above are based on continuous enrollment from Class Start Date with all courses completed successfully, and are subject to change in the event of failed courses, leaves of absence or other unexpected breaks in attendance.

### **REFUND POLICY FOR VETERANS**

#### **Military Service Refund Policy**

A student who enrolls in an academic course but is unable to complete the course because that student is called to or enlists in active duty, and who provides an Active Duty Order or Stop Loss Order to the Institution, will be given the option to:

- Complete the course at a later date without penalty
  - If the course is no longer available upon the student's return from active duty, the student shall be permitted to complete a replacement course for equivalent credit without penalty
- Or, withdraw from the course with a full refund of fees and tuition paid

If the student chooses to withdraw from the course, the student's record shall reflect that the withdrawal is due to active duty, military service.

#### **Administrative Costs Equal: \$50.00 Application Fee**

## **New Jersey Institutional Policy**

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance.
- C. Students shall be notified of their acceptance/rejection in writing. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. Universal Technical Institute's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:
  1. Cancellation may be oral and followed in writing by the student, parent or guardian of a minor student.
  2. All monies paid by an applicant will be refunded if requested within (5) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the first page of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.

5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Time of Withdrawal	Student's Responsibility
Within first 3 business days of signing this contract	0% of total tuition plus the registration fee
During the first week	10% of total tuition plus the registration fee
During weeks two and three	20% of total tuition plus the registration fee
After three weeks, but prior to 25%	45% of total tuition plus the registration fee
After 25% of program and before 50%	70% of total tuition plus the registration fee
After 50% of program is completed	100% of total tuition plus the registration fee

- F. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 10 business days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.
- G. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- H. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## North Carolina Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state or accrediting body, or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes, with the following conditions:
  1. Cancellation must be in writing by the student, parent or guardian. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement.

2. All monies paid by an applicant will be refunded if the program in which the student is enrolled is canceled due to a lack of sufficient enrollment.
3. An applicant requesting cancellation prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.

- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted using the percentages shown below.

### Institutional Policy

Completed	Retained
0%	0%
>0-10%	25%
>10-25%	25%
>25%	100%

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
7. In all instances of a student terminating or being withdrawn, NASCAR Technical Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
8. Refunds of less than \$5 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of \$5 or less.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. Refunds will be totally consummated within 30 days after the effective date of termination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.

- I. If during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, NASCAR Technical Institute shall make a settlement that is reasonable and fair to both.

## Pennsylvania Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance. Please see the Course Catalog for a copy of this policy and examples.
- C. Students shall be notified of their acceptance/rejection in writing. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation may be oral and followed in writing by the student, parent or guardian of a minor student.
  - 2. All monies paid by an applicant will be refunded if requested within (5) days after signing the Enrollment Agreement and making an initial payment.
  - 3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.

- 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Pennsylvania Institutional Policy	
% Attended	% Retained
0-10%	10%
10.1-20%	20%
20.1-25%	25%
25.1-50%	50%
50.1-100%	100%

- 6. For first-time students during the first week of the first enrollment period, the school will retain only \$350 of tuition paid, plus the registration fee of \$50.
- 7. The lab fee refund will be prorated at the same rate as tuition in accordance with the Exton Campus Refund Policy.
- 8. Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of \$5 or less with the exception of PA residents attending the Exton, Houston, MMI-FL, and NASCAR campuses. Any credit at these locations on the student's account will be refunded to the student/parent.
- F. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- G. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 30 days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.
- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- K. Questions and concerns about this enrollment agreement may be directed to the Campus President. Questions or concerns that are not satisfactorily resolved by the Campus President or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th floor, Harrisburg, Pennsylvania 17126-0333. The school is licensed by the Board.

## Texas Institutional Policy

### TUITION REFUND POLICY AND BUYER'S RIGHT TO CANCEL

The Institute reserves the right to amend the terms of its Refund and Cancellation Policy in order to comply with all applicable Federal, State, and accrediting body or any other regulatory agency statutes, guidelines or regulations in effect at the time an applicant cancels this agreement, or a student withdraws or is terminated from the Institute. The policy below applies to all students unless a different policy in effect from the student's home state of residence, as listed in the Course Catalog provided at the time of enrollment. In the event of the existence of a separate home-state policy, the Institute will apply the policy that is most favorable to the student.

When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining.

The Enrollment Agreement, if accepted by the Institute, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

An applicant accepted for enrollment at UTI must meet the school's admissions requirements prior to beginning classes. In Texas, a student who does not satisfy the school's admissions requirements will forfeit acceptance and will be entitled to a refund as outlined below.

1. If the Enrollment Agreement is rejected by UTI, the applicant will be notified and a full refund of all monies paid will be made.
  2. An applicant may cancel enrollment at any time before the commencement of classes. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
    - a. A full refund will be made to any student who cancels this Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the Enrollment Agreement is signed by the prospective student. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.
    - b. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
    - c. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within 72 hours following a tour of the Institute and equipment. Cancellation must be in writing by the student, parent, guardian, or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement. Such cancellation results in a refund of all monies paid.
    - d. A full refund will be provided to a student if the course of instruction is discontinued by the school and this prevents the student from completing the course.
- e. A full refund of all tuition and fees is due and refundable if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentation by the owner or representative of the school.
  - f. An enrolled student that does not start class by the second day of the scheduled start date and does not contact the school to reschedule or does not cancel in writing as required will be considered to have abandoned the agreement resulting in the forfeiture of the registration fee.
  - g. If, during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with this refund policy.
  - h. Special Cases – In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both. In such cases when the student is fully obligated for the tuition and intends to return to school within one year of withdrawal, there will be no additional tuition charge. Students may request grade of incomplete per Section 132.061 of the Texas Education Code.
  - i. Title IV refunds will be totally consummated within 45 days after the effective date of termination. See #2 under Refund Policy for the effective date of termination.

## Texas Cancellation and Refund Policy

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### REFUND POLICY

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



been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

<sup>1</sup>More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

#### **Refund Policy for Students Called to Active Military Service**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program

other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

## **STATE REFUND POLICIES**

### **Alabama Residents**

The following policy applies to Alabama residents:

Students may cancel enrollment at any time complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination:

- A. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid except the registration fee.
- C. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.
- D. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

### **Alaska Residents**

- A. An applicant who is not accepted by an Institution shall be given a refund of all tuition and fees paid. The student may be charged a non-refundable application fee. The application fee may not exceed \$75.
- B. A deposit or down payment may be required only if it is credited toward tuition.
- C. The Institution will acknowledge a student's cancellation or withdrawal, in writing, within five business days after receipt of notification.
- D. All refunds to a student will be made no later than 30 days after receipt of notification of the student's withdrawal or last recorded date of physical attendance, whichever is earlier.
- E. The Institution will provide a "cooling-off" period, which expires at the close of business on the first day of a student's scheduled attendance, and during which a student, upon submitting written notice to the Institution, may cancel the enrollment contract and receive a 100 percent tuition refund, less any application fee.

- F. The Institution may charge a student who withdraws or otherwise fails to complete the course of study, after the cooling off period in (e) of this section, a withdrawal fee, not to exceed \$100.

#### Alaska State Policy

##### % Attended      % Retained

<2 days	0%
>2 days-10%	10%
>10%-20%	20%
>20%-25%	45%
>25%-50%	70%
>50%	100%

- G. For an institution that has courses of study for which tuition is charged on a pay-as-you-go basis, the institution may not commit the student to pay for instruction that has not been received by the student.
- H. An institution that has courses of study for which tuition is charged on a pay-as-you-go basis and that holds unearned tuition money on behalf of a student must place that money in a non-interest-bearing trust account that contains only tuition money. The tuition money may be withdrawn only as it is earned by the institution as a result of the student's enrollment and attendance under the terms of the institution's enrollment agreement. The commission may, and upon written application, waive the trust account requirements of this section for a public institution. If a student enrolls but fails to attend or otherwise withdraws from the institution, the balance of the student's tuition money remaining on account with the institution, if any, must be refunded to the funding source.
- I. This section does not apply to refunds due to a student because the institution has closed or the program in which the student is enrolled has ceased operating.

## Arizona Residents

There are no governing regulations for accredited schools. As such, please refer to the Institutional Refund Policy.

## Arkansas Residents

The following policy applies to Arkansas residents. Schools shall publish and adhere to a cancellation and refund policy that provides not less than:

1. A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.
2. If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25).
3. If the student has contracted with a school to pursue a distance education program or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction, whichever comes first.
4. If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.
5. All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank, such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's

account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund.

6. At the time of completion of home solicitation sale:
  - a. The seller shall furnish the buyer with a fully completed receipt, AND
  - b. A copy of any contract or agreement pertaining to such sale at the time of its execution, which shall show the name and address of the seller, the date of transaction, AND
  - c. Contain in boldface type of a minimum size of ten (10) points a statement in substantially the following form: ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION. This statement shall be in immediate proximity to the space reserved for the signature of the buyer, in the contract, agreement or receipt.
  - d. The buyer may cancel by written notice mailed to the seller, preferably by certified or registered letter.
  - e. In the event the buyer cancels, the seller shall return to the buyer within thirty (30) calendar days of the cancellation:
    - i. Any payments made,
    - ii. Any goods or other property received as a trade-in (or a sum equal the trade-in allowance given therefore), AND
    - iii. Any note or other evidence of indebtedness given by the buyer to the seller pursuant to or in connection with the sale.
  - f. After cancellation the seller shall have thirty (30) calendar days to take possession of any property left with the buyer.
7. The effective date of the termination, for refund purposes, shall be the last day of attendance.
8. The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed.
9. In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.
10. Schools shall publish and adhere to a refund policy:
  - a. The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.
  - b. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
  - c. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
    - i. At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a pro rata basis.
    - ii. At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
    - iii. At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.

- iv. At completion of 75% or more of the program no refund is due the student.
11. Students shall be refunded immediately when a course is canceled and there is not a course required for their program of study available.

## California Residents

The following applies to California residents:

1. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the registration fee will be refunded.
2. The Institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
3. **YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class. Cancellation may occur when the student provides a written notice of cancellation at the following address: Admissions Director, Universal Technical Institute, 9494 Haven Avenue, Rancho Cucamonga, CA 91730. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Per MN state regulation, students from MN can also provide notice via phone or email.
4. If the student was given any equipment or supplies, the student shall return it within ten (10) days following the notice of cancellation. If the student fails to return it in good condition, the Institution may retain the documented cost and shall refund the amount exceeding the documented cost within 10 days following the period required to return the equipment. The meter is non-refundable.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the period of attendance. The amount of that refund is to be "prorated" according to the not completed portion of the program less, the cost of any equipment returned in good condition and a registration or administration fee not to exceed \$250. The refund is to be paid within thirty (30) days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- a. The student notifies the Institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- b. The Institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the Institution; absence in excess of maximum set forth by the Institution; failure to return from a leave of absence and/or failure to meet financial obligations to the school.

## Colorado Residents

1. As a condition for granting a certificate of approval or an agent's permit to represent a school located outside this state, a school shall maintain a policy for the refund of tuition and fees in the event, and within thirty (30) days of the date, a student fails to enter the course, withdraws, or has been discontinued therefrom at any time prior to completion. The policy shall provide for at least the following:

- a. A full refund of all money paid if the applicant is not accepted by the school;
- b. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment if the applicant has not commenced training;
- c. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the school ceases operation;
- d. That the school use a method of determining the official termination date of the student that complies with the established criteria of the state board for community colleges and occupational education;
- e. The policy for granting credit for previous training shall not impact the refund policy.
- f. That except for retention of a cancellation charge not to exceed \$150 or 25% of the contract price, whichever the policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

### Colorado State Policy:

% Attended	% Retained
>0 to 10%	10%
>10 to 25%	25%
>25 to 50%	50%
>50 to 75%	75%
>75%	100%

## Connecticut Residents

State of Connecticut Department of Higher Education regulation § 10a-22k-14 provides that the institution shall have a reasonable and equitable refund policy. As such, please refer to the Institutional Refund Policy.

## Delaware Residents

The following policy applies to Delaware residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The student will receive 100% of all monies paid if the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
- E. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15 percent of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- F. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
1. Students are charged by the enrollment periods based on the period of enrollment computed on the basis of course time expressed in clock hours.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.

For purposes of the refund calculation, the effective date of the termination will be the earliest of the following:

- i. The last date of attendance, if the student is terminated by the school;
  - ii. The date of receipt of written notice from the student;
  - iii. Ten school days following the last date of attendance;
4. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

#### **Delaware State Policy**

##### **% Attended      % Retained**

> 0-4.9%	20%
> 5-9.9%	30%
> 10-14.9%	40%
> 15-24.9%	45%
> 25-49.9%	70%
> 50%	100%

5. For programs more than 12 months in length, the refund shall be applied to each 12-month period or part thereof separately.
  6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
  7. Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$5.
  8. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner.
- G. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- H. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.

- I. The Institute shall determine the date of withdrawal as the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## **Florida Residents**

Refund policies which pertain to students who are receiving Title IV Federal Student Financial Assistance or veterans' benefits shall be in compliance with applicable federal regulations.

1. All institutions shall have an equitable prorated refund policy for all students, which shall be disclosed in the catalog and enrollment agreement or similar documents, and must be uniformly administered. Any nonrefundable fees or charges shall also be disclosed.
2. The institution's refund policy shall provide a formula for proration of refunds based upon the length of time the student remains enrolled, up to a minimum of 40 percent of a program, if the student is charged tuition for an entire program; or 20 percent, if the institution charges the student for a term, quarter, semester, or other time period that is less than the duration of the entire program.
3. The refund policy shall not consider that all or substantially all tuition for an entire program or term is earned when a student has been enrolled for only a minimal percentage of the program or term. The refund policy shall provide for cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits which are not returnable because of use, within 3 working days from the student's signing an enrollment agreement or contract. Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.
4. Nonrefundable fees regarding admission and registration of Florida students shall not exceed \$150.

## **Georgia Residents**

The following policy applies to Georgia residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement or making an initial payment if no Enrollment Agreement is signed.



3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended (last date of attendance).
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

<b>Georgia Policy</b>	
<b>% Attended</b>	<b>% Retained</b>
>0-5%	5%
>5-10%	10%
>10-25%	25%
>25-50%	50%
>50%	100%
6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. Should the school change or cancel a program or change the time or location of a course, every effort will be made to accommodate the needs of each student. If arrangements mutually satisfactory to the school and the student cannot be made, the school will then refund all money paid for the program.

## Hawaii Residents

- A. Should a student decide not to attend the school or leave the school prior to or during training, the Institution shall retain a registration fee not to exceed \$100.
- B. The minimum refund of tuition, fees, and other charges paid in advance that the Institution pays to registrants or students who withdraw shall be a sum which does not vary more than ten per cent from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. This proration shall be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

## Idaho Residents

The Idaho State Board of Education and the Idaho Administrative Code 08.01.11(301)(02)(d) provide only that the refund policy must be given to students in writing. As such, please refer to the Institutional Refund Policy.

## Illinois Residents:

IBHE provides that the institution shall have a fair and equitable refund policy. As such, please refer to the Institutional Refund Policy.

## Indiana Residents

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USD OE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

## Iowa Residents

- A. Should a student determine to withdraw from the Institution, a pro rata refund will be determined in an amount that is not less than 90% of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.
- B. Notwithstanding subsection (a), the following tuition refund policy shall apply:
  1. If a terminating student has completed sixty percent or more of a school period, the Institution is not required to refund tuition charges to the student. However, if, at any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- C. The refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program.
- D. A student who terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the postsecondary educational program, other than a reduction in tuition refund as specified in this policy.

## Kansas Residents

- A. A student will be reimbursed for any items for which the student was charged but did not receive.
- B. All advance monies, other than an initial, nonrefundable registration fee, paid by the student before attending class shall be refunded if the student requests a refund, in writing, within three days after signing an enrollment agreement and making an initial payment; and

- C. For institutions collecting a nonrefundable initial application or registration fee, the student shall be required to sign a written statement acknowledging that the initial application or registration fee is nonrefundable.
- D. Each student who has completed 25 percent or less of a course and withdraws shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed. After a student has attended at least 25 percent of the course, tuition and fees shall not be refundable.
- E. All monies due to the student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last day of attendance. In determining the official termination date and percentage of each course completed, the Institution may consider the week during which the student last attended to be an entire week of attendance completed.

## Kentucky Residents

Kentucky Revised Statute 165A.370(1)(o) provides only that the refund schedule shall be in published form prior to enrollment. As such, please refer to the Institutional Refund Policy.

## Louisiana Residents

The following policy applies to Louisiana residents.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by the applicant will be refunded if requested within three (3) business days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee (up to \$50) of 15% of the contract price of the program but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation.
  4. A student who does not meet the minimum admission requirements or whose enrollment was procured as a result of a misrepresentation in the school's written materials is entitled to a full refund.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.

4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### **Louisiana State Policy**

##### **Prior to the second day of class registration fee**

<b>% Attended</b>	<b>% Retained</b>
2nd day of class to end of 1st week	10%
Weeks 2-4	25%
Week 5-the first 25%	45%
During the second 25%	70%
During the 3rd and 4th 25%	100%

6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
  7. Refunds of less than \$5 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$5.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
  - G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
  - H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
  - I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## **Maine Residents**

The following policy applies to Maine residents:

- A. Each school shall establish and include with the license application a policy for the refund of the unused portion of tuition, fees and other charges in the event the student fails to enter the course or withdraws, or is terminated therefrom at any time prior to completion.
- B. In the case of a student who requests cancellation and/or refund within three (3) business days after signing of the contract, the school shall cancel the application and refund in full all monies paid to the school by the student.
- C. In the case of a student whose enrollment application is rejected by the school, the school shall refund in full all monies paid to the school by the student. However, the school may retain a portion of the application fee not to exceed twenty-five (\$25) dollars.
- D. In cases of termination or withdrawal after classes commence, the school may retain the registration fee (not to exceed \$150) and other charges as specified in the refund policy.
- E. If a student has paid any tuition, fees or other charges for enrollment periods or programs which extend beyond one school year, 12 calendar months, then any payments which do not apply to the school year when the student withdraws or terminates shall be refunded in full to the student.

- F. Refunds shall be made within thirty days after the effective date of withdrawal or termination.

## **Maryland Residents**

- A. A full refund will be made to any student who cancels the Enrollment Agreement within seven (7) calendar days after having signed the Enrollment Agreement. If the student cancels after the seven (7) calendar day cancellation period but before the first day of instruction, the school may retain an application fee not to exceed 10% of the program, or \$150, whichever is less.
- B. If, after the seven (7) calendar day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for program and shall include all fees, except the application fee and any charges for materials, supplies, or books which have been purchased by and are the property of the student.

#### **Maryland State Policy**

<b>% Attended</b>	<b>% Retained</b>
<10%	10%
10%-19.99%	20%
20%-29.99%	40%
30%-39.99%	60%
40%-50%	80%
>50%	100%

- C. The refund due to the student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- D. In case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

## **Massachusetts Residents**

REFUND POLICY (PER M.G.L. CHAPTER 255, SECTION 13K AND 230 CMR 15.04)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
10. For the purposes of this Policy, actual reasonable administrative costs is defined under M.G.L. c. 255, § 13K(7).

## Michigan Residents

- A. The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the applicant is denied.
- B. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the Institution.

### Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

- C. All refunds shall be returned within 30 days.

## Minnesota Residents

### BUYER'S RIGHT TO CANCEL AND REFUND POLICY

#### The following policy applies to Minnesota residents:

**Note:** You may cancel via phone or via email to the Admissions Director at your campus.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.
- D. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following the day the contract was executed, a complete refund is given regardless of whether the program has started.
- E. If a student gives a written notice of cancellation after five business days of the execution of the written contract or day on which the student is accepted but before the start of the program, all tuition, fees and other charges except 15% of the total cost of the program by the school (not to exceed \$50) shall be refunded to the student.
- F. If a student gives notice of cancellation after the start of the period for which the student has been charged but before completion of 75% of the period of instruction, the student is assessed a pro rata portion of tuition, fees and other charges based on the number of days in the term plus 25% of the total program cost (25% not to exceed \$100). After completion of 75% of the period of instruction for which the student has been charged, no refunds are required.
  1. Students are charged by the Enrollment Periods shown on the front of the agreement.

2. For each enrollment period the student has completed, the student is responsible for those charges in full.
3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of days attempted exclusive of any uncharged repeats.
- G. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.
- H. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to completion of 50% of the course.
- I. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance and if delivered by mail, the postmark date of the letter of acceptance.
- J. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- K. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- L. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

### Refund policy for programs that are 40 hours or less

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. If the program is 40 hours or less and you withdrew from your program, your refund will be prorated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees and other charges, you must withdraw from your program before the scheduled start day of the program. You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution.

### Refund policy for programs greater than 40 hours

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. You will be entitled to a full refund of tuition, fees and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, the effective day



of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees and other charges minus 15% (up to \$50) of the total cost of the program. You will be provided a prorated tuition, fees and other charges refund minus a 25% administrative fee (up to \$100) if you give notice of your withdrawal after your program has begun but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

## Mississippi Residents

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the Institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

- A. Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.
- B. Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.
- C. Refund for Students Enrolled Prior to Visiting the Institution. Students who have not visited the Institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.
- D. Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:
  1. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the Institution shall refund at least ninety percent (90%) of the tuition;
  2. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the Institution shall refund at least fifty percent (50%) of the tuition;
  3. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the Institution shall refund at least twenty-five percent (25%) of the tuition; and
  4. After the first fifty percent (50%) of the period of financial obligation, the Institution may retain all of the tuition.

## Missouri Residents

The following policy applies to Missouri residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled with the following conditions:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement. UTI shall provide a refund no later than 30 days following receipt of cancellation.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- E. When a student withdraws or is terminated after the commencement of classes and after three days from signing the Enrollment Agreement, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.

5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### Refund Policy

% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100% or a refund in an amount determined by the institution

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
8. Refunds of less than \$25 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of less than \$25.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

## Montana Residents

There are no governing regulations for proprietary schools. As such, please refer to the Institutional Refund Policy.

## Nebraska Residents

- A. If cancellation occurs within seventy-two hours of enrollment, all monies paid shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes begin, or home study materials are delivered, a refund shall be made of all tuition paid except a registration fee not to exceed one hundred fifty dollars (\$150).

- C. If cancellation occurs after resident classes have begun or after home study materials have been delivered, the school shall adhere strictly to the refund policy published in the school catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them shall be at the discretion of the school.
- D. A full refund is due students whose contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.
- E. A full refund is due an individual whose admission is denied by the school.
- F. The school shall make all refunds due within 60 days following a student's official drop date, or in the case of a student who does not return to the school at the expiration of an approved leave of absence, within 60 days following the last day of that leave of absence.
- G. The school shall maintain accurate records of attendance to assist in establishing the last day of attendance of any student enrolled at the school.

#### Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

## Nevada Residents

- A. Should the Institution substantially fail to furnish the training program agreed upon in the enrollment agreement, the Institute shall refund all the money the student has paid.
- B. If a student cancels his or her enrollment before the start of the training program, the Institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- C. If a student withdraws or is expelled by the Institution after the start of the training program and before the completion of more than 60 percent of the program, the Institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- D. If a student withdraws or is expelled by the Institution after the completion of more than 60 percent of the training program, the Institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
- E. If a refund is due, the Institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  1. Date of cancellation by a student of his or her enrollment;
  2. Date of termination by the Institution of the enrollment of a student;
  3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  4. Last day of attendance of a student, whichever is applicable.
- F. Books, educational supplies or equipment for individual use are not included in the policy for refund and a separate refund must be paid by the Institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required on a case-by-case basis.

- G. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- H. The period of time for a training program is the period set forth in the enrollment agreement.
- I. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

#### **Institutional Policy**

<b>% Attended</b>	<b>% Retained</b>
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

### **New Hampshire Residents**

A school's refund policy shall provide for a full refund within 30 days of all money paid by the student if:

- A. The applicant or student cancels enrollment in writing within 3 business days.
- B. The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- C. The student withdraws from the program or course on or before the first day of instruction less an administrative fee not to exceed \$150.

#### **Partial Refunds:**

- A. A school shall provide a student with a partial refund of monies paid within 30 days if:
  - 1. A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350;
  - 2. A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
- B. All efforts shall be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

### **New Jersey Residents**

Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

- 1. The school may retain all or part of the registration fee;
- 2. The school may require that the student retain all books, equipment, and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale;
- 3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis;
- 4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
  - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
  - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;

- iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
- iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
- 5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
  - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
  - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
  - iii. Calculated on the same basis as for full-time attendance pursuant to 4iii through iv above after 75 hours of scheduled attendance;
- 6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated;
- 7. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
- 8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student. (See N.J.A.C. 12:41-4.3)

### **New Mexico Residents**

The following policy applies to New Mexico residents:

Registration shall not be permitted unless the applying proprietary school agrees to adhere to the commission rules and regulations that provide for a tuition refund policy.

- A. Cooling-off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling-off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling-off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.
- B. Refunds prior to commencing instruction. Following the cooling-off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.
  - 1. In case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
  - 2. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.

- C. Refunds following commencement of instruction. An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the Department or its designee.
- D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro rata amount according to the following schedule, as outlined by the U.S. Department of Education:

<b>Date of Student withdrawal as a % of the enrollment period for which the student was obligated</b>	<b>Portion of tuition and fees obligated and paid that are eligible to be retained by the institution</b>
First day of class	0%
Second day of class – 10%	10%
10.1-25%	50%
25.1-50%	75%
More than 50%	100%

- E. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- F. Upon request by a student or the Department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- G. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
- H. Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- I. In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate its tuition and fees for completing each program are reasonable.

## New York Residents

- The tuition charge for programs approved for participation in student financial aid general award programs pursuant to articles 13 and 14 of this chapter shall be apportioned on the basis of terms, quarters or semesters. For the purposes of this section, the terms "term," "quarter" and "semester" shall be defined in regulations by the commissioner.
- The tuition refund policy for the first term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
  - For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - 0% of the quarter's tuition if the termination is during the first week of instruction; or

- 25% of the quarter's tuition if the termination is during the second week of instruction; or
  - 50% of the quarter's tuition if the termination is during the third week of instruction; or
  - 75% of the quarter's tuition if the termination is during the fourth week of instruction; or
  - 100% of the quarter's tuition if the termination occurs after the fourth week of instruction.
- For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - 0% of the term's tuition if the termination is during the first week of instruction; or
    - 20% of the term's tuition if the termination is during the second week of instruction; or
    - 35% of the term's tuition if the termination is during the third week of instruction; or
    - 50% of the term's tuition if the termination is during the fourth week of instruction; or
    - 70% of the term's tuition if the termination is during the fifth week of instruction; or
    - 100% of the term's tuition if the termination occurs after the completion of the fifth week of instruction.
- The tuition refund policy for the second term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
    - For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
      - 25% of the quarter's tuition if the termination is during the first week of instruction; or
      - 50% of the quarter's tuition if the termination is during the second week of instruction; or
      - 75% of the quarter's tuition if the termination is during the third week of instruction; or
      - 100% of the quarter's tuition if the termination occurs after the third week of instruction.
    - For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
      - 20% of the term's tuition if the termination is during the first week of instruction; or
      - 35% of the term's tuition if the termination is during the second week of instruction; or
      - 50% of the term's tuition if the termination is during the third week of instruction; or
      - 70% of the term's tuition if the termination is during the fourth week of instruction; or
      - 100% of the term's tuition if the termination occurs after the completion of the fourth week of instruction.
  - Notwithstanding the provisions of subparagraph one of this paragraph, the tuition refund policy set forth in paragraph b of this subdivision shall apply unless the school demonstrates that there are no significant educational changes in the educational program of the student, such changes as defined in regulations of the commissioner.



- a. The tuition refund policy for the third and any subsequent term or quarter of any program licensed pursuant to section 5001 of this article shall be the policy set forth in subparagraph 1 of paragraph c of this subdivision.
  - b. No program shall have a term in excess of 18 weeks.
  - c. The amount of the refund shall be calculated based on the last day of student attendance.
5. Any refund due to a student shall be paid by the school within 45 days of the date on which the student withdraws from the program. For the purposes of this article, such date shall be the earliest of
    - a. the date on which the student gives written notice to the school or
    - b. the date on which the student is deemed to have withdrawn pursuant to subparagraph 2 of this paragraph.

## North Carolina Residents

### 2A SBCCC 400.12 Student Refunds

- a. Any proprietary school that is licensed by the State Board of Community Colleges shall maintain and publish a policy relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter a course or withdraws or is discontinued therefrom. The policy and implementing regulations shall provide for, at a minimum, a full refund if a student withdraws before the first day of class or the school cancels the class and a seventy-five percent (75%) refund if the student withdraws within the first twenty-five percent (25%) of the period of enrollment for which the student was charged.
- b. To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will supercede state refund regulations in this Rule.

## North Dakota Residents

- A. The Institute shall refund tuition and other charges, other than an application fee of \$50, when written notice of cancellation is given by the student in accordance with the following schedule:

### North Dakota State Policy

% Attended	% Retained
≤7th day of class	0%
>7th day of class-24.9%	25%
25%-49.9%	50%
>50%	100%

- B. Nothing in this policy prejudice the right of any student to recovery in an action against any postsecondary career school for breach of contract or fraud.

## Ohio Residents

The following policy applies to Ohio residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.

- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
  3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within five (5) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below.

### Ohio State Policy

#### Time Attended % Retained

During the 1st week	25%
During the 2nd week	50%
During the 3rd week	75%
In the 4th week or more	100%

6. In all instances of a student terminating or being withdrawn from the Institute, a registration fee of \$50 will be charged.
7. Refunds of less than \$5 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$5.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. In the event the Institute discontinues a program during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees for the program will be paid.

## Oklahoma Residents

The following policy applies to Oklahoma residents:

- A. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment and any other monies received will be returned.
- B. An applicant may cancel this agreement at any time before the commencement of classes.
  - 1. All monies paid by an applicant will be returned if requested within three (3) days of signing the Enrollment Agreement and making an initial payment.
  - 2. An applicant subsequently requesting a cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$150 plus the cost of the meter if issued prior to the withdrawal or cancellation.
  - 3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a return of all monies paid.
- C. A student's termination date for refund purposes, once classes are attended, will be the last date of actual attendance.
- D. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed exclusive of the cost of uncharged repeats using the percentages listed in D1 through D4 below. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.
  - 1. For a student terminating training after starting school but within the first week, the school will retain 10% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal. The total is not to exceed \$350.
  - 2. For a student terminating training after completing the first week but within 25% of the program, the school will retain 25% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
  - 3. For a student terminating training after completing 25% but within 50% of the program, the school will retain 50% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
  - 4. For a student terminating training after completing more than 50% of the program, the school will retain 100% of the cost of the program.
- E. Any refund due as a result of withdrawal, dismissal or cancellation shall be made to the student within 30 calendar days after the Institute dismissed the student, received notice of withdrawal, last date of attendance or cancellation. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- F. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a refund that is reasonable and fair to both.
- G. Severability of refund policy. The provisions of this section are severable and the invalidity of one shall not impair the enforceability of the remaining provisions.

- H. If a class is discontinued by a school while students are still enrolled in that class and the school is still offering training in other areas, all monies (student loans, grants, etc.) paid to the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund. A school will have 30 days to restart the class or pay the refund.

## Oregon Residents (Arizona, Florida, North Carolina, Sacramento and Texas Campuses)

The following policy applies to Oregon residents:

### 715-045-0036 - CANCELLATION AND REFUND POLICY

- A. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - 1. If cancellation occurs within five business days of the date of enrollment and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - 2. If cancellation occurs after five business days of the date of enrollment and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost or \$150, whichever is less;
  - 3. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  - 4. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  - 5. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- B. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- C. The term "pro rata refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- D. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- E. When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.

- F. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks accrued according to the published class schedule as of the last date of attendance.
- G. The term "tuition cost" means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees other than lab fees.
- H. The school shall not charge a withdrawal fee of more than \$25.
- I. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- J. When a cancellation, withdrawal, termination or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - 1. Within 40 days after notification of such cancellation, withdrawal, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - 2. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
  - 3. In the event payments to a student account are derived from a sponsoring public agency, private agency or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- K. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- L. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## Pennsylvania Residents

Please refer to the Pennsylvania Institutional Policy.

## Rhode Island Residents

- A. If the student requests a cancellation and/or refund within three business days from the signing the student enrollment agreement and before classes have begun, the school must cancel the application and refund in full all monies paid to the school.
- B. If the enrollment application is rejected by the Institution, the Institution must cancel the application and refund in full all monies paid to the Institution.
- C. Refunds shall be based on the period of enrollment computed on the basis of course time expressed in clock hours and/or credit hours.
- D. The effective date for refund purposes will be:
  - 1. If the student is terminated by the school, the last day of attendance;
  - 2. If the student withdraws, the earliest of the following;
  - 3. Postmarked date of written notice from the student; or
  - 4. Ten school days following the last day of attendance.
- E. If tuition is collected in advance of entrance and if the student does not enter the school, not more than \$100 shall be retained by the school.
- F. For courses of one year (12 calendar months) in duration or less, in cases of termination or withdrawal after classes commence, the minimum refund policy is as follows:

### Rhode Island State Policy

% Attended	% Retained
0.1%-25%	25% less a registration fee not to exceed \$100
25.1%-50%	50% less a registration fee not to exceed \$100
50.1%-75%	75% less a registration fee not to exceed \$100
75.1%-100%	100%

- G. For programs longer than one year (12 calendar months), 100 percent of the program price attributable to the period beyond the first year must be refunded when the student withdraws from school during the first year. Thereafter, the same refund policy described above shall be used for each subsequent year or part thereof.
- H. Refunds of extra expense to the student (such as instructional supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges where items are separately stated and shown in the data furnished to the student before enrollment) must be made in a manner equivalent to that described above for tuition. Costs of supplies and materials actually used by the student shall not be refunded.
- I. Refunds must be made within 30 days after the effective date of termination or cancellation.

## South Carolina Residents

The following policy applies to South Carolina residents:

- A. A full refund will be made to any student who cancels the Enrollment Agreement within three (3) days (excluding Saturdays, Sundays and legal holidays) after being signed by the student.
- B. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment refunded.
- C. An applicant may cancel enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled start date will be considered a student.

- D. An applicant requesting cancellation subsequent to the three (3) day cancellation period shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the tuition cost for the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if received prior to cancellation.
- E. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a refund of all monies paid.
- F. A full tuition refund will be provided to a student if educational service is discontinued by UTI.
- G. A student's termination date for refund purposes, once classes are attended, will be the last date of attendance.
- H. If a student who enters a residence program terminates or withdraws after expiration of the 72-hour cancellation privilege, the Institute may retain \$100 plus the amount indicated below based on the remaining tuition (total tuition cost less \$100) plus the cost of the meter if received prior to cancellation. Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed in I1 through I4 below.
- I. For students who terminate or withdraw, the South Carolina State Pro Rata Refund Policy will be used. The amount to be retained will be rounded downward to the nearest 10%.
- Students are charged by the enrollment periods shown on the front of the Agreement.
  - For each enrollment period the student has completed, the student is responsible for those charges in full.
  - A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
- | South Carolina Pro Rata Refund Policy |            |
|---------------------------------------|------------|
| % Attended                            | % Retained |
| 0%-60%                                | prorated   |
| >60%                                  | 100%       |
- J. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period(s) will be assessed according to section I1 through I4.
- K. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with this refund policy.
- L. Refunds will be paid within 45 days of the effective date of termination or cancellation of this agreement. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

## South Dakota Residents

South Dakota does not provide a refund policy in the codified laws. As such, please refer to the Institutional Policy.

## Tennessee Residents

The following policy applies to Tennessee residents:

- A. The school reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
- Cancellation must be made in writing by the student, parent, guardian or guarantor.
  - All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement and making an initial payment.
  - An applicant requesting cancellation will be refunded all monies paid to the school or its representative minus a registration fee (up to \$50) of 15% of the contract price of the program, but in no event will the school retain more than \$100.
  - A student who did not visit the school prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the school's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the school, a refund calculation will be performed:
- Students are charged by the enrollment periods shown on the front of the Agreement.
  - For each enrollment period the student has completed, the student is responsible for those charges in full.
  - A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:
- | Tennessee State Policy     |            |
|----------------------------|------------|
| % Attended                 | % Retained |
| On/before 1st day of class | 0%         |
| > 1st day of class-10%     | 25%        |
| > 10-25%                   | 75%        |
| > 25                       | 100%       |
- In all instances of a student terminating or being withdrawn, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
  - Refunds of less than \$5 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$5.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.



- H. The school shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both.
- J. For a student who cannot complete one or more classes because the Institution discontinued such class(es) during a period of enrollment for which the student was charged, the Institution shall refund the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

## Texas Cancellation and Refund Policy

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

<sup>1</sup>More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

### Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

## Utah Residents

- A. The student shall have a three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the Institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, shall be applicable and during this time the contract may be rescinded by the student and all money paid refunded.
- B. A student requesting cancellation subsequent to the three-business-day cooling-off period and prior to the first day of class shall be entitled to a refund to all monies paid to the Institution or its representatives minus a registration fee not to exceed \$200.

### Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

## Vermont Residents

Vermont rules and regulations do not provide standards for a refund policy aside from stating a policy regarding refund of tuition and fees collected in advance from students must be disclosed to students. As such, please refer to the Institutional Policy.

## Virginia Residents

- A. All fees and payments, with the exception of the nonrefundable fee described section (b) of this policy, remitted to the school by a prospective student shall be refunded if the student is not admitted, does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program.
- B. The Institute shall require the payment of a reasonable nonrefundable initial fee, not to exceed \$100, to cover expenses in connection with processing a student's enrollment, provided the Institution retains a signed statement in which the parties acknowledge their understand that the fee is nonrefundable. No other nonrefundable fees shall be allowed prior to enrollment.
- C. A student applicant shall have three business days, excluding weekends and holidays, during which the student may cancel his or her enrollment without financial obligation other than the nonrefundable fee described in section (b).
- D. Following the period in section (c) a student applicant may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When calculation is requested under these circumstances, the Institute is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program, or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes.
- E. An individual's status as a student shall be terminated by the Institution not later than seven consecutive instructional days after the last day on which the student actually attended the Institution. Termination may be effected earlier by written notice. In the event that a written notice is submitted, the effective date of termination will be the date the student last attended classes. The Institution shall submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner.

- F. The minimum refund policy for a school that financially obligates the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:

### Virginia State Policy

% Attended	% Retained
>0-25%	25%
>25%-50%	50%
>50%-75%	75%
>75%	100%

- G. For programs longer than one year, the policy outlined above shall apply separately for each academic year or portion thereof.
- H. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalogue, or other documents, prior to enrollment in the course or program.

## Washington Residents

### CANCELLATION AND REFUND POLICY FOR RESIDENT TRAINING PROGRAMS:

- The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
- The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
- The school may retain an established registration fee equal to 10% of the total tuition cost or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
- If training is terminated after the student enters classes, the school may retain the registration fee established under #3 (above) plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

- When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - When the school receives notice of the student's intention to discontinue the training program; or,
  - When the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend classes for 30 calendar days.
- All refunds must be paid within 30 calendar days of the student's official termination date.

## West Virginia Residents

West Virginia Community and Technical College System of WV Rules and Policies Series 35 Section 11.4 provides that schools having their physical facilities located outside West Virginia must comply with the cancellation and refund policies of the school's home state. As such, please refer to your applicable campus refund policy.

## Wisconsin State Policy

This policy applies to Wisconsin state residents:

The student will receive a full refund of all money paid if the student:

1. cancels within the three-business-day cancellation period under EAB 6.04;
2. accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.
4. Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after three business days following enrollment but before completing 60% of the instruction in the current enrollment period is entitled to a pro rate refund as follows:

% Completed	Amount Retained by School
0 – 59.99%	Prorated
60% and beyond	100%

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws or is dismissed after completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. A student shall be considered withdrawn if he or she has not attended class for 10 consecutive days without notifying the school. Refunds will be made within 40 days of withdrawal date.

After the student's first period of enrollment and if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program or \$400, whichever is less.

## Wyoming Residents

Chapter 1 Section 10 of the Wyoming Department of Education Rules and Regulations provides the Institution must utilize a refund policy that parallels the refund policy recognized by the United States Department of Education. The following refund policy was created using 20 U.S. Code § 1091b as a guideline.

% Attended	% Retained
0%-60%	Prorated
>60%	100%

- A. All refunds will be provided to the student within 45 days from the date of withdrawal.
- B. The date of withdrawal will be determined using the Institution's attendance records.

## STUDENT NOTICES AND INDIVIDUAL STATE NOTICES

### UTI / MMI / NASCAR Tech

The following pages are **REQUIRED** enrollment documents.

The pages marked **RETURN THIS COPY TO UTI/MMI/NASCAR TECH WITH ENROLLMENT** must be signed and returned with the Enrollment Agreement (if the student resides in that state) as indicated on the following pages.

The pages marked **STUDENT COPY** along with the remainder of the book are to be left with the student for his or her files.

### Disclosures for California Residents Attending California Campuses

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 toll-free 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).

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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; [www.bppe.ca.gov](http://www.bppe.ca.gov); toll-free telephone number 888-370-7589; or by fax 916-263-1897

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.

The campuses located in California do not have a pending petition in bankruptcy, are not operating as debtors in possession, have not filed petitions within the preceding five years and have not had petitions in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### CALIFORNIA STUDENT TUITION RECOVERY FUND

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 education, 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  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number: 888-370-7589  
or fax: 916-263-1897

To be eligible for STRF, you must be a California resident or are 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 noncollection 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.

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

The transferability of credits you earn at Universal Technical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 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 Universal Technical Institute to determine if your credits or diploma will transfer.

### **STATEMENT CONCERNING LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **STUDENT'S RIGHT TO CANCEL**

The Enrollment Agreement, if accepted by the Institute and signed by the applicant, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

1. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the registration fee will be refunded.
2. The Institution shall refund 100 percent of the amount paid for Institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
3. **YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class. Cancellation may occur when the student provides a written notice of cancellation to the Admissions Director at the following address:

Long Beach Campus:

4175 E. Conant Street, Long Beach, CA 90808;

Rancho Cucamonga Campus:

9494 Haven Ave, Rancho Cucamonga, CA 91730;

Sacramento Campus:

4100 Duckhorn Drive, Sacramento, CA 95834.

This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

4. If the student was given any equipment or supplies, the student shall return them within ten (10) days following the notice of cancellation. If the student fails to return it in good condition, the Institution may retain the documented cost and shall refund the amount exceeding the documented cost within 10 days following the period required to return the equipment. The meter is non-refundable.

### **WITHDRAWING AFTER THE CANCELLATION PERIOD**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be "prorated" according to the not completed portion of the program less, the cost of any equipment returned in good condition and a registration or administration fee not to exceed \$250. The refund is to be paid within forty-five (45) days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the Institution, absence in excess of maximum set forth by the Institution, failure to return from a leave of absence and/or failure to meet financial obligations to the school.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.



- The student has the right to withdraw from his/her program at any time. The Institution will determine the amount you are obligated to pay for the enrollment period attended and the amount (if any) that must be refunded. The same policy will be followed if you are dismissed, suspended or terminated by the Institution. The student's withdrawal date for refund purposes will be the student's actual last date of attendance.
- When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw on or before completion of 60% of the period of enrollment are subject to the Federal Return of Funds Policy. This policy requires that in proportion to the period of enrollment remaining, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.

## LEARNING RESOURCE SYSTEM

The UTI learning resource system encompasses all materials that support and enhance a student's educational experience. The Resource Center is open and available to all students and staff during campus operating hours (typically 6:00 a.m. to 8:15 p.m., Monday through Friday) and some web-based resources may be accessed remotely and are therefore always available to students. The Resource Center is also available to all students anytime during normal hours of operation, outside of scheduled class time and through their own initiative.

Available resources include:

- Chilton's Repair Manuals
- Mitchell Repair Manuals
- Motor Age Repair Manuals
- ASE Test Preparation and Study Guide Materials
- Industry Trade Magazines and Journals
- Dictionaries and Other Reference Materials
- Soft Skills Materials (business management, personal development, etc.)
- Résumé preparation and career information
- Several automotive reference software programs

## STUDENT HOUSING INFORMATION

Students can choose between multiple housing options at a number of complexes located within a reasonable distance of the campus. Individual rent ranges from \$449 to \$669 per month and is based on two-bedroom apartments, two-to-four person occupancy, and the style and amenities preferred. There are also independent housing options available for students who do not prefer roommates. Rent for independent apartments ranges between \$799 and \$1,889 per month, and is also based on style and amenities. Additional charges for electricity, cable television, internet access or other services may apply. UTI does not have any dormitory facilities under its control. Please contact the Student Services department for more information.

## STUDENT RECORD RETENTION

Current student academic and financial records are managed in an electronic, database-driven student information system (SIS) and an electronic, database-driven document imaging system (DIS). Data is stored on a highly redundant storage area network (SAN) and backed up to offsite storage. The data is maintained indefinitely in these systems.

## Required Program Disclosures for UTI California Campuses:

As required by the California Bureau for Private Postsecondary Education, below is the list of United States Department of Labor Standard Occupational Codes (SOC) for which UTI programs prepare graduates.

Not all jobs classified under these US Bureau of Labor Statistics Standard Occupational Classification ("SOC") codes are counted as in-field placements. To count as an in-field placement, UTI applies its accreditor's requirement that a particular job's duties align with the educational and training objectives of the program. Additional requirements, including those for particular states, must also be satisfied to count a job as in-field.

### RANCHO CUCAMONGA, CA CAMPUS

#### Programs:

- 5000 – Automotive Technology II
- 5100 – Automotive Technology II + 1 Industry Emphasis (Ford FACT)
- 5102 – Automotive Technology II + 1 Industry Emphasis (TPAT)
- 5107 – Automotive Technology II + 1 Industry Emphasis (SMOG)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3043	Rail Car Repairers

#### Programs:

- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Programs:**

- 5500 – Automotive & Diesel Technology II
- 5600 – Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Programs**

- 560 – Welding

SOC Code	SOC Title
49-3043	Rail Car Repairers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

**LONG BEACH, CA CAMPUS****Programs:**

- 5000 – Automotive Technology II
- 5108 – Automotive Technology II + 1 Industry Emphasis (Nissan NATT)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

**Program:**

- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Programs:**

- 5500 – Automotive & Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
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49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Programs**

- 560 – Welding

SOC Code	SOC Title
49-3043	Rail Car Repairers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

**Programs:**

- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology + Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

**SACRAMENTO, CA CAMPUS****Programs:**

- 0080 – Automotive Service Technology
- 5000 – Automotive Technology II
- 5100 – Automotive Technology II + Industry Emphasis (Ford FACT)
- 5102 – Automotive Technology II + Industry Emphasis (TPAT)
- 5107 – Automotive Technology II + 1 Industry Emphasis (SMOG)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

**Program:**

- 290 – Diesel Technology II
- 051 – Diesel Technology II + 1 Industry Emphasis (Welding)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Program:**

- 5500 – Automotive & Diesel Technology II
- 5600 – Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Program:**

- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology + Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

**Disclosures for Colorado Residents****POSTPONEMENT:**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- whether the postponement is for the convenience of the school or the student; and,
- the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

**DISCLAIMER:**

Check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

## Disclosures for Mississippi Residents

### RECRUITMENT:

- E. Recruiting shall be ethical and compatible with the educational objectives of the Institution.
- F. The Institution shall provide students, in writing, the information being communicated to them to ensure that each representative is communicating current and accurate information. Recruitment information shall include the following:
  - 1. Programs of study and individual courses
  - 2. Tuition and fees
  - 3. Terms
  - 4. Institution operating policies
  - 5. Certificates and diplomas offered
  - 6. Transferability of credit hours
  - 7. Graduation policies
  - 8. The percentage of students who complete their program of study within 150% of the normal time for completion
  - 9. The percentage of graduates employed in their fields of study or related field within six months after completion of or graduation from their programs of study
- G. Representatives of the Institution shall use only those job titles that accurately reflect their actual duties and responsibilities.

## Disclosures for New Jersey Residents

### UNANNOUNCED SCHOOL CLOSURE:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287 or email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).





## Institutional Disclosure Reporting Table

Reporting Period: July 1, 2019 To June 30, 2020

**INSTITUTION NAME:** U.T.I. of Illinois, Inc.

Indicate all ways the disclosure information is distributed or made available to

☒ Attached to Enrollment Agreement

☐ Provided in Current Academic Catalog

☒ Reported on School Website

☐ Other:

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

DISCLOSURE REPORTING CATEGORY		Automotive/Diesel & Industrial Technology + Daimler Trucks Finish First	Automotive Technology	Automotive Technology + F&CT	Automotive Technology + TPAT	Automotive/Diesel & Industrial Technology	Automotive/Diesel & Industrial Technology + F&CT	Diesel & Industrial Technology	Diesel & Industrial Technology + Daimler Trucks Finish First
CIP Code		47.0604	47.0604	47.0604	47.0604	47.0604	47.0604	47.0605	47.0605
SOC Codes		49-2092 49-3042 49-9041 49-2096 49-1011 41-2022 49-3023 49-3092 49-3053 49-3031 49-3041 49-2093	49-1011 49-2093 49-3092 41-2022 49-3053 49-3031 49-3041 49-3042	49-2092 49-3023 41-2022 49-3092 49-2096 49-2093 49-3042	49-3092 49-2093 49-1011 49-3053 49-3041 49-3031 41-2022 49-3023	49-3053 49-2093 41-2022 49-3041 49-1011 49-3031 49-3092 49-3023	49-3041 49-3023 49-2092 49-9041 49-1011 49-2096 49-3031 41-2022	49-2093 49-3092 49-3053 49-1011 49-2092 49-9041 49-3042 49-3023	49-3042 49-2092 49-2096 49-3023 49-9041 49-3041 41-2022 49-3053 49-3092
A) For each program of study, report:									
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		2	142	42	33	152	33	119	13
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:									
a) New starts		0	242	70	47	190	16	154	18
b) Re-enrollments		0	18	1	5	15	1	20	5

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July 2020

c) Transfers into the program from other programs at the school	0	20	24	13	16	13	24	14
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	2	422	137	98	373	63	317	50
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:								
a) Transferred out of the program or course and into another program or course at the school	0	33	12	7	35	8	20	9
b) Completed or graduated from a program or course of instruction	2	113	18	31	57	15	88	8
c) Withdrew from the school	0	69	26	21	59	5	61	4
d) Are still enrolled	0	207	81	39	222	35	148	29
5) The number of students enrolled in the program or course of instruction who were:								
a) Placed in their field of study	2	76	10	26	35	12	58	5
b) Placed in a related field	0	0	0	0	0	0	0	0
c) Placed out of the field	0	0	0	0	0	0	0	0
d) Not available for placement due to personal reasons	0	4	1	0	3	1	4	0
e) Not employed	0	33	7	5	19	2	26	3
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	1	65	5	19	31	7	47	4
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. **	\$43,420	\$30,317	\$34,117	\$27,664	\$35,346	\$34,007	\$35,504	\$40,456

\*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

\*\*The Graduates' salary data is calculated based upon the hourly wage data provided by the Graduate or employer multiplied by 40 hours per week multiplied by 52 weeks for each employed Graduate.

**Note:** As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained. In the event that the school fails to meet the minimum standards, that school shall be placed on probation for one year. If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

U.T.I of Illinois, Inc, is approved by the Division of Private Business and Vocational Schools of Illinois Board of Higher Education.  
Complaints against this school may be registered with the Board of Higher Education and may be submitted to:

Illinois Board of Higher Education  
Attn: Student Complaint Division  
1 N. Old State Capitol Plaza, Suite 333,  
Springfield, IL 62701  
217-782-2551

I acknowledge that I have been given and have read the Catalog, Enrollment Agreement and this disclosure. I fully understand which program I am agreeing to enroll into, and fully understand said program's objective and description.

Student Signature

Date





# INSTITUTION DISCLOSURE OF INFORMATION FORM

## FOR COMMISSION USE ONLY

**STATE OF MISSISSIPPI**  
**COMMISSION ON PROPRIETARY**  
**SCHOOL AND COLLEGE**  
**REGISTRATION**  
3825 Ridgewood Rd, Jackson, MS  
39211

DATE RECEIVED \_\_\_\_\_

Institution Name: Universal Technical Institute of Florida - Motorcycle and Marine Mechanics Division

Institution Address: 9751 Delegates Drive Orlando, FL 32837  
*Street City, State Zip Code*

Telephone Number: (407) 240-2422

1. During the past two (2) years 68 % of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years 54 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from out institution:

University of Phoenix City University of Seattle

Devry University

Western International University

Ferris State University

Wayland Baptist University

The following program(s) of study are offered at our institution at the indicated cost:

<b>Program of Study</b>	<b>Cost</b>
<u>See Tuition Addenda</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

# INSTITUTION DISCLOSURE OF INFORMATION FORM

## SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

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Signature of Prospective Student

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Date

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Signature of School Official

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Date

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Title of School Official

# INSTITUTION DISCLOSURE OF INFORMATION FORM

## FOR COMMISSION USE ONLY

**STATE OF MISSISSIPPI**  
**COMMISSION ON PROPRIETARY**  
**SCHOOL AND COLLEGE**  
**REGISTRATION**  
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39211

DATE RECEIVED \_\_\_\_\_

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*Street City, State Zip Code*  
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2. During the past two (2) years 54 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

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Ferris State University  
Wayland Baptist University

The following program(s) of study are offered at our institution at the indicated cost:

Program of Study	Cost
See Tuition Addenda	



# INSTITUTION DISCLOSURE OF INFORMATION FORM

## SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

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Signature of Prospective Student

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Date

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Signature of School Official

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Date

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Title of School Official

**TENNESSEE RESIDENTS**  
**ENROLLMENT CHECKLIST**

Student Start Date: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Campus: \_\_\_\_\_ Address: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ City: \_\_\_\_\_  
Campus City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Campus State: \_\_\_\_\_ Campus Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Program: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Student to initial each section acknowledging the following:

Student toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour

\_\_\_\_\_ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.

\_\_\_\_\_ Student was given the time and opportunity to review the institutional policies in the catalog.

\_\_\_\_\_ Student knows the length and times of the program in academic terms and actual calendar time.

\_\_\_\_\_ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.

\_\_\_\_\_ Student was informed of the cost of any required equipment purchases.

\_\_\_\_\_ Student was given a copy of the institutional refund and cancellation policy.

\_\_\_\_\_ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.

\_\_\_\_\_ Student has been given the address and telephone number of Commission Staff along with a statement that reads:  
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

\_\_\_\_\_ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TENNESSEE RESIDENTS**  
**ENROLLMENT CHECKLIST**

Student Start Date: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Campus: \_\_\_\_\_ Address: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ City: \_\_\_\_\_  
Campus City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Campus State: \_\_\_\_\_ Campus Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Program: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Student to initial each section acknowledging the following:

Student toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour

\_\_\_\_\_ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.

\_\_\_\_\_ Student was given the time and opportunity to review the institutional policies in the catalog.

\_\_\_\_\_ Student knows the length and times of the program in academic terms and actual calendar time.

\_\_\_\_\_ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.

\_\_\_\_\_ Student was informed of the cost of any required equipment purchases.

\_\_\_\_\_ Student was given a copy of the institutional refund and cancellation policy.

\_\_\_\_\_ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.

\_\_\_\_\_ Student has been given the address and telephone number of Commission Staff along with a statement that reads:  
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

\_\_\_\_\_ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## TENNESSEE RESIDENTS

### TRANSFERABILITY OF CREDITS

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at

\_\_\_\_\_ .

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## TENNESSEE RESIDENTS

### TRANSFERABILITY OF CREDITS

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at \_\_\_\_\_.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology**

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled. For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology + FACT**

For the program entitled Automotive Technology + FACT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled. For the program entitled Automotive Technology + FACT, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology + NATT**

For the program entitled Automotive Technology + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 are still enrolled. For the program entitled Automotive Technology + NATT, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 students who graduated from this program.

#### **Automotive/Diesel & Industrial Technology**

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months N/A students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\*\* or in the past 12 months N/A\* were placed in their field of study out of 1 student who graduated from this program.

#### **Automotive/Diesel & Industrial Technology + FACT**

For the program entitled Automotive/Diesel & Industrial Technology + FACT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A is still enrolled. For the program entitled Automotive/Diesel & Industrial Technology + FACT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Collision Repair & Refinish Technology**

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 are still enrolled. For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 student who graduated from this program.

#### **Diesel & Industrial Technology**

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A students completed this program. N/A are still enrolled. For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Diesel & Industrial Technology + Cummins**

For the program entitled Diesel & Industrial Technology + Cummins, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A students completed this program. N/A are still enrolled. For the program entitled Diesel & Industrial Technology + Cummins, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes one or more special circumstance non-placements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

06.01.20



## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology**

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled. For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology + FACT**

For the program entitled Automotive Technology + FACT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled. For the program entitled Automotive Technology + FACT, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology + NATT**

For the program entitled Automotive Technology + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 are still enrolled. For the program entitled Automotive Technology + NATT, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 students who graduated from this program.

#### **Automotive/Diesel & Industrial Technology**

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months N/A students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\*\* or in the past 12 months N/A\* were placed in their field of study out of 1 student who graduated from this program.

#### **Automotive/Diesel & Industrial Technology + FACT**

For the program entitled Automotive/Diesel & Industrial Technology + FACT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A is still enrolled. For the program entitled Automotive/Diesel & Industrial Technology + FACT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Collision Repair & Refinish Technology**

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 are still enrolled. For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 student who graduated from this program.

#### **Diesel & Industrial Technology**

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A students completed this program. N/A are still enrolled. For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Diesel & Industrial Technology + Cummins**

For the program entitled Diesel & Industrial Technology + Cummins, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A students completed this program. N/A are still enrolled. For the program entitled Diesel & Industrial Technology + Cummins, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes one or more special circumstance non-placements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file





## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology & NASCAR Engines I & II + FACT**

For the program entitled Automotive Technology & NASCAR Engines I & II + FACT, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + FACT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology & NASCAR + Pit Crew**

For the program entitled Automotive Technology & NASCAR + Pit Crew, I have been informed that the current withdrawal rate is 12.5%, or in the past 12 months 8 students enrolled in this program and 3 completed this program. 4 are still enrolled.

For the program entitled Automotive Technology & NASCAR + Pit Crew, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II + NATT**

For the program entitled Automotive Technology & NASCAR Engines I & II + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + NATT, I have been informed that for the students who graduated, the job placement rate is 100%\* or in the past 12 months 2 were placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II**

For the program entitled Automotive Technology & NASCAR Engines I & II, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled. For the program entitled Automotive Technology & NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 0%\*\* or in the past 12 months 0 were placed in his/her field of study out of 3 students who graduated from this program.

#### **Automotive Technology & NASCAR + FACT + Pit Crew**

For the program entitled Automotive Technology & NASCAR + FACT + Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology & NASCAR + FACT + Pit Crew, I have been informed that for the students who graduated, the job placement rate is 100%\* or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology & NASCAR + NATT**

For the program entitled Automotive Technology & NASCAR + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology & NASCAR + NATT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II + Mopar TEC**

For the program entitled Automotive Technology & NASCAR Engines I & II + Mopar TEC, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + Mopar TEC, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 2 were placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & NASCAR + Mopar TEC + Pit Crew**

For the program entitled Automotive Technology & NASCAR + Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 is still enrolled.

For the program entitled Automotive Technology & NASCAR + Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

**CNC Machining Technology**

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes one or more special circumstances non-placement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology & NASCAR Engines I & II + FACT**

For the program entitled Automotive Technology & NASCAR Engines I & II + FACT, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + FACT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology & NASCAR + Pit Crew**

For the program entitled Automotive Technology & NASCAR + Pit Crew, I have been informed that the current withdrawal rate is 12.5%, or in the past 12 months 8 students enrolled in this program and 3 completed this program. 4 are still enrolled.

For the program entitled Automotive Technology & NASCAR + Pit Crew, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II + NATT**

For the program entitled Automotive Technology & NASCAR Engines I & II + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + NATT, I have been informed that for the students who graduated, the job placement rate is 100%\* or in the past 12 months 2 were placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II**

For the program entitled Automotive Technology & NASCAR Engines I & II, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled. For the program entitled Automotive Technology & NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 0%\*\* or in the past 12 months 0 were placed in his/her field of study out of 3 students who graduated from this program.

#### **Automotive Technology & NASCAR + FACT + Pit Crew**

For the program entitled Automotive Technology & NASCAR + FACT + Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology & NASCAR + FACT + Pit Crew, I have been informed that for the students who graduated, the job placement rate is 100%\* or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology & NASCAR + NATT**

For the program entitled Automotive Technology & NASCAR + NATT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology & NASCAR + NATT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### **Automotive Technology & NASCAR Engines I & II + Mopar TEC**

For the program entitled Automotive Technology & NASCAR Engines I & II + Mopar TEC, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology & NASCAR Engines I & II + Mopar TEC, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 2 were placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & NASCAR + Mopar TEC + Pit Crew**

For the program entitled Automotive Technology & NASCAR + Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 is still enrolled.

For the program entitled Automotive Technology & NASCAR + Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.



**CNC Machining Technology**

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes one or more special circumstances non-placement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Motorcycle Technician + H-D Late Model**

For the program entitled Motorcycle Technician + H-D Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 6 students enrolled in this program and 2 completed this program. 4 are still enrolled.  
For the program entitled Motorcycle Technician + H-D Late Model, I have been informed that for the students who graduated, the job placement rate is 50%, or in the past 12 months 1 was placed in his/her field of study out of 2 students who graduated from this program.

#### **Harley Davidson Technician with Early & Late Model**

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 6 students enrolled in this program and 5 completed this program. 1 are still enrolled.  
For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 80%, or in the past 12 months 4 was placed in their field of study out of 5 students who graduated from this program.

#### **Motorcycle Technician with HonTech**

For the program entitled Motorcycle Technician with HonTech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician with HonTech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### **Motorcycle Technician + K-Tech & YamaPro**

For the program entitled Motorcycle Technician + K-Tech & YamaPro, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 1 completed this program. 0 are still enrolled.  
For the program entitled Motorcycle Technician + K-Tech & YamaPro, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 were placed in his/her field of study out of 1 student who graduated from this program.

#### **Motorcycle Technician + FAST & YamaPro**

For the program entitled Motorcycle Technician + FAST & YamaPro, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician + FAST & YamaPro, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### **Motorcycle Technician + HonTech & K-Tech**

For the program entitled Motorcycle Technician + HonTech & K-Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician + HonTech & K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### **Marine Technician Specialist**

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 14.3%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 3 are still enrolled.  
For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 3 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)**

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 student enrolled in this program and N/A completed this program. N/A is still enrolled.  
For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive & Diesel Technology II**

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.  
For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

06.01.20

### ***Diesel Technology II***

For the program titled Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program titled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 was placed in their field of study out of 1 students who graduated from this program.

### ***Automotive Technology II***

For the program titled Automotive Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program titled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Ford FACT)***

For the program titled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A is still enrolled.

For the program titled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***

For the program titled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 student enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program titled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Motorcycle Technician + H-D Late Model**

For the program entitled Motorcycle Technician + H-D Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 6 students enrolled in this program and 2 completed this program. 4 are still enrolled.  
For the program entitled Motorcycle Technician + H-D Late Model, I have been informed that for the students who graduated, the job placement rate is 50%, or in the past 12 months 1 was placed in his/her field of study out of 2 students who graduated from this program.

#### **Harley Davidson Technician with Early & Late Model**

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 6 students enrolled in this program and 5 completed this program. 1 are still enrolled.  
For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 80%, or in the past 12 months 4 was placed in their field of study out of 5 students who graduated from this program.

#### **Motorcycle Technician with HonTech**

For the program entitled Motorcycle Technician with HonTech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician with HonTech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### **Motorcycle Technician + K-Tech & YamaPro**

For the program entitled Motorcycle Technician + K-Tech & YamaPro, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 1 completed this program. 0 are still enrolled.  
For the program entitled Motorcycle Technician + K-Tech & YamaPro, I have been informed that for the students who graduated, the job placement rate is 0%, or in the past 12 months 0 were placed in his/her field of study out of 1 student who graduated from this program.

#### **Motorcycle Technician + FAST & YamaPro**

For the program entitled Motorcycle Technician + FAST & YamaPro, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician + FAST & YamaPro, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### **Motorcycle Technician + HonTech & K-Tech**

For the program entitled Motorcycle Technician + HonTech & K-Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.  
For the program entitled Motorcycle Technician + HonTech & K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### **Marine Technician Specialist**

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 14.3%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 3 are still enrolled.  
For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 3 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)**

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 student enrolled in this program and N/A completed this program. N/A is still enrolled.  
For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive & Diesel Technology II**

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.  
For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.



### **Diesel Technology II**

For the program titled Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program titled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 0% or in the past 12 months 0 were placed in their field of study out of 1 students who graduated from this program.

### **Automotive Technology II**

For the program titled Automotive Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program titled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### **Automotive Technology II + 1 Industry Emphasis (Ford FACT)**

For the program titled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A is still enrolled.

For the program titled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### **Automotive Technology II + 1 Industry Emphasis (Nissan NATT)**

For the program titled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0%, or in the past 12 months 0 student enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program titled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

## Texas Residents

### NOTICE OF CANCELLATION UNIVERSAL TECHNICAL INSTITUTE

- ☐ Universal Technical Institute – 5151 Regent Boulevard, Irving, TX
- ☐ Universal Technical Institute – 721 Lockhaven Drive, Houston, TX
- ☐ Motorcycle & Marine Mechanics Institute – 9751 Delegates Drive, Orlando, FL
- ☐ NASCAR Technical Institute – 220 Byers Creek Road, Mooresville, NC
- ☐ Motorcycle Mechanics Institute, a Division of Universal Technical Institute  
2844 W. Deer Valley Road, Phoenix, AZ 85027

I, \_\_\_\_\_, do hereby notify Universal Technical Institute at the address checked  
(Student's Printed Name)

above of my intent to cancel my Enrollment Agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

I am initiating this written Notice of Cancellation within the 72-hour cancellation period that expires

on the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_ as stated in the Refund and Cancellation Policy.

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

A full refund will also be made to any student who cancels their enrollment within three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection of the school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Social Security No. \_\_\_\_\_



## Texas Residents

### NOTICE OF CANCELLATION UNIVERSAL TECHNICAL INSTITUTE

- ☐ Universal Technical Institute – 5151 Regent Boulevard, Irving, TX
- ☐ Universal Technical Institute – 721 Lockhaven Drive, Houston, TX
- ☐ Motorcycle & Marine Mechanics Institute – 9751 Delegates Drive, Orlando, FL
- ☐ NASCAR Technical Institute – 220 Byers Creek Road, Mooresville, NC
- ☐ Motorcycle Mechanics Institute, a Division of Universal Technical Institute  
2844 W. Deer Valley Road, Phoenix, AZ 85027

I, \_\_\_\_\_, do hereby notify Universal Technical Institute at the address checked  
(Student's Printed Name)

above of my intent to cancel my Enrollment Agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

I am initiating this written Notice of Cancellation within the 72-hour cancellation period that expires  
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A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

A full refund will also be made to any student who cancels their enrollment within three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection of the school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Social Security No. \_\_\_\_\_





## Disclosure for Washington Residents (AOS Degree Students)

The transferability of credits earned at Universal Technical Institute is at the discretion of the receiving college, university or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Universal Technical Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at Universal Technical Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Universal Technical Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.



## WISCONSIN RESIDENTS

### Customer's Right to Cancel

Date of Transaction: \_\_\_\_\_

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

\_\_\_\_\_ (school name)

at \_\_\_\_\_ (school address)

no later than midnight of \_\_\_\_\_.

**Note:** Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name – Please print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_





## WISCONSIN RESIDENTS

### Customer's Right to Cancel

Date of Transaction: \_\_\_\_\_

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

\_\_\_\_\_ (school name)

at \_\_\_\_\_ (school address)

no later than midnight of \_\_\_\_\_ .

**Note:** Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name – Please print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



## TUITION AND CAMPUS SPECIFIC INFORMATION

### Terms of Payment

Payment of tuition and remaining fees is due on the first day of class. Payment will be satisfied by either cash payments or through a financial aid package. Further information on securing a financial aid package can be obtained by contacting the school's Financial Aid Department.

**We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/MMI/NASCAR Tech an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.**

**A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education. To try it, go to [www.uti.edu/net-price-calculator](http://www.uti.edu/net-price-calculator).**

**Details about program tuition, lab fee and the cost of the required digital multimeter are in the following Tuition Charts, which also includes the length of the program and type of graduation document awarded.**



# 01 Universal Technical Institute: Avondale, Arizona Campus

10695 West Pierce Street, Avondale, AZ 85323 • (623) 245-4600 • 1-800-859-1202 (Main Campus)

## TUITION ADDENDUM

All programs may not be available to students from states outside of Arizona

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
<b>Automotive</b>										
5000	Automotive Technology II	61	1,380	51	\$38,100	\$50	\$95	\$120	\$38,365	AOS
<b>Automotive Technology II + 1 Industry Emphasis (choose 1 of the following)</b>										
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT**)	81	1,830	66	\$47,150	\$50	\$95	\$120	\$47,415	AOS
5109	Automotive Technology II + 1 Industry Emphasis (GM)	77	1,740	63	\$45,450	\$50	\$95	\$120	\$45,715	AOS
<b>Diesel</b>										
290	Diesel Technology II	53.5	1,202.50	45	\$34,950	\$50	\$95	\$120	\$35,215	Diploma
<b>Diesel Technology II + 1 Industry Emphasis (choose 1 of the following)</b>										
5403	~ Diesel Technology II + 1 Industry Emphasis (DTNA Finish First)***	69.5	1,562.50	57	\$42,200	\$50	\$95	\$120	\$42,465	AOS
5404	➤ Diesel Technology II + 1 Industry Emphasis (Cummins)	68.5	1,562.50	57	\$42,200	\$50	\$95	\$120	\$42,465	AOS
5402	➤ Diesel Technology II + 1 Industry Emphasis (Cummins Power Generation)	69.5	1,562.50	57	\$42,600	\$50	\$95	\$120	\$42,865	AOS
<b>Automotive &amp; Diesel</b>										
5500	Automotive & Diesel Technology II	90	2,033	75	\$48,950	\$50	\$95	\$120	\$49,215	AOS
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (choose 1 of the following)</b>										
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT**)	110	2,483	90	\$57,950	\$50	\$95	\$120	\$58,215	AOS
<b>Welding Technology</b>										
560	~ Welding Technology	36	900	36	\$21,250	\$50	\$95	\$300	\$21,695	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two t-shirts, and safety glasses.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* Any currently enrolled student meeting the Attendance requirements may request a program change into the program.

➤ Students enrolled in these programs must maintain a 3.5 GPA and a 95% attendance rate in order to complete the Cummins/Cummins Power Generation Portion of the program.

~ Eligibility for enrollment in this program may be determined based on state of residency.

## THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
274	Automotive Technology II + 2 Industry Emphases (Ford FACT and GM)	97	2,190	78	\$51,700	\$50	\$95	\$120	\$51,965	AOS
181	Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT** & GM)	126	2,843	102	\$61,900	\$50	\$95	\$120	\$62,165	AOS
5104	~Automotive Essentials Technology II + 1 Industry Emphasis (Ford FACT**)	69.5	1,575.50	57	\$40,400	\$50	\$95	\$120	\$40,665	AOS
5106	~Automotive Essentials Technology II + 1 Industry Emphasis (GM)	65.5	1,485.50	54	\$38,700	\$50	\$95	\$120	\$38,965	AOS

## 02 Universal Technical Institute: Houston, Texas Campus

### MAIN CAMPUS

721 Lockhaven Drive, Houston, TX 77073 • 281-443-6262 • 1-800-325-0354

### TUITION ADDENDUM

All programs may not be available to students from states outside of Texas

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020**

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
115	Automotive Technology	68	1,530	51	\$36,150	\$50	\$95	\$120	\$36,415	Diploma
124	Automotive Technology + FACT**	88	1,980	66	\$45,200	\$50	\$95	\$120	\$45,465	Diploma
137	Automotive Technology + NATT***	79.5	1,800	60	\$41,700	\$50	\$95	\$120	\$41,965	Diploma
208	Diesel & Industrial Technology	60	1,350	45	\$33,700	\$50	\$95	\$120	\$33,965	Diploma
209	> Diesel & Industrial Technology + Cummins	75	1,710	57	\$40,950	\$50	\$95	\$120	\$41,215	Diploma
342	‡ Automotive/Diesel & Industrial Technology	100	2,250	75	\$46,100	\$50	\$95	\$120	\$46,365	Diploma
344	Automotive/Diesel & Industrial Technology + FACT**	120	2,700	90	\$55,150	\$50	\$95	\$120	\$55,415	Diploma
751	± Collision Repair & Refinish Technology	68	1,530	51	\$36,150	\$50	\$95	\$0****	\$36,295	Diploma
754	~ Collision Repair & Refinish Technology + Estimating	72	1,620	54	\$38,350	\$50	\$95	\$0****	\$38,495	Diploma
560	Welding Technology	36	900	36	\$19,950	\$50	\$95	\$300	\$20,395	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* NATT represents Nissan Automotive Technician Training.

\*\*\*\* Program does not require meter.

> Students enrolled in these programs must maintain a 3.5 GPA and a 95% attendance rate in order to complete the Cummins/Cummins Power Generation Portion of the program.

~ Eligibility for enrollment in this program may be determined based on state of residency.

‡ Program available to Pennsylvania residents.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
349	Automotive/Diesel & Industrial Technology w/NATT***	111.5	2,520	84	\$48,600	\$50	\$95	\$120	\$48,865	Diploma
745	Core Collision Repair & Refinish Technology	60	1,350	45	\$29,950	\$50	\$95	\$0****	\$30,095	Diploma

### 03 Universal Technical Institute : Lisle, Illinois Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323  
2611 Corporate West Drive, Lisle, IL 60532 • (630) 529-2662 • 1-800-441-4248

#### TUITION ADDENDUM

All programs may not be available to students from states outside of Illinois

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 10/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
115	Automotive Technology	68	1,530	51	\$37,950	\$50	\$95	\$120	\$38,215	Diploma
124	Automotive Technology + FACT**	88	1,980	66	\$46,950	\$50	\$95	\$120	\$47,215	Diploma
807	Automotive Technology + TPAT***	84	1,890	63	\$45,300	\$50	\$95	\$120	\$45,565	Diploma
208	Diesel & Industrial Technology	60	1,350	45	\$35,300	\$50	\$95	\$120	\$35,565	Diploma
211	~Diesel & Industrial Technology + Daimler Trucks Finish First ****	76	1,710	57	\$42,550	\$50	\$95	\$120	\$42,815	Diploma
342	Automotive/Diesel & Industrial Technology	100	2,250	75	\$48,250	\$50	\$95	\$120	\$48,515	Diploma
344	Automotive/Diesel & Industrial Technology + FACT**	120	2,700	90	\$57,300	\$50	\$95	\$120	\$57,565	Diploma
560	~Welding Technology	36	900	36	\$20,650	\$50	\$95	\$300	\$21,095	Diploma

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Equipment fee waived if student owns a multimeter

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* TPAT represents Toyota Professional Automotive Training.

\*\*\*\* Any currently enrolled student meeting the Attendance requirements may request a program change into the program.

~ Eligibility for enrollment in this program may be determined based on state of residency.

#### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
357	Automotive/Diesel & Industrial Technology with Daimler Trucks Finish First	116	2,610	87	\$52,300	\$50	\$95	\$120	\$52,565	Diploma
809	Automotive/Diesel & Industrial Technology with TPAT	116	2,610	87	\$52,400	\$50	\$95	\$120	\$52,665	Diploma

## 04 Universal Technical Institute: Rancho Cucamonga, California Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323

Class sessions are held at: 9494 Haven Avenue, Rancho Cucamonga, CA 91730 • (909) 484-1929 • 1-888-692-7800

### TUITION ADDENDUM

All programs may not be available to students from states outside of California

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
<b>Automotive</b>										
5000	Automotive Technology II	61	1,380	51	\$38,750	\$50	\$95	\$120	\$39,015	AOS
<b>Automotive Technology II + 1 Industry Emphasis</b>										
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$47,800	\$50	\$95	\$120	\$48,065	AOS
5102	Automotive Technology II + 1 Industry Emphasis (TPAT)*	77	1,740	63	\$46,100	\$50	\$95	\$120	\$46,365	AOS
5107	Automotive Technology II + 1 Industry Emphasis (SMOG)	67	1,515	57	\$42,450	\$50	\$95	\$120	\$42,715	AOS
<b>Diesel</b>										
290	Diesel Technology II	53.5	1,202.5	45	\$36,150	\$50	\$95	\$120	\$36,415	Diploma
<b>Automotive &amp; Diesel Technology</b>										
5500	Automotive & Diesel Technology II	90	2,033	75	\$49,300	\$50	\$95	\$120	\$49,565	AOS
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>										
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$58,350	\$50	\$95	\$120	\$58,615	AOS
<b>Welding</b>										
560	Welding Technology	36	900	36	\$21,800	\$50	\$95	\$300	\$22,245	Diploma

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

• Tuition Cost includes course books (text/workbooks), one work shirt, two t-shirts, student ID and safety glasses. The lab fees are due prior to the first day of class.

⊕ Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\* This program is not currently approved for funding via VA benefits.

### TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
<b>560</b>	<b>Welding Technology</b>				
	Period 1	15.0	375.0	15	\$9,083
	Period 2	15.0	375.0	15	\$9,083
	Period 3	6.0	150.0	6	\$3,634
	<b>TOTAL</b>	<b>36.0</b>	<b>900</b>	<b>36</b>	<b>\$21,800</b>
<b>290</b>	<b>Diesel Technology II</b>				
	Period 1	17.8	400.8	15	\$12,050
	Period 2	17.8	400.8	15	\$12,050
	Period 3	17.9	400.8	15	\$12,050
	<b>TOTAL</b>	<b>53.5</b>	<b>1202.5</b>	<b>45</b>	<b>\$36,150</b>
<b>5000</b>	<b>Automotive Technology II</b>				
	Period 1	17.9	405.9	15	\$11,397
	Period 2	17.9	405.9	15	\$11,397
	Period 3	14.4	324.7	12	\$9,118
	Period 4	10.8	243.5	9	\$6,838
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380</b>	<b>51</b>	<b>\$38,750</b>
<b>5100</b>	<b>Automotive Technology II + 1 Industry Emphasis (Ford FACT)</b>				
	Period 1	18.4	415.9	15	\$10,864
	Period 2	18.4	415.9	15	\$10,864
	Period 3	18.4	415.9	15	\$10,864
	Period 4	18.4	415.9	15	\$10,864
	Period 5	7.4	166.4	6	\$4,344
	<b>TOTAL</b>	<b>81.0</b>	<b>1,830</b>	<b>66</b>	<b>\$47,800</b>
<b>5102</b>	<b>Automotive Technology II + 1 Industry Emphasis (TPAT)</b>				
	Period 1	18.3	414.3	15	\$10,976
	Period 2	18.3	414.3	15	\$10,976
	Period 3	18.3	414.3	15	\$10,976
	Period 4	18.3	414.3	15	\$10,976
	Period 5	3.8	82.9	3	\$2,196
	<b>TOTAL</b>	<b>77.0</b>	<b>1,740</b>	<b>63</b>	<b>\$46,100</b>

#	PROGRAM	CRD	HRS	WKS	COST
<b>5107</b>	<b>Automotive Technology II + 1 Industry Emphasis (SMOG)</b>				
	Period 1	17.6	398.7	15	\$11,171
	Period 2	17.6	398.7	15	\$11,171
	Period 3	17.6	398.7	15	\$11,171
	Period 4	14.2	318.9	12	\$8,937
	<b>TOTAL</b>	<b>67.0</b>	<b>1515.0</b>	<b>57</b>	<b>\$42,450</b>
<b>5500</b>	<b>Automotive &amp; Diesel Technology II</b>				
	Period 1	18.0	406.6	15	\$9,860
	Period 2	18.0	406.6	15	\$9,860
	Period 3	18.0	406.6	15	\$9,860
	Period 4	18.0	406.6	15	\$9,860
	Period 5	18.0	406.6	15	\$9,860
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033</b>	<b>75</b>	<b>\$49,300</b>
<b>5600</b>	<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (Ford FACT)</b>				
	Period 1	18.3	413.8	15	\$9,725
	Period 2	18.3	413.8	15	\$9,725
	Period 3	18.3	413.8	15	\$9,725
	Period 4	18.3	413.8	15	\$9,725
	Period 5	18.3	413.8	15	\$9,725
	Period 6	18.5	413.8	15	\$9,725
	<b>TOTAL</b>	<b>110.0</b>	<b>2,483</b>	<b>90</b>	<b>\$58,350</b>
<b>5604</b>	<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (SMOG)</b>				
	Period 1	17.8	401.5	15	\$9,231
	Period 2	17.8	401.5	15	\$9,231
	Period 3	17.8	401.5	15	\$9,231
	Period 4	17.8	401.5	15	\$9,231
	Period 5	14.2	321.2	12	\$7,385
	Period 6	10.6	240.9	9	\$5,541
	<b>TOTAL</b>	<b>96.0</b>	<b>2168.0</b>	<b>81</b>	<b>\$49,850</b>

## 05 Universal Technical Institute: Exton, Pennsylvania Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
750 Pennsylvania Drive, Exton, PA 19341 (610) 458-5595 • 1 (877) 884-3986

### TUITION ADDENDUM

All programs may not be available to students from states outside of Pennsylvania

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
115	Automotive Technology	68	1,530	51	\$37,200	\$50	\$95	\$120	\$37,465	Diploma
124	Automotive Technology + FACT**	88	1,980	66	\$46,250	\$50	\$95	\$120	\$46,515	Diploma
208	Diesel & Industrial Technology	60	1,350	45	\$35,100	\$50	\$95	\$120	\$35,365	Diploma
209	>Diesel & Industrial Technology + Cummins	75	1,710	57	\$42,350	\$50	\$95	\$120	\$42,615	Diploma
342	Automotive/Diesel & Industrial Technology	100	2,250	75	\$47,850	\$50	\$95	\$120	\$48,115	Diploma
344	Automotive/Diesel & Industrial Technology + FACT**	120	2,700	90	\$56,900	\$50	\$95	\$120	\$57,165	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>⊕</sup> Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* TPAT represents Toyota Professional Automotive Training.

> Students enrolled in these programs must maintain a 3.5 GPA and a 95% attendance rate in order to complete the Cummins/Cummins Power Generation Portion of the program.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
807	Automotive Technology + TPAT***	84	1,890	63	\$43,200	\$50	\$95	\$120	\$43,465	Diploma
809	Automotive/Diesel & Industrial Technology w/TPAT	116	2,610	87	\$52,050	\$50	\$95	\$120	\$52,315	Diploma



## 06 Universal Technical Institute: Sacramento, California Campus

A Branch Campus of Motorcycle Mechanics Institute; a Division of Universal Technical Institute  
 2844 West Deer Valley Road, Phoenix, AZ 85027  
 Class sessions are held at: 4100 Duckhorn Drive, Sacramento, CA 95834  
 (916) 263-9100 • 1-877-884-2254

### TUITION ADDENDUM

All programs may not be available to students from states outside of California

NOTE: Tuitions below are based on enrollment dates – Enrollment date is on or after 02/01/2020.										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
<b>Automotive</b>										
5000	Automotive Technology II	61	1,380	51	\$38,350	\$50	\$95	\$120	\$38,615	AOS
080	Automotive Service Technology II	38.5	882	33	\$25,050	\$50	\$95	\$120	\$25,315	Certificate
<b>Automotive Technology II + 1 Industry Emphasis</b>										
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$47,400	\$50	\$95	\$120	\$47,665	AOS
<b>Diesel</b>										
290	Diesel Technology II	53.5	1,202.50	45	\$36,150	\$50	\$95	\$120	\$36,415	Diploma
<b>Automotive &amp; Diesel</b>										
5500	Automotive & Diesel Technology II	90	2,033	75	\$49,300	\$50	\$95	\$120	\$49,565	AOS
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>										
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$58,350	\$50	\$95	\$120	\$58,615	AOS

<sup>^</sup> Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

<sup>·</sup> Tuition Cost includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

<sup>⊕</sup> Equipment fee waived if student owns a multimeter. Any meter or equipment fees are due prior to the first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

<sup>\*\*\*</sup> TPAT represents Toyota Professional Automotive Technician Training.

<sup>\*\*\*\*</sup> Program does not require meter.

<sup>~</sup> Eligibility for enrollment in this program may be determined based on state of residency.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
011	Automotive Technology II + Industry Emphasis(SMOG)	73	1,650	60	\$41,400	\$50	\$95	\$120	\$41,665	Diploma
051	Diesel Technology II + 1 Industry Emphasis (Welding)	57.5	1,292.50	48	\$38,300	\$50	\$95	\$120	\$38,565	Diploma
5102	Automotive Technology II + 1 Industry Emphasis (TPAT <sup>***</sup> )	77	1,740	63	\$45,700	\$50	\$95	\$120	\$45,965	AOS
5103	Automotive Technology II + 1 Industry Emphasis (Welding)	65	1,470	54	\$40,500	\$50	\$95	\$120	\$40,765	AOS
5201/022	Automotive Technology II + 2 Industry Emphases (SMOG and TPAT <sup>***</sup> )	89	2,010	72	\$48,550	\$50	\$95	\$120	\$48,815	AOS/Diploma
5202/026	Automotive Technology II + 2 Industry Emphases (Ford FACT & Welding)	85	1,920	69	\$46,750	\$50	\$95	\$120	\$47,015	AOS/Diploma
5602/032	Automotive & Diesel Technology II + Industry Emphasis (TPAT <sup>***</sup> )	106	2,393	87	\$53,400	\$50	\$95	\$120	\$53,665	AOS/Diploma
5603/036	Automotive & Diesel Technology II + Industry Emphasis (Welding)	94	2,123	78	\$48,200	\$50	\$95	\$120	\$48,465	AOS/Diploma
745	Core Collision Repair & Refinish Technology	60	1,350	45	\$32,500	\$50	\$95	\$0 <sup>****</sup>	\$32,645	Diploma
748	Core Collision Repair & Refinish Technology with Estimating	64	1,440	48	\$34,650	\$50	\$95	\$0 <sup>****</sup>	\$34,795	Diploma
751	~Collision Repair & Refinish Technology	68	1,530	51	\$39,300	\$50	\$95	\$0 <sup>****</sup>	\$39,445	Diploma
754	~Collision Repair & Refinish Technology + Estimating	72	1,620	54	\$41,500	\$50	\$95	\$0 <sup>****</sup>	\$41,645	Diploma
5107	Automotive Technology II + 1 Industry Emphasis (SMOG)	67	1,515	57	\$42,050	\$50	\$95	\$120	\$42,315	AOS

## TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
<b>5000</b>	<b>Automotive Technology II</b>				
	Period 1	17.9	405.9	15	\$11,279
	Period 2	17.9	405.9	15	\$11,279
	Period 3	14.4	324.7	12	\$9,024
	Period 4	10.8	243.5	9	\$6,768
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380.00</b>	<b>51</b>	<b>\$38,350</b>
<b>080</b>	<b>Automotive Service Technology II</b>				
	Period 1	17.5	400.9	15	\$11,386
	Period 2	17.5	400.9	15	\$11,386
	Period 3	3.5	80.2	3	\$2,278
	<b>TOTAL</b>	<b>38.5</b>	<b>882.0</b>	<b>33</b>	<b>\$25,050</b>
<b>5100</b>	<b>Automotive Technology II + 1 Industry Emphasis (Ford FACT)</b>				
	Period 1	18.4	415.9	15	\$10,773
	Period 2	18.4	415.9	15	\$10,773
	Period 3	18.4	415.9	15	\$10,773
	Period 4	18.4	415.9	15	\$10,773
	Period 5	7.4	166.4	6	\$4,308
	<b>TOTAL</b>	<b>81.0</b>	<b>1,830.00</b>	<b>66</b>	<b>\$47,400</b>
<b>5102</b>	<b>Automotive Technology II + 1 Industry Emphasis (TPAT)</b>				
	Period 1	18.3	414.3	15	\$10,881
	Period 2	18.3	414.3	15	\$10,881
	Period 3	18.3	414.3	15	\$10,881
	Period 4	18.3	414.3	15	\$10,881
	Period 5	3.8	82.9	3	\$2,176
	<b>TOTAL</b>	<b>77.0</b>	<b>1,740.00</b>	<b>63</b>	<b>\$45,700</b>
<b>5103</b>	<b>Automotive Technology II + 1 Industry Emphasis (Welding)</b>				
	Period 1	18.1	408.3	15	\$11,250
	Period 2	18.1	408.3	15	\$11,250
	Period 3	14.4	326.7	12	\$9,000
	Period 4	14.4	326.7	12	\$9,000
	<b>TOTAL</b>	<b>65.0</b>	<b>1,470.00</b>	<b>54</b>	<b>\$40,500</b>
<b>5107</b>	<b>Automotive Technology II + 1 industry Emphasis (SMOG)</b>				
	Period 1	17.6	398.7	15	\$11,066
	Period 2	17.6	398.7	15	\$11,066
	Period 3	17.6	398.7	15	\$11,066
	Period 4	14.2	318.9	12	\$8,852
	<b>TOTAL</b>	<b>67.0</b>	<b>1,515.00</b>	<b>57</b>	<b>\$42,050</b>
<b>5201/022</b>	<b>Automotive Technology II + 2 Industry Emphases (SMOG &amp; TPAT)</b>				
	Period 1	18.5	418.80	15	\$10,115
	Period 2	18.5	418.80	15	\$10,115
	Period 3	18.5	418.80	15	\$10,115
	Period 4	18.5	418.80	15	\$10,115
	Period 5	15.0	334.80	12	\$8,090
	<b>TOTAL</b>	<b>89.0</b>	<b>2010.0</b>	<b>72</b>	<b>\$48,550</b>
<b>5202/026</b>	<b>Automotive Technology II + 2 Industry Emphases (Ford FACT &amp; Welding)</b>				
	Period 1	18.5	417.40	15	\$10,163
	Period 2	18.5	417.40	15	\$10,163
	Period 3	18.5	417.40	15	\$10,163
	Period 4	18.5	417.40	15	\$10,163
	Period 5	11.0	250.40	9	\$6,098
	<b>TOTAL</b>	<b>85.0</b>	<b>1,920.00</b>	<b>69</b>	<b>\$46,750</b>
<b>290</b>	<b>Diesel Technology II</b>				
	Period 1	17.8	400.8	15	\$12,050
	Period 2	17.8	400.8	15	\$12,050
	Period 3	17.9	400.8	15	\$12,050
	<b>TOTAL</b>	<b>53.5</b>	<b>1,202.50</b>	<b>45</b>	<b>\$36,150</b>

#	PROGRAM	CRD	HRS	WKS	COST
<b>051</b>	<b>Diesel Technology II + 1 Industry Emphasis (Welding)</b>				
	Period 1	18.0	403.9	15	\$11,969
	Period 2	18.0	403.9	15	\$11,969
	Period 3	10.8	242.3	9	\$7,181
	Period 4	10.7	242.3	9	\$7,181
	<b>TOTAL</b>	<b>57.5</b>	<b>1,292.50</b>	<b>48</b>	<b>\$38,300</b>
<b>5500</b>	<b>Automotive &amp; Diesel Technology II</b>				
	Period 1	18.0	406.6	15	\$9,860
	Period 2	18.0	406.6	15	\$9,860
	Period 3	18.0	406.6	15	\$9,860
	Period 4	18.0	406.6	15	\$9,860
	Period 5	18.0	406.6	15	\$9,860
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033.00</b>	<b>75</b>	<b>\$49,300</b>
<b>5600</b>	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (Ford FACT)</b>				
	Period 1	18.3	413.80	15	\$9,433
	Period 2	18.3	413.80	15	\$9,433
	Period 3	18.3	413.80	15	\$9,433
	Period 4	18.3	413.80	15	\$9,433
	Period 5	18.3	413.80	15	\$9,433
	Period 6	18.5	414.00	15	\$9,435
	<b>TOTAL</b>	<b>110.0</b>	<b>2,483.00</b>	<b>90</b>	<b>\$56,600</b>
<b>5602/032</b>	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (TPAT)</b>				
	Period 1	18.3	412.60	15	\$9,207
	Period 2	18.3	412.60	15	\$9,207
	Period 3	18.3	412.60	15	\$9,207
	Period 4	18.3	412.60	15	\$9,207
	Period 5	18.3	412.60	15	\$9,207
	Period 6	14.5	330.00	12	\$7,365
	<b>TOTAL</b>	<b>106.0</b>	<b>2,393.00</b>	<b>87</b>	<b>\$53,400</b>
<b>5603/036</b>	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (Welding)</b>				
	Period 1	18.1	408.30	15	\$9,269
	Period 2	18.1	408.30	15	\$9,269
	Period 3	18.1	408.20	15	\$9,269
	Period 4	18.1	408.20	15	\$9,269
	Period 5	10.8	245.00	9	\$5,562
	Period 6	10.8	245.00	9	\$5,562
	<b>TOTAL</b>	<b>94.0</b>	<b>2,123.00</b>	<b>78</b>	<b>\$48,200</b>
<b>745</b>	<b>Core Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,833
	Period 2	20.0	450.00	15	\$10,833
	Period 3	20.0	450.00	15	\$10,834
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350.00</b>	<b>45</b>	<b>\$32,500</b>
<b>748</b>	<b>Core Collision Repair &amp; Refinish Technology with Estimating</b>				
	Period 1	20.0	450.00	15	\$10,828
	Period 2	20.0	450.00	15	\$10,828
	Period 3	12.0	270.00	9	\$6,497
	Period 4	12.0	270.00	9	\$6,497
	<b>TOTAL</b>	<b>64.0</b>	<b>1,440.00</b>	<b>48</b>	<b>\$34,650</b>
<b>751</b>	<b>Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.0	15	\$11,559
	Period 2	20.0	450.0	15	\$11,559
	Period 3	16.0	360.0	12	\$9,247
	Period 4	12.0	270.0	9	\$6,935
	<b>TOTAL</b>	<b>68.0</b>	<b>1,530.00</b>	<b>51</b>	<b>\$39,300</b>
<b>754</b>	<b>Collision Repair &amp; Refinish Technology + Estimating</b>				
	Period 1	20.0	450.0	15	\$11,528
	Period 2	20.0	450.0	15	\$11,528
	Period 3	16.0	360.0	12	\$9,222
	Period 4	16.0	360.0	12	\$9,222
	<b>TOTAL</b>	<b>72.0</b>	<b>1,620.00</b>	<b>54</b>	<b>\$41,500</b>

## Automotive Service Technology II

33 weeks, 38.5 semester credits

Hours: 822.74 didactic/lab, 59.26 assessment

### Automotive Service Technology II Program Description

UTI's Automotive Service Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, undercar, electrical systems, electrical and electronic applications, braking systems, steering and suspension systems, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Service Technician student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric

### Automotive Service Technology II Program Objective

The objective of UTI's Automotive Service Technology II program is to prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the automotive mechanical and electrical systems, and make all necessary repairs and replacements as an entry level technician.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	4.0	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>469.5</b>	<b>412.5</b>	<b>0</b>	<b>882</b>	<b>39</b>	<b>40.5</b>

\* Automotive Service Technology II students will not be required to complete AD12-102 as a prerequisite to AT12-204.

## 07 NASCAR Technical Institute: Mooresville, North Carolina Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323  
220 Byers Creek Road, Mooresville, NC 28117 • (704) 658-1950 • 1-866-316-2722

### TUITION ADDENDUM

All programs may not be available to students from states outside of North Carolina

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
127	‡ Automotive Technology & NASCAR Engines I & II	64	1,440	48	\$37,550	\$50	\$95	\$120	\$37,815	Diploma
149	‡ Automotive Technology & NASCAR Engines I & II + NATT**	75.5	1,710	57	\$43,100	\$50	\$95	\$120	\$43,365	Diploma
151	‡ Automotive Technology & NASCAR Engines I & II + FACT***	84	1,890	63	\$46,600	\$50	\$95	\$120	\$46,865	Diploma
154	‡ Automotive Technology & NASCAR + Pit Crew	84	1,890	63	\$44,650	\$50	\$95	\$120	\$44,915	Diploma
155	Automotive Technology & NASCAR + NATT**	91.5	2,070	69	\$48,100	\$50	\$95	\$120	\$48,365	Diploma
354	‡ Automotive Technology & NASCAR + FACT*** + Pit Crew	104	2,340	78	\$53,700	\$50	\$95	\$120	\$53,965	Diploma
165	‡ ~ Automotive Technology & NASCAR Engines I & II + Mopar TEC	80	1,800	60	\$44,900	\$50	\$95	\$120	\$45,165	Diploma
166	‡ ~ Automotive Technology & NASCAR + Mopar TEC + Pit Crew	100	2,250	75	\$51,950	\$50	\$95	\$120	\$52,215	Diploma
550	‡ ~ CNC Machining Technology	36	900	36	\$19,100	\$50	\$95	\$0	\$19,245	Diploma

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Equipment fee may be waived if student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

\*\*\* FACT represents Ford Accelerated Credential Training.

\*\* NATT represents Nissan Automotive Technician Training.

~ Eligibility for enrollment in this program may be determined based on state of residency.

‡ Program available to Pennsylvania residents.

# 10 Motorcycle Mechanic Institute

## A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

### Phoenix, Arizona Campus

2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

#### TUITION ADDENDUM

All programs may not be available to students from states outside of Arizona

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Programs listed below.

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 11/18/2019										
#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
M07000	Motorcycle Technician + H-D Late Model	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07001	» Motorcycle Technician + BMW & FAST	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07002	» Motorcycle Technician + BMW & HonTech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07003	» Motorcycle Technician + BMW & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07004	» Motorcycle Technician + BMW & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07005	Motorcycle Technician + FAST & HonTech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07006	Motorcycle Technician + FAST & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07007	Motorcycle Technician + FAST & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07008	Motorcycle Technician + HonTech & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07009	Motorcycle Technician + HonTech & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07010	Motorcycle Technician + K-Tech & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
➤ Motorcycle Technician +Performance	52.5	1,125	45	\$21,400	\$50	\$95	\$120	\$21,665	Diploma
➤ Motorcycle Technician + H-D Late Model & Early Model	56	1,200	48	\$22,800	\$50	\$95	\$120	\$23,065	Diploma
➤ HDLM Motorcycle Technician + Import	63	1,350	54	\$25,650	\$50	\$95	\$120	\$25,915	Diploma

\* The total tuition cost for first time students of the Motorcycle Technician Programs includes two MMI work shirts and a Personal Resource Manual. Students are required to have a meter by the beginning of MOTO-103 of their prerequisite program

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

➤ This program is not available to Texas residents. Eligibility criteria must be met in order to enroll in this program. Please contact your Student Development Advisor in the campus Employment Services Office for further information.

» Students enrolled in this program must maintain a 3.0 GPA and 95% attendance rate in order to complete the BMW portion of the program.

#### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
Motorcycle Technician Specialist 48	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma
Motorcycle Technician Specialist 60	70	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
~Motorcycle Technician Specialist 60-1	67	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
Motorcycle Technician Specialist 66	74	1,650	66	\$30,550	\$50	\$95	\$120	\$30,815	Diploma
Motorcycle Technician Specialist 72	84	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
~Motorcycle Technician Specialist 72-1	81	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
~Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
Motorcycle Technician Specialist 90	102	2,250	90	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
Motorcycle Technician Specialist 96	112	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
~Motorcycle Technician Specialist 96-1	109	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
Motorcycle Technician Specialist 102	116	2,550	102	\$47,050	\$50	\$95	\$120	\$47,315	Diploma



## 11 Marine Mechanics Institute

### A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

#### Orlando, Florida Campus

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

#### TUITION ADDENDUM

All programs may not be available to students from states outside of Florida

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
M00686	± Marine Technician Specialist	51.5	1,275	51	\$29,950	\$50	\$95	\$125	\$30,220	Diploma

\* The tuition cost for first time students of the Marine Technician Specialist Program includes two MMI work shirts and a Personal Resource Manual. Students are required to have a meter by the beginning of Clinic 4 of their prerequisite program.

^ Registration/Application fees may vary by state, but in no instance will they exceed the amount listed above.

# Equipment fee waived if student owns a multimeter. The equipment and lab fees are due prior to the first day of class.

± Program available to Pennsylvania residents.

# 11 Motorcycle Mechanics Institute

## A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

### Orlando, Florida Campus

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

### TUITION ADDENDUM

All programs may not be available to students from states outside of Florida

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Specialist Programs listed below.

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 11/18/2019										
#	Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee <sup>#</sup>	Total	Graduation Document
M07000	‡ Motorcycle Technician + H-D Late Model	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07001	» Motorcycle Technician + BMW & FAST	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07002	» Motorcycle Technician + BMW & HonTech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07003	» Motorcycle Technician + BMW & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07004	» Motorcycle Technician + BMW & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07005	Motorcycle Technician + FAST & HonTech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07006	‡ Motorcycle Technician + FAST & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07007	Motorcycle Technician + FAST & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07008	Motorcycle Technician + HonTech & K-Tech	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07009	‡ Motorcycle Technician + HonTech & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma
M07010	‡ Motorcycle Technician + K-Tech & YamaPro	49	1,050	42	\$22,950	\$50	\$95	\$120	\$23,215	Diploma

Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee <sup>#</sup>	Total	Graduation Document
➤ Motorcycle Technician + Performance	52.5	1,125	45	\$21,400	\$50	\$95	\$120	\$21,665	Diploma
➤ Motorcycle Technician + H-D Late Model & Early Model	56	1,200	48	\$22,800	\$50	\$95	\$120	\$23,065	Diploma

\* The total tuition cost for first time students of the Motorcycle Technician Programs includes two MMI work shirts and a Personal Resource Manual. Students are required to have a meter by the beginning of MOTO-103 of their prerequisite program.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>#</sup> Equipment fee waived if student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

» Students enrolled in this program must maintain a 3.0 GPA and 95% attendance rate in order to complete the BMW portion of the program.

➤ Eligibility criteria must be met in order to enroll in this program. Please contact your Student Development Advisor in the campus Employment Services Office for further information.

‡ Program available to Pennsylvania residents.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee <sup>#</sup>	Total	Graduation Document
Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
~Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma

## AUTOMOTIVE DIVISION

### Orlando, Florida Campus

A Branch Location of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 850027

UTI: 9751 Delegates Drive, Orlando, FL 32837 • (407) 240-2422 • 1-800-342-9253

### TUITION ADDENDUM

All programs may not be available to students from states outside of Florida

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
<b>Automotive</b>										
5000	Automotive Technology II	61	1,380	51	\$37,800	\$50	\$95	\$120	\$38,065	OAD
<b>Automotive Technology II + 1 Industry Emphasis</b>										
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT)**	81	1,830	66	\$46,850	\$50	\$95	\$120	\$47,115	OAD
<b>Diesel</b>										
290	Diesel Technology II	53.5	1,202.5	45	\$34,600	\$50	\$95	\$120	\$34,865	Diploma
5403	~Diesel Technology II + 1 Industry Emphasis (DTNA Finish First)****	69.5	1562.5	57	\$41,850	\$50	\$95	\$120	\$42,115	OAD
<b>Automotive &amp; Diesel</b>										
5500	Automotive & Diesel Technology II	90	2,033	75	\$48,250	\$50	\$95	\$120	\$48,515	OAD
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>										
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)**	110	2,483	90	\$57,300	\$50	\$95	\$120	\$57,565	OAD

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Equipment fee may be waived if student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\*\* Any currently enrolled student meeting the Attendance requirements may request a program change into the program.

~ Eligibility for enrollment in this program may be determined based on state of residency.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS, WITH THE EXCEPTION OF STUDENTS ATTENDING DIPLOMA PROGRAMS ON AN M-1 VISA:

#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
010	Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***	72.5	1,650	60	\$43,350	\$50	\$95	\$120	\$43,615	Diploma
5108	Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***	72.5	1,650	60	\$43,350	\$50	\$95	\$120	\$43,615	OAD
179	Automotive Technology II	61	1,380	51	\$36,500	\$50	\$95	\$120	\$36,765	Diploma
172	Automotive Technology II + 1 Industry Emphasis (Ford FACT)**	81	1,830	66	\$45,450	\$50	\$95	\$120	\$45,715	Diploma
279	Automotive & Diesel Technology II	90	2,033	75	\$46,600	\$50	\$95	\$120	\$46,865	Diploma
255	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)**	110	2,483	90	\$55,550	\$50	\$95	\$120	\$55,815	Diploma

## 51 Universal Technical Institute: Dallas/Fort Worth, Texas Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
5151 Regent Boulevard, Irving, TX 75063-2480 • (972) 505-2200 • (877) 873-1083

### TUITION ADDENDUM

All programs may not be available to students from states outside of Texas

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
290	Diesel Technology II	53.5	1,202.50	45	\$34,950	\$50	\$95	\$120	\$35,215	Diploma
5000	Automotive Technology II	61	1,380	51	\$38,150	\$50	\$95	\$120	\$38,415	AOS
5500	Automotive & Diesel Technology II	90	2,033	75	\$48,950	\$50	\$95	\$120	\$49,215	AOS
560	Welding Technology	36	900	36	\$20,650	\$50	\$95	\$300	\$21,095	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

⊕ Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

## 52 Universal Technical Institute: Long Beach, California Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 West Pierce Street, Avondale, AZ 85323  
Class sessions are held at: 4175 E. Conant Street, Long Beach, CA 90808 • 1-844-308-8838

### TUITION ADDENDUM

All programs may not be available to students from states outside of California

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 06/01/2020										
#	Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
5000	Automotive Technology II	61	1,380	51	\$38,750	\$50	\$95	\$120	\$39,015	AOS
5108	Automotive Technology II + 1 Industry Emphasis (Nissan NATT <sup>**</sup> )	72.5	1,650	60	\$44,300	\$50	\$95	\$120	\$44,565	AOS
290	Diesel Technology II	53.5	1,202.50	45	\$36,150	\$50	\$95	\$120	\$36,415	Diploma
5500	Automotive & Diesel Technology II	90	2,033	75	\$49,300	\$50	\$95	\$120	\$49,565	AOS
751	Collision Repair & Refinish Technology	68	1,530	51	\$39,300	\$50	\$95	\$0 <sup>***</sup>	\$39,445	Diploma
754	Collision Repair & Refinish Technology + Estimating	72	1,620	54	\$41,500	\$50	\$95	\$0 <sup>***</sup>	\$41,645	Diploma
560	Welding Technology	36	900	36	\$21,800	\$50	\$95	\$300	\$22,245	Diploma

<sup>\*</sup> Tuition Cost includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

<sup>^</sup> Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

<sup>⊕</sup> Equipment fee waived if student owns a multimeter. The meter fee (if applicable) is due prior to the first day of class.

<sup>\*\*</sup> NATT represents Nissan Automotive Technician Training.

<sup>\*\*\*</sup> Program does not require meter.

### TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
<b>5000</b>	<b>Automotive Technology II</b>				
	Period 1	17.9	405.9	15	\$11,397
	Period 2	17.9	405.9	15	\$11,397
	Period 3	14.4	324.7	12	\$9,118
	Period 4	10.8	243.5	9	\$6,838
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380.00</b>	<b>51</b>	<b>\$38,750</b>
<b>5108</b>	<b>Automotive Technology II + 1 Industry Emphasis (NATT)</b>				
	Period 1	18.1	412.5	15	\$11,075
	Period 2	18.1	412.5	15	\$11,075
	Period 3	18.1	412.5	15	\$11,075
	Period 4	18.2	412.5	15	\$11,075
	<b>TOTAL</b>	<b>72.5</b>	<b>1,650.00</b>	<b>60</b>	<b>\$44,300</b>
<b>290</b>	<b>Diesel Technology II</b>				
	Period 1	17.8	400.8	15	\$12,050
	Period 2	17.8	400.8	15	\$12,050
	Period 3	17.9	400.8	15	\$12,050
	<b>TOTAL</b>	<b>53.5</b>	<b>1,202.5</b>	<b>45</b>	<b>\$36,150</b>
<b>5500</b>	<b>Automotive &amp; Diesel Technology II</b>				
	Period 1	18.0	406.6	15	\$9,860
	Period 2	18.0	406.6	15	\$9,860
	Period 3	18.0	406.6	15	\$9,860
	Period 4	18.0	406.6	15	\$9,860
	Period 5	18.0	406.6	15	\$9,860
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033.00</b>	<b>75</b>	<b>\$49,300</b>
<b>560</b>	<b>Welding Technology</b>				
	Period 1	15.0	375.0	15	\$9,083
	Period 2	15.0	375.0	15	\$9,083
	Period 3	6.0	150.0	6	\$3,634
	<b>TOTAL</b>	<b>36.0</b>	<b>900</b>	<b>36</b>	<b>\$21,800</b>

#	PROGRAM	CRD	HRS	WKS	COST
<b>30</b>	<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (NATT)</b>				
	Period 1	18.1	411.3	15	\$9,214
	Period 2	18.1	411.3	15	\$9,214
	Period 3	18.1	411.3	15	\$9,214
	Period 4	18.1	411.3	15	\$9,214
	Period 5	14.5	329.0	12	\$7,371
	Period 6	14.6	329.0	12	\$7,373
	<b>TOTAL</b>	<b>101.5</b>	<b>2,303.00</b>	<b>84</b>	<b>\$51,600</b>
<b>745</b>	<b>Core Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,833
	Period 2	20.0	450.00	15	\$10,833
	Period 3	20.0	450.00	15	\$10,834
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350.00</b>	<b>45</b>	<b>\$32,500</b>
<b>751</b>	<b>Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.0	15	\$11,559
	Period 2	20.0	450.0	15	\$11,559
	Period 3	16.0	360.0	12	\$9,247
	Period 4	12.0	270.0	9	\$6,935
	<b>TOTAL</b>	<b>68.0</b>	<b>1,530.00</b>	<b>51</b>	<b>\$39,300</b>
<b>754</b>	<b>Collision Repair &amp; Refinish Technology + Estimating</b>				
	Period 1	20.0	450.0	15	\$11,528
	Period 2	20.0	450.0	15	\$11,528
	Period 3	16.0	360.0	12	\$9,222
	Period 4	16.0	360.0	12	\$9,222
	<b>TOTAL</b>	<b>72.0</b>	<b>1,620.00</b>	<b>54</b>	<b>\$41,500</b>



## 53 Universal Technical Institute: Bloomfield, New Jersey Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
1515 Broad St., Bloomfield, NJ 07003

### TUITION ADDENDUM

All programs may not be available to students from states outside of New Jersey

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 02/01/2020										
#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
179	Automotive Technology II	61	1,380	51	\$37,200	\$50	\$95	\$120	\$37,465	Certificate
290	Diesel Technology II	53.5	1,202.50	45	\$35,100	\$50	\$95	\$120	\$35,365	Certificate
279	Automotive & Diesel Technology II	90	2,033	75	\$47,850	\$50	\$95	\$120	\$48,115	Certificate
172	Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$46,150	\$50	\$95	\$120	\$46,415	Certificate
255	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$56,800	\$50	\$95	\$120	\$57,065	Certificate

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>⊕</sup> Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.





**AUTO | DIESEL | MOTORCYCLE | MARINE | NASCAR | COLLISION REPAIR | WELDING | CNC MACHINING**

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562-541-7000  
TOLL FREE 1-844-308-8838

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Universal Technical Institute of Phoenix, Inc.

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Sacramento, California 95834  
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TOLL FREE 1-877-884-2254

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973-866-2200  
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Houston, Texas 77073  
281-443-6262  
TOLL FREE 1-800-325-0354

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704-658-1950  
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### CORPORATE OFFICES

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623-445-9500  
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Orlando, FL  
Rancho Cucamonga (LA), CA  
Sacramento, CA

## MMI-MOTORCYCLE

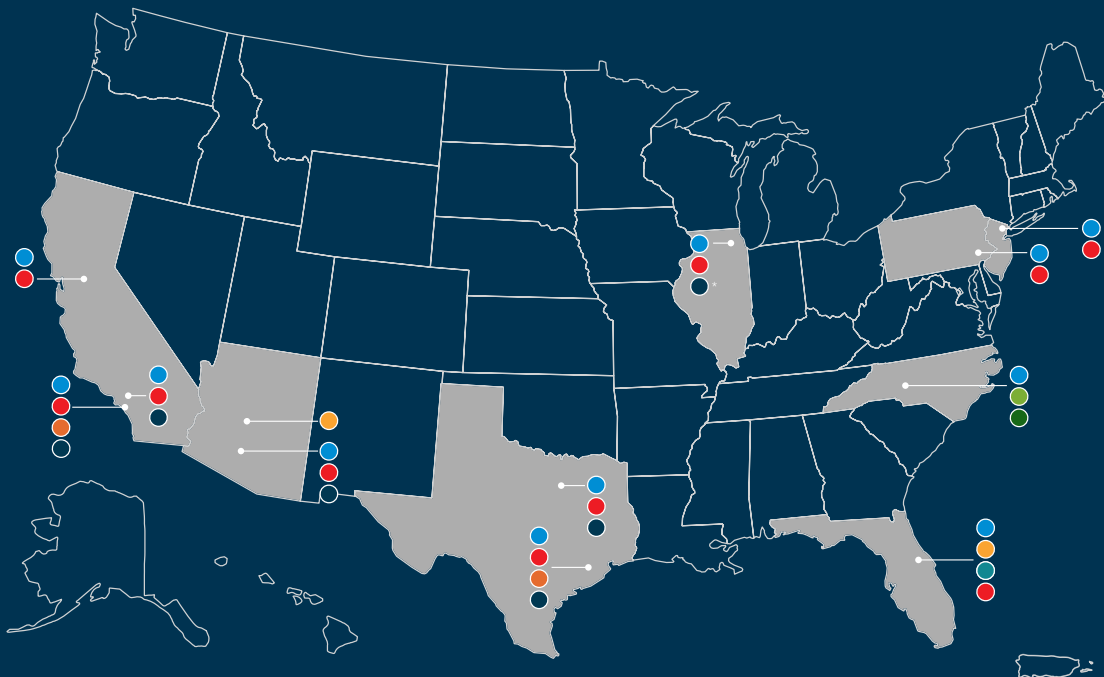
Orlando, FL  
Phoenix, AZ

## MMI-MARINE

Orlando, FL

## NASCAR TECH

Mooresville (CLT), NC



- |            |                  |
|------------|------------------|
| AUTOMOTIVE | COLLISION REPAIR |
| MOTORCYCLE | DIESEL           |
| NASCAR     | CNC MACHINING    |
| MARINE     | WELDING          |

\*Welding Technology program  
scheduled to open in Lisle in  
winter 2021.

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**UNIVERSAL TECHNICAL INSTITUTE**



**UNIVERSAL  
TECHNICAL  
INSTITUTE**

# **COURSE CATALOG 2018-2019**

## **TECHNICIAN TRAINING PROGRAMS**

Automotive

Diesel

Manufacturer-Specific Advanced Training

Collision Repair

Welding

VOL. 18 / NO. 05 ••





**Kimberly J. McWaters**

President and Chief Executive Officer  
Universal Technical Institute, Inc.

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

A handwritten signature in black ink, reading "Kimberly J. McWaters".

Dear Future Professional Technician:

A wise person once said, "Do what you love and you'll never work a day in your life." It's a simple philosophy but it really means something special here at UTI. Our founders had a dream to help people by providing them with the knowledge and skills to pursue their passion. The passion to work with their hands solving technical problems. This is the backbone of our country, this is the "new smart" of American education. I'm proud to report this dream continues to be realized every single day, on every UTI campus, by students just like you.

Now it's your turn to join this proud tradition.

As a student, you're taking your first steps down the road to a future that's full of promise and we're here to support you every step of the way. From caring expert instructors to hands-on experience in our manufacturer-sponsored labs, we have the staff, facilities and industry relationships you'll need to succeed. It's this winning formula that's made us the "industry's choice" for technician training. In fact, today's top manufacturers prefer to employ UTI graduates because they know you'll have what it takes to be a valuable addition to their team.

In this catalog, you'll find the basic facts about the school and your training program. If you have any questions or would like additional information, please contact your UTI Admissions Representative or your UTI campus directly.

Welcome to UTI. We're excited to have you with us because we share the same dream – your future success.

Sincerely,

A handwritten signature in black ink, reading "Kimberly J. McWaters".

Kimberly J. McWaters

President and Chief Executive Officer  
Universal Technical Institute, Inc.

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The Student Information Guide is included as part of the Course Catalog and is available electronically, along with the Catalog Addendum, on UTI's website at [uti.edu/catalogs](http://uti.edu/catalogs). The Course Catalog is not complete without the Catalog Addendum, which must accompany every catalog.

Information in this catalog is for programs at the Avondale, Arizona; Bloomfield, New Jersey; Dallas/Fort Worth, Texas; Rancho Cucamonga, Long Beach and Sacramento, California; and Orlando, Florida campuses.

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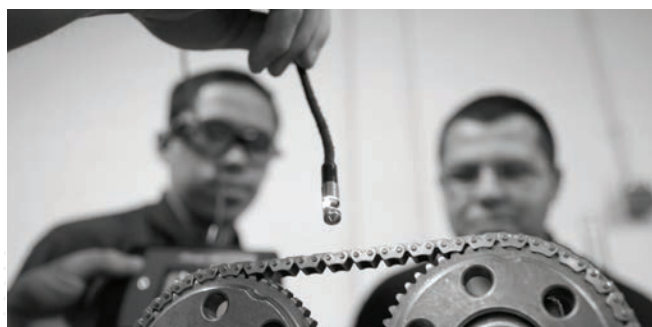
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For important information about the educational debt, earnings and completion rates of students who attended this program, visit [www.uti.edu/disclosures](http://www.uti.edu/disclosures).

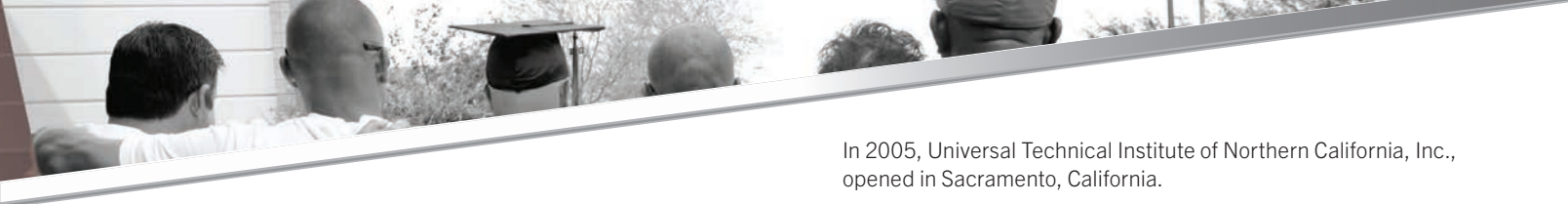
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All photos represent programs listed in this catalog.









# INTRODUCTION

## Mission Statement

Our mission is to be the leading provider of technical training for students seeking entry-level careers as automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle and marine technicians, as well as welders and CNC machining technicians. Our technician training programs provide students with fundamental skills applicable and transferable to a variety of related industrial technician professions requiring an ability to diagnose, maintain and repair gas and diesel engines; mechanical, electrical and hydraulic equipment; and electronic systems.

## UTI's Philosophy

Universal Technical Institute, Inc., (UTI) is dedicated to providing students with the technical education needed to begin successful careers as technicians in the automotive, diesel, industrial and collision-repair fields. We provide a positive learning environment that encourages students to successfully complete their training programs and apply their knowledge and skills in technician careers. UTI's balance of theory, diagnosis, demonstrations and practical lab work consistently develops graduates who are accepted throughout the industry and recognized as potential leaders in their fields.

## Administration

Universal Technical Institute of Arizona, Inc.; Universal Technical Institute of California, Inc.; Universal Technical Institute of Illinois, Inc.; Universal Technical Institute of Massachusetts, Inc.; Universal Technical Institute of Northern California, Inc.; Universal Technical Institute of Pennsylvania, Inc.; Universal Technical Institute of Phoenix, Inc.; Universal Technical Institute of Texas, Inc.; Universal Technical Institute of Northern Texas, LLC; Universal Technical Institute of Southern California, LLC; and Universal Technical Institute of North Carolina are wholly owned subsidiaries of UTI Holdings, Inc. Officers of the subsidiaries are Kimberly J. McWaters, President and Chief Executive Officer; Jerome A. Grant, Chief Operating Officer and Executive Vice President; Scott Yessner, Interim Chief Financial Officer; and Chad A. Freed, Executive Vice President of Business Development and General Counsel.

## History

UTI was founded in Phoenix, Arizona, in 1965, with an automotive curriculum. Over the past five decades, the campus has grown from 11 students and a single building to a modern training facility that accommodates the Automotive Technology II and Diesel Technology II training programs. In 2004, the campus relocated to a new 282,000 square-foot facility in Avondale, Arizona.

Through the years, in a continuing effort to match student skills with the needs of the industry, UTI has developed and expanded with additional curriculum and campuses. In 2003, UTI became a public company through a successful initial public offering of its common stock.

In 2004, the Orlando campus was approved to offer Automotive Technology training. Diesel Technology training was added in 2015.

In 2005, Universal Technical Institute of Northern California, Inc., opened in Sacramento, California.

In 2009, UTI established a campus in the Dallas/Fort Worth, Texas area. This location is designed to utilize a more compact space and primarily service the residents of the greater Dallas area. This campus is the first campus in the UTI family to provide all of its programs utilizing a blend of face to face and online modalities.

The campus in Rancho Cucamonga opened in 1998. In 2004, that campus relocated to a new, larger facility.

In 2015, UTI established a campus in Long Beach, California.

# WHY UTI STANDS OUT

## Scholarship Programs

UTI makes available sponsored scholarships to students who qualify. Specific conditions, criteria and awards vary by state. For more information, visit our website at [uti.edu/scholarships](http://uti.edu/scholarships).

Scholarships include but are not limited to the following:

Participants who compete in the National Automotive Dealers Association Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of National Automotive Dealers Association judges. Winners are placed by the judges based on their scores.

Pennsylvania residents who apply for the Boys & Girls Clubs of America Scholarship and are one of the 15 scholarship recipients are eligible to receive one of 15 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus and are valued at 63% to 100% of the student's program tuition (ranging from \$33,500 to \$42,950). The Boys & Girls Clubs of America Scholarship is a two-part scholarship submission that includes an essay and a self-produced video. Submitted videos will be reviewed for eligibility and narrowed down to the top 10 finalist videos for each Boys & Girls Clubs of America region (five regions total). All finalist videos will be forwarded to the Boys & Girls Clubs of America for final review and scholarship selection.

Participants who compete in the FFA (Future Farmers of America) Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of National FFA Organization judges. Winners are placed by the judges based on their scores.

Participants who compete in the Ford AAA Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of Ford AAA judges. Winners are placed by the judges based on their scores.

Participants who compete in the SkillsUSA Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of SkillsUSA judges. Winners are placed by the judges based on their scores.



Participants who compete in the Top Tech Challenge Competition and place first through sixth are eligible to receive one of 12 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are graded based on performance at multiple hands-on workstations. Winners are placed based on their scores compared to those of other competitors.

New Jersey residents who participate in the New Jersey Cooperative Education Association Charles V. Rosica Scholarship Program and are recognized as the top two finalists are eligible to receive one of two scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 50% of the student's program tuition (scholarship amount is \$15,000). Students are evaluated through an interview by a panel of New Jersey Cooperative Education Association judges. Winners are placed by New Jersey Cooperative Education Association judges.

New Jersey residents who participate in the New Jersey Cooperative Education Coordinators Association (NJCECA) Scholarship Program and are recognized as the top two finalists are eligible to receive one of two scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 50% of the student's program tuition (ranging from \$15,350 to \$25,275). Students are interviewed by a panel of NJCECA judges. Winners are placed by NJCECA judges.

Pennsylvania residents who apply for the mikeroweWORKS Scholarship and are one of the five top finalists are eligible to receive one of five scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 63% to 100% of the student's program tuition (ranging from \$29,950 to \$31,900). The mikeroweWORKS Scholarship is a two-part scholarship submission that includes an essay and a self-produced video. Essay submissions are graded by the UTI Scholarship Department using a pre-defined eligibility and grading matrix. All students with eligible essays will have their videos posted online on the UTI Facebook page for public voting.

## Significant Investment in Facilities and Equipment

UTI has made significant investments in the latest vehicles, equipment and up-to-date facilities to give our students valuable hands-on training that's in demand with employers in the automotive and diesel industries.

UTI training facilities encompass the following campuses:

- Avondale, Arizona, campus – 49 classrooms, 26 labs and approximately 248,000 square feet of space
- Bloomfield, New Jersey, campus - 14 classrooms, 15 labs, approximately 108,000 square feet of space
- Dallas/Fort Worth, Texas, campus – 10 classrooms, 6 class labs, 2 main labs, 1 resource center and approximately 97,000 square feet of space
- Long Beach, California, campus – 13 classrooms, 19 class labs, approximately 142,600 square feet of space
- Orlando, Florida, campus – 22 classrooms, 6 labs, 7 class-labs, 2 learning resource centers and approximately 154,200 square feet of space
- Sacramento, California, campus – 48 classrooms, 12 labs and approximately 245,000 square feet of space
- Rancho Cucamonga, California, campus – 50 classrooms, 8 labs and approximately 187,000 square feet of space

All training areas have the required lighting, heating, ventilation, cooling and plumbing/sanitation facilities as determined by local requirements.

## Curriculum Development

UTI maintains a national curriculum development department to design and modify our programs according to industry needs. Working closely with industry advisory boards, curriculum development professionals determine the skills needed by technicians in today's job market and develop curriculum to convey that knowledge.

UTI experts — all with years of industry and teaching experience — produce our course guides and laboratory assignments. Course guides are used in classroom activities, outside of class study and during lab experiences. Supplemental textbooks are provided in up-to-date, easy-to-read formats for students to study, reinforcing material covered in the classroom and lab.

## Industry-Aligned Training Program

UTI refined its curriculum delivery program to train the way the industry trains its technicians in the field. Using a blended learning approach, students complete foundational Interactive Online Learning (IOL) modules before engaging in instructor-led discussions of real-world application that culminate in hands-on lab tasks which give students an opportunity to apply what they've learned by using the tools and training aids they've been discussing.

## ASE Education Foundation Accreditation

UTI is one of the few private career schools in the nation to offer Automotive Technology, Diesel & Industrial Technology, and Collision Repair and Refinish Technology programs that are accredited by the ASE Education Foundation, a non-profit organization that evaluates technician training programs against standards developed by the automotive, truck and collision industries.

**Note:** Any new UTI campus or program is required to graduate its first class before becoming eligible to receive ASE Education Foundation accreditation. Therefore, not all programs may be ASE Education Foundation accredited. Contact the Education Department at your campus for more information.

## Experienced Instructors

Before joining UTI, all instructors are required to have a combination of field experience and training sufficient to meet accreditation standards and state regulations in the states in which the school is licensed or approved to operate. Due to their experience and training, UTI instructors are able to share information and insights with students that otherwise might take years to learn on the job.

UTI updates its instructors through a variety of seminars and workshops that keep them abreast of new technology so they can pass that knowledge along to students. Instructors also continue their education and improve their teaching skills through training provided by the Center of Excellence in Education.

All of UTI's Automotive Technology II, Diesel Technology II, Automotive and Diesel Technology II, and Collision Repair & Refinish Technology instructors are required to be ASE certified in the areas they teach. In addition, Collision Repair & Refinish Technology instructors also are required to be certified by I-CAR for the areas they teach. UTI's Welding instructors have more than five years of industry experience in addition to being certified in the welding processes, positions and materials for the areas they teach. Many UTI instructors are Master Certified and some have achieved the distinction of acquiring multiple Master Certifications.

## Manufacturer Paid Manufacturer-Specific Advanced Training Programs

UTI's manufacturer paid Manufacturer-Specific Advanced Training (MSAT) programs are for the following manufacturers:

- BMW of North America, LLC
- Infiniti USA
- International Truck and Engine Corporation
- Mercedes-Benz
- Peterbilt Motors Company
- Porsche Cars of North America, Inc.
- Volvo Car USA, LLC

These programs offer qualified students the opportunity to train for challenging and rewarding careers with worldclass manufacturers. To qualify, students must interview successfully and meet the established GPA, attendance, driving record, drug testing, relocation and entrance-exam requirements. Also, MSAT applicants cannot have a felony conviction or pending felony charge to qualify for admission. To be eligible for acceptance into any Manufacturer-Specific Advanced Training program, you must be a U.S. citizen or present a current visa. The effective period of the visa must cover the entire period of attendance, including the training program and dealership employment obligation. Tuition for these programs is sponsored by the manufacturer in accordance with established terms of employment.

**Note:** These MSAT programs are not part of UTI's accreditation. Additionally, these programs are not regulated or approved by any state regulator or licensing agency. Program availability and locations vary.

## Custom Training Group

UTI's Custom Training Group (CTG) designs and implements MSAT graduate training programs offered to qualified UTI graduates. CTG also delivers specialized training and consulting services to mass transit systems, fleet operations and automotive service providers. Working closely with automotive manufacturers, equipment suppliers and information services, CTG provides on-site technical training.

CTG has provided technical services to organizations such as Exxon, NAPA, Fluke, BP Oil, Houston Police Department, Austin Metro Transit, University of South Florida, International Training Institute of the Sheet Metal and Air Conditioning Industry, New Flyer Industries and several departments of education.

## Student Support Staff

UTI has an experienced and highly skilled staff dedicated to assisting students. We help students determine whether they qualify for financial aid, assist them in obtaining affordable housing and part-time employment, and offer support in many more areas.

## Graduate Employment Assistance

Although we cannot guarantee employment, we do place great emphasis on assisting UTI graduates to obtain entry-level technician positions as they begin their careers.

## Graduate Refreshers

To refresh their knowledge, graduates can retake any course they have successfully completed as often as they desire at no additional tuition cost (provided the course is still offered and space is available). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. Graduate refreshers are treated as audited courses and do not impact a student's CGPA or overall attendance rate (i.e., do not replace the previous attempt(s)).



## Industry Alliances

To respond to the high demand for highly qualified technicians in the automotive and diesel industries, UTI has built alliances with many leading manufacturers. UTI is able to provide students with Manufacturer-Specific Advanced Training programs through alliances with internationally renowned organizations, such as BMW, Cummins, Daimler Trucks North America, Ford, GM, Infiniti USA, Mercedes-Benz, NASCAR, Navistar International Corporation, Nissan, Peterbilt Motors Company, Porsche, Toyota, Volvo, Axalta Coating Systems and Snap-on®.



## Tuition Reimbursement Incentive Program (TRIP)

Because the demand for UTI graduates is high, many companies participate in the Tuition Reimbursement Incentive Program (TRIP). This program has been implemented to help companies attract and retain top technicians by offering our graduates tuition reimbursement. TRIP employers assist the graduates they hire by making all or a portion of their monthly student loan payments. These employers demonstrate a high level of commitment to the UTI graduates they hire while investing in their present and future technician workforces.

**Note:** Not all employers participate in the TRIP program. Ask the Employment Services department for more information about participating companies.



## Articulation Opportunities

UTI strongly supports education as the key to a successful future. Part of this support involves arranging strategic alliances with other institutions of higher education for students interested in continuing their education after graduation. UTI has developed articulation agreements with several schools around the country that make it possible for graduates to transfer some of the credits earned at UTI. This provides UTI graduates with excellent opportunities to transfer to advanced degree programs.

UTI has credit-acceptance programs with City University of Seattle,\* a private, nonprofit higher education institution serving working adults who want to pursue further educational opportunities without interrupting their careers. With campus locations throughout the United States and around the world, City University of Seattle offers UTI graduates an opportunity to obtain an associate or bachelor's degree in less time (usually less than four years, depending on the number of UTI credits accepted\*) via distance learning from wherever their careers may take them.

UTI graduates also can earn an associate, bachelor's or master's degree in some of the fastest growing fields at DeVry University, which has more than 85 locations in major metropolitan areas across the country. Students can transfer course credit as technical specialty or elective course credit into DeVry's baccalaureate program for a Bachelor of Science degree in Technical Management. Also, most programs are offered online, meaning courses can be taken anywhere, anytime.

The University of Phoenix also has made it possible for students at applicable UTI campuses who are earning an associate degree to transfer some of the credits earned directly to University of Phoenix toward a Bachelor of Science degree in Management.\* With campuses located in most major cities nationwide and online, the university is prepared to accept those graduates who meet their admissions requirements and want to continue their education to obtain its bachelor's degree.

UTI also has teamed with Wayland Baptist University (WBU) to offer UTI graduates an opportunity to continue their education through a credit transfer program. WBU has campuses in Arizona, Texas and other states as well as online programs.

UTI students may transfer applicable credits to the Bachelor of Science in Business Administration degree program at Argosy University.\* With locations in Arizona, California, Texas, and nine other states, plus Online Programs, Argosy University offers degree programs designed to equip students with the communication, critical thinking, and problem-solving skills needed to pursue an entry-level career choice. More information available at <https://partners.argosy.edu/uti>.

UTI students will be provided detailed information on these important continuing education opportunities during the career development portion of their training. Enrolling students may obtain information directly from their Admissions Representative. In all cases, UTI graduates must meet the admissions requirements of the accepting campus in order to transfer credit and complete a program.

\*The institution accepting UTI credits determines if and how many credits will be accepted.

## Transfer of UTI Course Credits to Another Institution

With the exception of the Avondale, Rancho Cucamonga and Sacramento campuses, UTI's campuses are considered vocational institutions and do not offer degree programs or academic programs at the college level. Students receive diplomas upon successful completion of the training programs at all other campuses. However, the credits earned do not automatically transfer to another school unless that school is willing to accept them from a transferring student.

UTI does not ensure the transferability of any credits to any other institution. In most cases, the credits earned at UTI will not transfer to another postsecondary institution. An institution's accreditation does not guarantee credits earned at that institution would be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what, if any, credits that institution will accept.

## Transfer of Other Institution Credits to UTI

UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

# ACCREDITATION AND STATE LICENSING

UTI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

## ACCSC

Accrediting Commission of Career Schools and Colleges

## Agency Approvals

In many states, UTI is an approved vendor recipient of third-party tuition funds from the agencies listed below. Approvals vary by state for each UTI campus. UTI's Agency Department can provide information on the programs available for each campus location.

- Department of Defense Tuition Assistance
- Foster Care
- Native American Tribes
- Trade Adjustment Act
- U.S. Department of Veterans Affairs
- Vocational Rehabilitation Services
- Workers' Compensation
- Workforce Innovations and Opportunities Act

## State Licensing

Approvals apply to campuses denoted at the end of each agency listing with an "A" for the Arizona campus, "C" for the California campuses, "F" for the Florida campus, "N" for the New Jersey Campus and "T" for the Texas campus.

Licensed by the Alabama Community College System pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. F

Licensed by the Arkansas Department of Higher Education. F, T

Approved and licensed to operate by the Arizona State Board for Private Postsecondary Education. A

Universal Technical Institute 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. C

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. A, C

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL, 32399-0400 Toll-free: 888-224-6684. F

Authorized under the Georgia Nonpublic Postsecondary Education Institutions Act of 1990. F

This institution is authorized by the Indiana Commission for Higher Education/Indiana Board for Proprietary Education 101 W. Ohio St., Suite 300, Indianapolis, IN 46204-1984, 317-232-1033. A

Approved by the Kansas State Board of Regents. A, T

Licensed by the Kentucky Commission on Proprietary Education, 300 Sower Boulevard, 4th Floor, Frankfort, KY 40601 502-664-4185.

Student Protection Fund – KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found at the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov). F

Licensed by the Louisiana Board of Regents. F, T

Universal Technical Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. A

Licensed by the Mississippi Commission on Proprietary Schools and College Registration, Certificate No. C-117. F

Approved to operate by the Missouri Coordinating Board for Higher Education. A

Authorized to offer post-secondary degree programs in the State of Montana. A, C

Approved by the Nebraska Department of Education. A

UTI Representatives comply with all applicable legal requirements to recruit in the State of Nevada.

Approved and licensed to operate by the State of New Jersey Department of Labor and Workforce Development. N

Registered with the New Mexico Higher Education Department. A

Approved by the Ohio State Board of Career Colleges and Schools. Certificate registration numbers are 98-04-1487T (AZ) and 98-04-1485T (FL). A, F

Licensed by the Oklahoma Board of Private Vocational Schools. T

Licensed by the Oregon Higher Education Coordinating Commission. A, C (Sacramento)

UTI Representatives comply with all applicable legal requirements to recruit in the State of Rhode Island.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady St., Suite 300, Columbia, SC 29201, 803-737-2260. Licensure indicates only that minimum standards have been met and is not an endorsement or guarantee of quality. F

Authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. F

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, TX. T

UTI Representatives comply with all applicable legal requirements to recruit in the State of Virginia.

(Degree Programs) Universal Technical Institute is authorized by the Washington Student Achievement Council (the Council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Universal Technical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov). A, C (Sacramento)

(Non-Degree Programs) Authorized to operate in the state of Washington under WA RCW 28C.10. A, C (Sacramento), F, T

Approved by the Wisconsin Educational Approval Board. A, F



Licensed by the State of Wyoming as a post-secondary proprietary school under W.S. 21-2-401 through 21-2-407. A

For more information or to view the campus licenses and accreditation documents, please visit the Office of the Campus President.



## Memberships

Active memberships are held in the following organizations:

- American Boat & Yacht Council
- Arizona Fleet Maintenance Council
- Arizona Guidance and Personnel Association
- Arizona Private School Association
- Arizona Trucking Association
- Arizona Veterans Program Association
- Automotive Aftermarket Industry Association
- Automotive Service Association
- Automotive Training Managers Council
- Automotive Wholesalers of Arizona
- Automotive Youth Educational Systems
- Better Business Bureau
- California Association of Private Postsecondary Schools
- Career Colleges and Schools of Texas
- Central Florida Hispanic Chamber of Commerce
- Chamber630
- Chester County (Pennsylvania) Chamber of Business and Industry
- Chicagoland Apartment Association
- Collision Industry Council
- Exton Chamber of Commerce
- Greater Houston Partnership
- Houston Auto Body Association
- Houston Automobile Dealers Association
- Houston Chamber of Commerce
- Illinois Chamber of Commerce
- Independent Automotive Service Association
- Inter-Industry Conference on Auto Collision Repair
- International Autobody Congress & Exposition
- International Automotive Technicians Network
- Irving Chamber of Commerce

- Lisle Area Chamber of Commerce
- Massachusetts Association of Private Career Schools
- Mooresville-South Iredell (NC) Chamber of Commerce
- Naperville Area Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Auto Body Council
- National Automotive Technicians Education Foundation
- National Institute for Automotive Service Excellence
- National Rehabilitation Association
- Natomas Chamber of Commerce
- NextEd
- North American Council of Automotive Teachers
- North Carolina Association of Career Colleges and Schools
- North Carolina Business Committee for Education
- North Carolina Motorsports Association
- Orlando Chamber of Commerce
- Pennsylvania Private School Association
- Phoenix Chamber of Commerce
- Rancho Cucamonga Chamber of Commerce
- Sacramento Hispanic Chamber of Commerce
- Sacramento Metro Chamber of Commerce
- SEMA
- Servicemembers Opportunity Colleges
- SkillsUSA
- Society for Technical Communication
- Statesville (NC) Chamber of Commerce
- Texas Industrial Vocational Association
- Technology & Maintenance Council (American Trucking Association)

## ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

To be eligible for enrollment, a prospective student must be at least 16 years of age. Please note that all students enrolling under the age of 18, require a parent or guardian to execute the Enrollment Agreement.

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes.

Prospective students may complete their enrollment through UTI's electronic enrollment process.

All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to UTI. The conditional status remains until the student's documentation is judged acceptable. Allowing adequate lead time (ideally 30 days minimum) for both evaluation of the document(s) submitted and an alert regarding any deficiency prior to any planned relocation to attend school is highly advised.

To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply and UTI must accept one of the following documents:

- Standards-based high school diploma recognized by the student's state (documented with a copy of the diploma, a transcript provided by the high school or a DD Form 214 showing verification of high school graduation). Diplomas and transcripts are evaluated upon receipt. UTI evaluates diplomas for validity and reserves the right not to accept those deemed invalid. Note: Students who are residents of the state of Tennessee and attending MMI-Orlando or UTI-Houston, and all students at NASCAR Tech are required to submit copies of their official high school transcripts rather than copies of their high school diplomas to satisfy admissions requirements; or
- State-issued GED or state-authorized equivalent exam. Students who are residents of the state of Tennessee attending UTI/MMI-Orlando are required to submit copies of their official GED transcripts rather than copies of their certification to satisfy admissions requirements; or
- Evidence of having previously attended a Title IV-eligible program at a postsecondary institution under the Ability to Benefit (ATB) provision prior to July 1, 2012 (documented with a copy of the official ATB test scores and transcript).  
**Note:** This provision does not apply to the UTI-Avondale or UTI-Rancho Cucamonga locations, as these locations do not accept ATB students.
- Successful completion of a degree program at the postsecondary level (associate degree and beyond proven by submission of an official transcript from the college); or
- Successful completion of an officially recognized home schooling program. The home schooling documentation required by UTI for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has no such requirements, additional documentation—including a transcript showing all courses, grades and graduation date, and a notarized statement—must be submitted for review. The campus Registrar or designee will review home school documents and notify the applicant if further documentation is required.

### Special Notes on Certificates of Completion and Special Education Diplomas

Students possessing a certificate of high school completion (i.e., completed all courses but did not pass all state standards-based requirements such as testing), or high school diploma or transcript indicating the student earned a special education diploma that did not meet all of the state standards-based requirements must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

### Special Notes on UTI Re-enrollees Previously Accepted Under Ability to Benefit (ATB) Provision

- Students whose prior ATB enrollment resulted in graduation can re-enroll.
- Students whose prior ATB enrollment resulted in withdrawal can re-enroll provided they meet all other re-enrollment criteria.
- Former ATB students who may have been accepted to begin coursework but never attended and whose enrollment was therefore canceled must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

### Special Notes on Transfers from Other Institutions who Previously Attended Under ATB Provision

Students whose prior ATB enrollment can be validated with acceptable documentation demonstrating they had attended a Title IV-eligible program of study prior to July 1, 2012, may be accepted for enrollment at UTI.

- It is not necessary for these students to have received federal financial aid while attending the previous school.
- A transcript from the previous institution is required to verify attendance. These students may submit a copy of official ATB scores from the previous school or take a new ATB test for UTI admission.
- If a prospective student fails on these attempts, he or she must earn a GED certificate or state-authorized equivalent exam before reapplying.

### Foreign Education

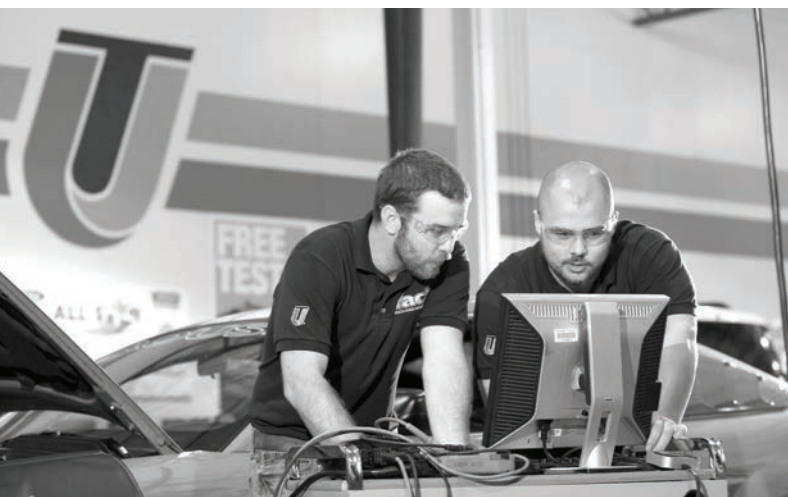
Foreign education documents from outside the United States or its territories that cannot immediately be confirmed as valid proof of high school completion by a college official must be submitted for assessment by a third-party evaluation agency at the prospective student's expense.

### ATB — California Campuses Only

The California Bureau for Private Postsecondary Education requires any student attending a campus located in California show proof of ability to benefit from the training provided, prior to signing an enrollment agreement. Therefore, any prospective student who wishes to attend a UTI campus in the state of California and has not received a diploma or GED from a school providing secondary education must test and pass the Ability to Benefit (ATB) exam as part of the enrollment process. The ATB is for the purpose of enrollment only and is not intended to replace the GED/ high school diploma requirement necessary to be officially admitted.



Ability to Benefit compliance is determined by an eligible score on the Wonderlic Basic Skills (210 passing score) and Verbal Skills (200 passing score). These tests and their passing scores have been developed by Wonderlic and approved by the U.S. Department of Education. In order to comply with state guidelines, Ability to Benefit tests must be administered independently of the school. Beyond assisting in finding a test site and an approved independent test administrator, the school has no role in the administration of this exam. Issues relating to the exam must be addressed with the approved independent test administrator or test publisher (Wonderlic). Students who do not pass each test of the first set may retake a second version if they meet the retake criteria determined by Wonderlic. Students who do not pass each test of the second set will not be permitted to sign an enrollment agreement as planned, and may return after six months and retake both versions of the test (as determined by Wonderlic). If a prospective student fails on these attempts, he or she must earn a GED certificate before reapplying. UTI reserves the right to substitute or change the ATB test it uses for this purpose, provided the new test is approved by the U.S. Department of Education for use as an ATB test.



## Additional Admission Procedures/ Entrance Requirements

In addition to the general Admissions Procedures/ Entrance Requirements provided above, applicants for Cummins Engines and Cummins Power Generation programs must satisfy all of the following requirements:

1. Be a UTI or NASCAR Tech graduate, or a UTI or NASCAR Tech student who has no more than 10 courses remaining in his or her current UTI or NASCAR Tech program;
2. Have a valid motor vehicle record (MVR);
3. Have no current MVR convictions of driving under the influence of alcohol and/or drugs; and
4. Complete a personal interview with the Advanced Training Manager. (For Cummins Engines and Cummins Power Generation, applicants instead will meet with the campus Student Development Advisor.) Only an applicant who meets requirements 1 through 3 will be eligible for an interview.

Satisfying all admissions requirements does not guarantee admission to the program. If the number of qualified applicants exceeds the number of available spots, the institution will select the most qualified applicants based upon GPA, attendance and interview responses.

## Computer Equipment

The Learning Resource Center has computers available for student use, including completion of interactive online learning.

Students who would like to access their interactive online learning off campus will need access to a computer with the minimum specifications listed below.

### COMPUTER:

- 4 GB memory (8 GB recommended)
- 1280 x 1024 graphics resolution or higher
- Audio output
- Broadband Internet connection (4 Mbps download or faster)

### SYSTEM SOFTWARE:

Operating Systems

- Windows 7
- Windows 8
- Windows 10

Web Browsers

- Internet Explorer 9 or later (Compatibility View Mode enabled)
- Chrome 48 or later

### SOFTWARE:

- Adobe Flash 11 or later
- Java 7 or later
- Adobe Reader

## Non-matriculating Students

For those students who do not enroll in a full, approved program and are therefore ineligible for federal student aid and a degree/ diploma from an accredited program, proof of high school graduation, GED or state-authorized equivalent exam is not required. If a student chooses later to enroll in a full program, all admissions requirements listed above must be satisfied.

## Criminal Background Conditions for Admissions and Active Enrollments

UTI is committed to providing a safe learning environment for all students and faculty. An application from a prospective student that indicates a history of being convicted of or pleading guilty or no contest to a violent crime or other type of felony will be subject to further review by UTI before being accepted. This policy extends to those students who have already enrolled or are active students. Conviction of a felony while attending or while awaiting a first class start is grounds for discipline including and up to termination or denial. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants. With regard to admissions decisions, UTI, after its review, will notify students in writing of its decision to accept or deny the application for enrollment.

UTI will not accept applicants who:

- Have been convicted, or pleaded guilty or no contest to a violent crime involving a weapon.
- Have been convicted of, or pleaded guilty or no contest to sexual assault, attempted sexual assault or other sexually related crime, or any other crime or offense for which registration as a sex offender is required, including but not limited to child pornography or any non-consensual, involuntary sexual act.



- Have been convicted of, or pleaded guilty or no contest to any felony within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to a felony and released from prison/jail within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to murder, attempted murder, vehicular manslaughter, or involuntary or voluntary manslaughter.
- Have been convicted of, or pleaded guilty or no contest to selling, transporting, delivering, cultivating and manufacturing, or intending to sell illegal drugs or controlled substances, resulting in a felony unless such conviction or plea is more than 10 years old.
- Have been convicted of, or pleaded guilty or no contest to human trafficking.
- Have been convicted of, or pleaded guilty or no contest to two or more felonies unless the most recent felony is more than 10 years old.



The above restrictions apply to convictions received as an adult, as well as those received as a juvenile if the applicant was convicted as an adult. An applicant's entire criminal background, including but not limited to misdemeanor convictions or status as a registered sex offender, is considered when reviewing his or her application for enrollment. Applicants convicted of a misdemeanor after their most recent felony conviction and within the past year are ineligible for enrollment until at least one year after their most recent conviction. Applicants who were convicted in a military court proceeding (e.g., general court-martial) fall under the same felony review process and must provide all appropriate background paperwork. Applicants from states that do not use felony and misdemeanor language have the same requirements for equivalent offenses.

Applicants who have a pending felony charge must resolve the situation to final disposition before consideration by the Appeals Committee. Also, applicants who have a disposition of adjudication withheld and have not completed the requirements of their disposition will be required to complete all aspects of their adjudication and receive final disposition before being reviewed by the Appeals Committee. Finally, applicants who have a disposition of adjudication withheld and have proof of final disposition will be required to go through the criminal background process and be reviewed by the Appeals Committee.

For the safety and security of the campus and depending upon the circumstances, it may be advisable to deny application based on the applicant's past criminal background even if the applicant does not fall into the above categories. Applicants with a criminal background will be reviewed on a case-by-case basis. Actively enrolled students are expected to notify Financial Aid and Student Services representatives if they are charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI. Students who incur a qualifying offense will be subject to the same process and evaluation as new applicants, which may lead to termination of enrollment.

The Operations Shared Services Manager has the responsibility of reviewing and approving enrollment agreements to ensure proper qualifications in accordance with admissions standards. Applicants who are denied admission will be notified promptly in writing by the campus. In support of a drug-free environment, UTI students agree, as a condition of acceptance, to UTI's Substance Abuse Prevention policy. Specific details are published in this catalog and are available upon request from the Student Services Department.

UTI, based on information obtained during the interview process, may request a criminal background check on any applicant. Adverse reports will be taken into consideration regarding acceptance.

## International Students

This school is authorized under federal law to enroll non-immigrant students. In addition to the general admissions requirements, all non-immigrant applicants who have entered or wish to enter the U.S. for educational studies must secure and provide documentation of M-1 visa status prior to registration.

Students must also demonstrate proficiency in the English language during the admissions interview. If a student requires certification of high school equivalency, students may take the General Educational Development (GED) exam, a battery of tests administered by the state Department of Education that provides adults an opportunity to receive certification indicating an equivalency to a high school diploma, or state-authorized equivalent exam. UTI is required to report all students issued I-20s who do not attend class as scheduled to the Department of Homeland Security. UTI reserves the right to not issue additional I-20s to, or allow re-enrollment of, students who fail to attend class as planned.

It is each student's responsibility to be aware of the rules and regulations that govern his or her stay in the United States and enrollment in school. This includes, but is not limited to, rules which make M-1 visa students ineligible to take a Leave of Absence, and that students are required to notify the school within 10 days the student's change of address. UTI encourages students to carefully review Page 3 of Form I-20, which outlines some of those rules and regulations.

M-1 students are not permitted to accept any type of employment during their program of study. It is the responsibility of the M-1 students interested in pursuing Practical Training after the completion of his/her program at UTI to contact the Designated School Official (DSO) in their UTI campus' Student Services Department prior to graduation (6 months prior to graduation is recommended). An application for Practical Training must be submitted by the student before the student's UTI graduation date. M-1 students are ineligible to apply for Practical Training once they have graduated.

## English Language Proficiency

All instruction at all UTI campuses is conducted in English.

English language proficiency will be verified at a high school level as evidenced by a high school diploma, GED or other documents deemed acceptable under UTI's entrance requirements. No standard English language test is administered. UTI does not provide English language learning services.



## Manufacturer Paid Manufacturer-Specific Advanced Training Program Acceptance Standards

To be eligible for acceptance into any Manufacturer Paid Manufacturer-Specific Advanced Training (MSAT) program, you must be a U.S. citizen or present a current visa. The effective period of the visa must cover the entire period of attendance, including the training program and dealership employment obligation, and must be a visa eligible for this type of program. M-1 visas are NOT eligible for this type of training. To qualify, students must interview successfully and meet established GPA, attendance, driving record, drug testing, relocation and entrance-exam requirements. Also, MSAT applicants must have no felony convictions in order to qualify for admissions. Tuition for these programs is sponsored by the manufacturer in accordance with established terms of employment.

**Note:** Manufacturer-paid MSAT programs are not part of UTI's accreditation. Additionally, these programs are not regulated or approved, and locations vary.

## Enrollment

Classes are not conducted on a term basis; enrollment may take place at any time during the year. However, instruction may begin only when classes are scheduled. UTI classes are scheduled approximately every six weeks.

## Graduation Documents

UTI awards Associate of Occupational Studies (AOS) degrees, diplomas and certificates. The graduation documents awarded for the programs in which students are enrolled are listed in the Catalog Addenda, which also outline the length and cost of each program.

## Course Schedules

Courses are three weeks in length. New students can enroll approximately every six weeks. Certain start dates may be limited. Check with the Admissions Office at your campus or your Admissions Representative regarding availability.

Start dates, holidays and vacation schedules are included in the back of this catalog. Because class sessions vary among all UTI campuses, specific times are listed on the Enrollment Agreement for each campus. Each student's actual class time is determined at orientation. UTI reserves the right to change the times of its scheduled classes at its discretion, and class start/end times may vary during peak enrollment periods at the discretion of the Campus President. UTI reserves the right to change a student's session at any time based upon course availability.

## Change of Start Date

A student may change start dates after signing an Enrollment Agreement. If a change in start date is requested within 72 hours after signing the Enrollment Agreement and making an initial payment, no reregistration fee will be charged. If a change in start date is requested after the 72-hour period, the agreement will be canceled and a new agreement with its own separate terms must be signed.

## Tools and Supplies

All tools necessary for training are supplied with the following exceptions: Each student in the Automotive Technology II and/or Diesel Technology II programs is required to have a digital multimeter that meets or exceeds specifications set by UTI. This meter is used throughout the program and ultimately will be an essential tool for students when they graduate and obtain employment in the occupational field. The approved digital multimeter is available for purchase at the campus and the current cost of the multimeter is listed on the Catalog Addendum.

Each student in the Welding Technology program is required to have welding safety apparel and basic tools that meet or exceed specifications set by UTI. The apparel is made up of a welding helmet, jacket and gloves that will be used throughout the program, and the tools consist of a chipping hammer, MIG pliers and wire brushes. Ultimately, these items will be essential for students when they graduate and obtain employment in the occupational field. The approved welding safety apparel and tools are available for purchase at the campus and the current cost is listed on the Catalog Addendum.

Students in the Automotive Technology II and/or Diesel Technology II Programs who are near graduation and have no outstanding obligations to the school will receive a Career Starter Tool Set Voucher, redeemable for a choice of Snap-on® tool sets with a list price value of more than \$1,300. Vouchers should be redeemed with your campus Snap-on® tools representative prior to graduation.

Students in the Automotive Technology II and/or Diesel Technology II Programs are only eligible to receive tools through this offer one time. Students who have transferred to another campus within the MMI/UTI/NASCAR Tech system after having received a Snap-on® tool voucher will not be eligible to receive another Snap-on® tool voucher through this offer. Students will also have access to tool discounts through the Snap-on® Student Excellence Program as long as they are attending classes at UTI full time.

The major tools and equipment that students will use are described individually in the course descriptions for each program (where appropriate).

## Lab Fees

This fee is in addition to tuition and is listed on the Catalog Addendum.



## Instructional Materials and Uniforms

The cost of course books, safety glasses and at least two uniform shirts (varies by location) are included in tuition. Additional work shirts may be purchased on campus.

## Registration/Testing/Orientation

Registration is normally conducted the week prior to the first week of class. Testing and orientation are also scheduled prior to that first week. Please check with your campus for the current schedule.

# ASE CERTIFICATION AND ASE EDUCATION FOUNDATION ACCREDITATIONS

## WHAT ARE ASE CERTIFICATION AND ASE EDUCATION FOUNDATION ACCREDITED PROGRAMS?

### ASE Certification

ASE certification is an industry-recognized standard for professional technicians. To become ASE certified, a technician must have two years of work experience and pass ASE certification examinations. A graduate from one of UTI's ASE Education Foundation accredited programs is able to substitute his or her training for one year of work experience toward ASE's two-year work requirement. In addition, UTI's curriculum is designed to help prepare students for taking ASE examinations and all UTI Automotive, Diesel and CRRT instructors are ASE certified in the areas they teach.

### ASE Education Foundation Accreditation

ASE Education Foundation accreditation means UTI's Auto, Diesel and CRRT programs have been accredited by the ASE Education Foundation, a non-profit organization that evaluates technician training programs against standards developed by the automotive, truck and collision industries. UTI is one of the few private career schools in the nation to offer ASE Education Foundation-accredited Automotive Technology, Diesel & Industrial Technology, and Collision Repair and Refinish Technology programs.

## HOW DID UTI'S AUTOMOTIVE TECHNOLOGY II, DIESEL TECHNOLOGY II, AND COLLISION REPAIR AND REFINISH TECHNOLOGY PROGRAMS BECOME ASE EDUCATION FOUNDATION ACCREDITED?

UTI completed an extensive self-evaluation and application process. Upon ASE Education Foundation's review, an evaluation team conducted on-site inspections at all UTI campuses, reviewing curriculum, teaching techniques, facilities, equipment, training aids, task sheets, tools, budgets and safety measures.

**Note:** Any new campus or program is required to graduate its first class before applying to receive ASE Education Foundation accreditation. Therefore, some UTI programs and their campuses may not yet be ASE Education Foundation accredited.

*To confirm ASE Education Foundation accreditation of a program and its campus, a student may contact the Education Director at the applicable campus.*



## UTI'S ASE EDUCATION FOUNDATION ACCREDITED PROGRAMS

UTI offers a variety of ASE Education Foundation accredited program options including:



### AUTOMOTIVE TECHNOLOGY II

Including the following accredited areas:

1. Brakes
2. Electrical/Electronic Systems
3. Engine Performance
4. Suspension and Steering
5. Automatic Transmission and Transaxle
6. Engine Repair
7. Heating and Air Conditioning
8. Manual Drive Train and Axles

### DIESEL TECHNOLOGY II

Including the following accredited areas:

1. Diesel Engines
2. Suspension and Steering
3. Brakes
4. Electrical/Electronic Systems
5. Preventive Maintenance Inspection
6. Drive Train
7. Heating, Ventilation and Air Conditioning
8. Hydraulics

### AUTOMOTIVE & DIESEL TECHNOLOGY II

Includes all of the areas listed above.

### COLLISION REPAIR & REFINISH TECHNOLOGY

Including the following accredited areas:

1. Structural Analysis and Damage Repair
2. Nonstructural Analysis and Damage Repair
3. Mechanical and Electrical Components
4. Painting and Refinishing
5. Damage Analysis, Estimating and Customer Service

# CURRICULUM INFORMATION

## Clock-to-credit-hour Conversion

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## Texas Workforce Commission (TWC)

### Clock-to-credit-hour Conversion

One academic semester credit hour is equal to a minimum course time of:

- 15 hours of classroom lecture;
- 30 hours of laboratory experience; or
- 45 hours of externship.

The school shall calculate lecture, laboratory, and externship credit hour conversions individually for each class, rounding down to the nearest half credit hour. The school shall add the total for the credit hours for lecture, laboratory, and externship to determine the total credit hours for a class.

## Curriculum Changes

The school is continuously seeking to improve the quality of the education it provides. As a result, the school reserves the right to make changes to the curriculum. These changes may occur at any time and may include such items as:

- Varying course offerings and/or course sequence in any program of study.
- Revising the curriculum content of any program or course.
- Changing the number of credit hours in any program of study or any course in any program of study.

Such changes will not negatively affect currently enrolled students and will be approved in advance by the school's state regulatory body. The Education Director can provide information on plans that the school has for improving the curricula.

## Comparable Program Information

Information on comparable programs, tuition, fees and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC). For more information, contact:

**ACCSC**

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302 Arlington, VA 22201  
703-247-4212  
www.accsc.org

## Graduation Rate and Required Disclosures

For more about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.uti.edu/disclosures](http://www.uti.edu/disclosures).

# PROGRAM DESCRIPTIONS

The listings below are the core Automotive Technology II and Diesel Technology II programs and Manufacturer-Specific Advanced Training along with their descriptions and objectives.

**Note:** Manufacturer-Specific Advanced Training may not be taken by themselves and require the completion of a core program or prerequisites as shown in the course description for each Manufacturer-Specific Advanced Training.

## AUTOMOTIVE AND DIESEL TECHNOLOGY II PROGRAMS OVERVIEW

As a student in UTI's Automotive Technology II and Diesel Technology II programs, you will learn how to diagnose, maintain, and repair domestic and imported automobiles, as well as light- and medium-duty diesel trucks. You also will learn how to troubleshoot problems of all kinds, using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment. Topics covered will include basic engine systems, computerized fuel injection, anti-lock brakes, passenger restraint systems and computerized engine controls.

UTI's core programs are Automotive Technology II, Diesel Technology II and Automotive & Diesel Technology II. These programs include on-campus and online\* education to provide greater flexibility to the student. Classes at the Avondale, Bloomfield, Dallas and Orlando campuses are 4.5 hours a day Monday through Friday with a 20-minute-break at 110 minutes into the day. Classes at the Sacramento and Rancho Cucamonga campuses are 4 hours and 25 minutes a day, Monday through Friday, with a 15-minute break at 140 minutes into the day. Classes at the Long Beach campus are 5 hours and 5 minutes a day Monday through Friday with a 15-minute break and a 40-minute break. In addition to class hours, interactive online learning is part of the student's learning experience.

### \*Students Receiving VA Educational Benefits and Interactive Online Learning (IOLs)

Veteran students who are utilizing educational benefits are required by the VA to complete the IOL portion of their training on campus where applicable. A qualified instructor is available in the Learning Resource Center to provide assistance to all Veteran students who may need support while they complete their IOLs. Students may complete their IOLs before or after their regularly scheduled class time.

Where required, the IOL completion will be incorporated into the student's overall lab grade. Students must ensure they miss no more than 15% of the overall IOL time for each course in order to receive a passing lab score.

## Automotive Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

51 weeks, 61 semester credits

**Hours:** 737 classroom, 643 lab

As a student in UTI's Automotive Technology II program, you will learn how to diagnose, maintain and repair domestic and imported automobiles.

#### AUTOMOTIVE TECHNOLOGY II PROGRAM OBJECTIVE

The objective of UTI's Automotive Technology II program is to prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the complete automotive mechanical and electrical systems, and make all necessary repairs and replacements.

UTI's Automotive Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>737.0</b>	<b>643.0</b>	<b>0</b>	<b>1,380</b>	<b>61.0</b>	<b>63.0</b>

## Diesel Technology II

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

45 weeks, 53.5 semester credits

**Hours:** 635.5 classroom, 567 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration.

#### DIESEL TECHNOLOGY II PROGRAM OBJECTIVE

The objective of the Diesel Technology II Program is to provide students with the basic knowledge and skills to diagnose malfunctions in mechanical and electrical systems, and make necessary repairs and replacements. This program is intended for students who want to learn the diesel and industrial trade or practicing technicians who want to upgrade their skills. It is designed to prepare students for entry-level positions as service technicians in diesel engine repair facilities, medium/heavy truck repair facilities or truck dealerships; or industrial applications that include material handling, construction equipment and transport refrigeration.

The program will provide students with the basic knowledge and skills to diagnose malfunctions in mechanical and electrical systems, and make necessary repairs and replacements.

This program is intended for qualified novices who want to learn the Diesel trade, or practicing technicians who want to upgrade their skills. It is designed to prepare students for entry-level positions as service technicians in diesel engine repair facilities, medium/heavy truck repair facilities or truck dealerships; or for industrial applications that include material handling, construction equipment and transport refrigeration.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
<b>Total</b>		<b>635.5</b>	<b>567.0</b>	<b>0</b>	<b>1,202.5</b>	<b>53.5</b>	<b>55.0</b>



## Automotive and Diesel Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE & DIESEL TECHNICIAN

75 weeks, 90 semester credits

**Hours:** 1,059.5 classroom, 973.5 lab

UTI's ASE Education Foundation-accredited Automotive and Diesel Technology II program combines all of the core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries. Also, students can choose to specialize their diesel training by enrolling in the Cummins Power Generation Manufacturer-Specific Advanced Training or the Cummins Engines or the DTNA Finish First Manufacturer-Specific Advanced Training.

### AUTOMOTIVE AND DIESEL TECHNOLOGY II PROGRAM OBJECTIVE

The objective of UTI's Automotive and Diesel Technology II program is to provide students with the basic knowledge and skills to obtain entry-level positions as automotive and medium/heavy truck technicians, including diagnosing malfunctions in complete mechanical and electrical systems, and making necessary repairs and replacements.

The Automotive and Diesel Technology II program will prepare students to work as service technicians in automotive repair facilities, automotive dealer service departments, diesel engine repair facilities, medium/heavy truck repair facilities and truck dealerships.

UTI's Automotive and Diesel Technology II program for entry-level technician training gives students the best of both worlds: every Automotive Technology II course and Diesel Technology II course that UTI offers. By training in each of these fields, students will have the flexibility to qualify for positions in both industries.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>1,059.5</b>	<b>973.5</b>	<b>0</b>	<b>2,033</b>	<b>90.0</b>	<b>92.0</b>

## Automotive Essentials Technology II

### TRAINING FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

42 weeks, 49.5 semester credits

**Hours:** 426.5 classroom, 518.5 lab

As a student in UTI's Automotive Technology II program, you will learn how to diagnose, maintain and repair domestic and imported automobiles.

### AUTOMOTIVE ESSENTIALS TECHNOLOGY II PROGRAM OBJECTIVE

The objective of UTI's Automotive Essentials Technology II programs is to prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the complete automotive mechanical and electrical systems, and make all necessary repairs and replacements.

UTI's Automotive Essentials Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose drivability concerns in addition to training in service operations.

As an Automotive Essentials Technology II student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	37.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	43.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	36.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	39.0	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	33.0	34.5	0	81.5	3.5	4.0
AT12-152	Braking Systems	32.0	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	29.5	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	23.5	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	30.0	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	27.0	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	20.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	24.0	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	20.5	47.0	0	86.5	4.0	4.0
AT12-204	Advanced Technology/Hybrid & Service Advising	31.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>426.5</b>	<b>518.5</b>	<b>0</b>	<b>1,125.5</b>	<b>49.5</b>	<b>51.5</b>



# STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING

UTI Automotive and Diesel students can take their training to a higher level by supplementing their core training programs with Manufacturer-Specific Advanced Training (MSAT). MSAT training provides manufacturer-specific training that can lead to entry-level career opportunities with major automotive and diesel manufacturers. The following Manufacturer-Specific Advanced Training is available to UTI students:

**Ford Accelerated Credential Training (FACT)** – 15-week Manufacturer-Specific Advanced Training available at UTI's Avondale, Sacramento, Rancho Cucamonga and Orlando campuses.

**GM Technician Career Training** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Nissan Automotive Technician Training (NATT)** – nine-week Manufacturer-Specific Advanced Training available at UTI's Long Beach and Orlando campuses.

**Toyota Professional Automotive Technician (TPAT)** – 12-week Manufacturer-Specific Advanced Training available at UTI's Sacramento campus.

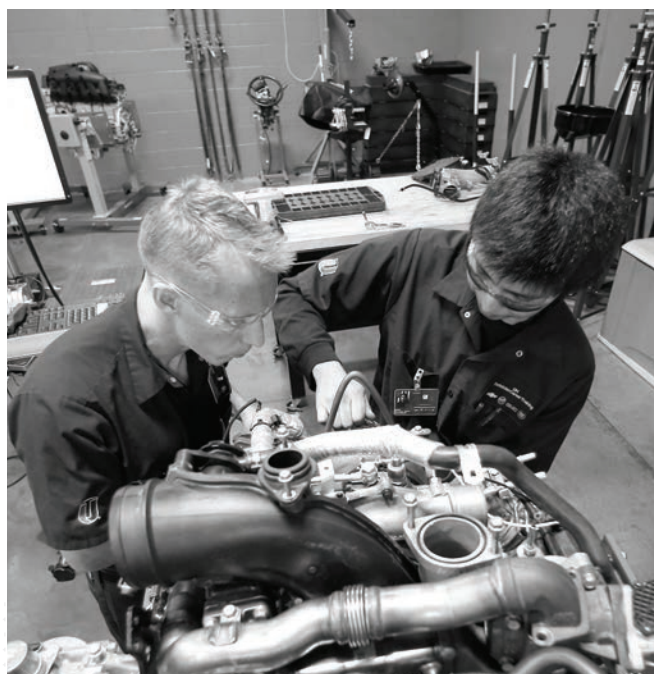
**Cummins Engines** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Cummins Power Generation** – 12-week Manufacturer-Specific Advanced Training available at UTI's Avondale campus.

**Daimler Trucks North America (DTNA) Finish First** – 12-week Manufacturer-Specific Advanced Training at UTI's Avondale campus.

## PROGRAM OBJECTIVES

All Manufacturer-Specific Advanced Training programs complement UTI's accredited Automotive Technology II, Diesel Technology II and Automotive & Diesel Technology II training programs.

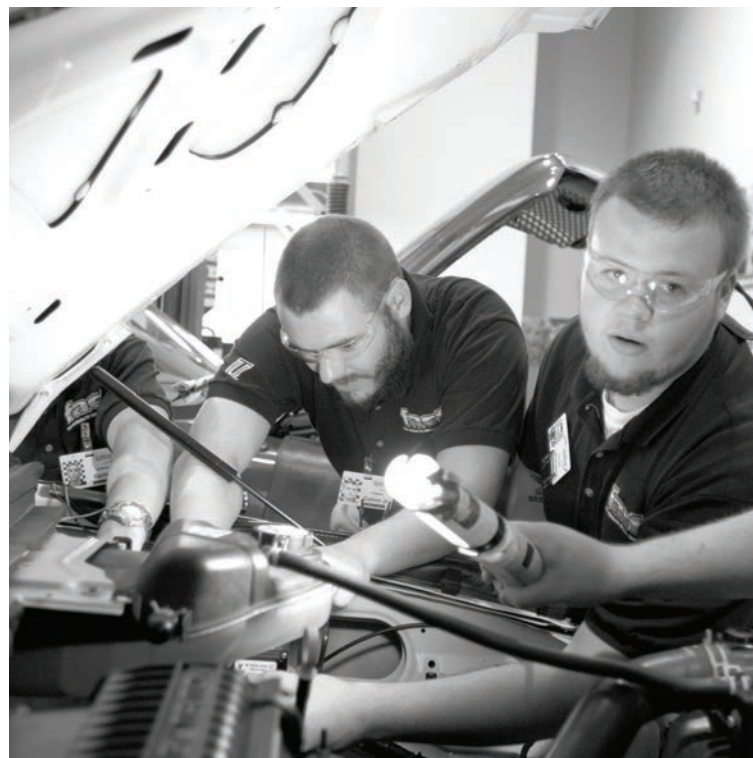


## Ford FACT

AZ, FL, Rancho Cucamonga and Sacramento, CA campuses

15 weeks, 20 semester credits

Hours: 200 classroom, 250 lab



Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

FACT students have the opportunity to earn Ford STST credentials. As a result of achieving the credentials, graduates can become Ford Certified Specialists within the Ford and Lincoln dealer network. Additionally, students can obtain Ford Quick Lane hands-on skills and certification that Ford, Lincoln and Quick Lane dealers desire in their technicians.

Each student will have his or her Ford Motor Company training history stored under the student's STARS ID, Ford's Standardized Training and Resource System.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADTF-130	Ford Systems 1	37.0	53.0	0	90	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90	4.0	4.0
Total		200	250	0	450	20.0	19.0

## GM Technician Career Training

### AZ campus

12 weeks, 16 semester credits

**Hours:** 157 classroom, 203 lab



Students enrolled in the GM Technician Career Training Manufacturer-Specific Advanced Training will receive the same GM Service Technical College training that GM provides to its dealership technicians. The GM STC coursework will focus on:

- Electrical and electronic systems including vehicle networks, diagnostics and repair procedures
- Engine mechanical and measurements
- Engine performance
- Braking systems
- Chassis control systems
- Noise, vibration and harshness
- HVAC systems and operation
- 6.6L Duramax Diesel operation, diagnosis and service
- Introduction to vehicle maintenance and inspection

GM Technician Career Training students have the opportunity to earn GM STC course credits that can elevate you to Bronze, Silver and Gold certification status in multiple service areas within the GM Dealer network.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADTG-001	GM Systems 1	36.0	54.0	0	90.0	4.0	3.5
ADTG-002	GM Systems 2	41.0	49.0	0	90.0	4.0	4.0
ADTG-003	GM Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTG-004	GM Systems 4	39.0	51.0	0	90.0	4.0	4.0
<b>Total</b>		<b>157</b>	<b>203</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>15.5</b>

## Nissan Automotive Technician Training (NATT)

### FL and Long Beach, CA campuses

9 weeks, 11.5 semester credits

**Hours:** 70 classroom, 200 lab



Students enrolled in the NATT program will have the opportunity to enhance the skills they developed in the core Automotive Technology II program. Students enrolled will receive bumper-to-bumper training on Nissan and Infiniti products with a focus on electrical systems, engines, chassis, drive trains and climate systems. With NATT, students can earn credit within the Nissan and Infiniti Technician certification structure that will increase their value to Nissan and Infiniti dealerships nationwide. Each student will have his or her NATT training history stored under the student's Nissan Virtual Academy ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
NATT-001	Nissan Electrical Systems	26.0	64.0	0	90.0	3.5	3.5
NATT-002	Nissan Chassis and Engines	23.0	67.0	0	90.0	4.0	3.5
NATT-003	Nissan Drive Trains and Climate Systems	21.0	69.0	0	90.0	4.0	3.0
<b>Total</b>		<b>70</b>	<b>200</b>	<b>0</b>	<b>270</b>	<b>11.5</b>	<b>10.0</b>



## Toyota Professional Automotive Technician (TPAT)

**Sacramento, CA campus**

12 weeks, 16 semester credits

**Hours:** 113 classroom, 247 lab



The TPAT curriculum is equivalent to the training that Toyota provides to its dealership technicians. The TPAT Manufacturer-Specific Advanced Training will develop knowledge and skills specific to Toyota and Lexus procedures and vehicles, qualifying students for opportunities within the dealer network.

The Toyota coursework is focused on electrical and electronic systems, suspension, steering and alignment, braking systems, climate control, engine performance, automatic and manual transmissions and transfer cases, Toyota Hybrid General Service and Toyota's Express Maintenance training. ASE test preparation and training is included throughout the Manufacturer-Specific Advanced Training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
TPAT-011	TPAT 1	33.0	57.0	0	90.0	4.0	3.5
TPAT-012	TPAT 2	23.0	67.0	0	90.0	4.0	3.5
TPAT-013	TPAT 3	29.0	61.0	0	90.0	4.0	3.5
TPAT-014	TPAT 4	28.0	62.0	0	90.0	4.0	3.5
<b>Total</b>		<b>113</b>	<b>247</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>14.0</b>

## Cummins Engines

**AZ campus**

12 weeks, 15 semester credits

**Hours:** 164 classroom, 196 lab



Students enrolled in Cummins Engines will train exclusively on Cummins mid-range and heavy-duty engines, which power everything from Dodge Ram trucks, RVs, emergency vehicles and buses to one of every four tractor trailers on the road in the United States. Each graduate has the opportunity to achieve Cummins qualifications by passing a written test and hands-on evaluation for 2007 through 2013 Cummins mid-range and heavy-duty engines. Each student will have his or her Cummins training history stored under the student's Cummins Promotion ID number.

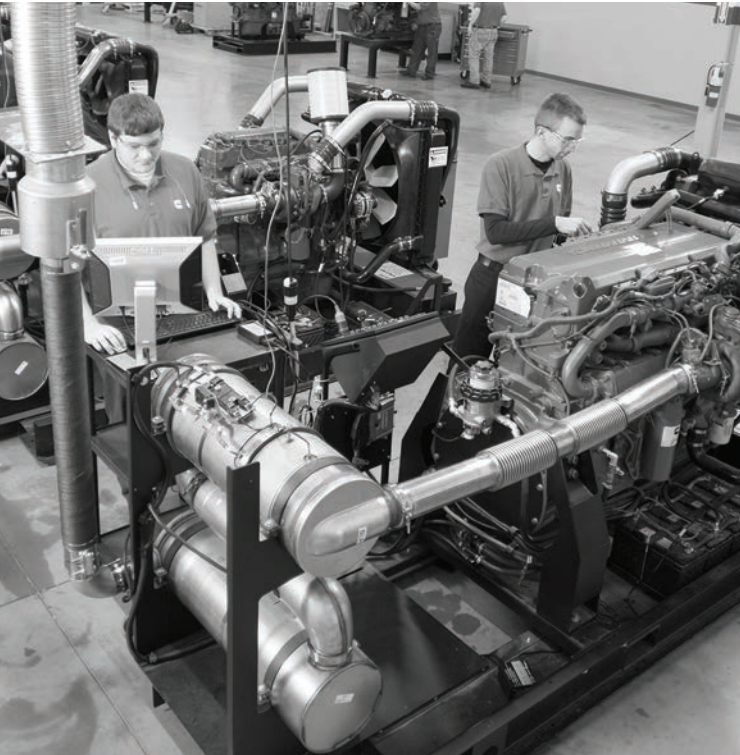
Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CMNS-101	Cummins Course 1	40.0	50.0	0	90.0	4.0	4.0
CMNS-102	Cummins Course 2	50.0	40.0	0	90.0	3.5	4.0
CMNS-103	Cummins Course 3	46.0	44.0	0	90.0	3.5	4.0
CMNS-104	Cummins Course 4	28.0	62.0	0	90.0	4.0	3.5
<b>Total</b>		<b>164</b>	<b>196</b>	<b>0</b>	<b>360</b>	<b>15.0</b>	<b>15.5</b>

## Cummins Power Generation

### AZ campus

12 weeks, 16 semester credits

**Hours:** 169 classroom, 191 lab



The Cummins Power Generation Manufacturer-Specific Advanced Training provides the skill and knowledge students will need to understand the fundamentals of power generation; Cummins generator engines and their controls; and the installation, preventive maintenance, testing and servicing of power generators. Application of power generators include standby, prime and rental power for healthcare, RVs, data centers, commercial/office buildings and entertainment venues.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CPGN-101	Cummins Power Generation Course 1	44.0	46.0	0	90.0	4.0	4.00
CPGN-102	Cummins Power Generation Course 2	45.0	45.0	0	90.0	4.0	4.50
CPGN-103	Cummins Power Generation Course 3	42.0	48.0	0	90.0	4.0	4.00
CPGN-104	Cummins Power Generation Course 4	38.0	52.0	0	90.0	4.0	4.00
<b>Total</b>		<b>169</b>	<b>191</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>16.5</b>

## Daimler Trucks North America (DTNA) Finish First

### AZ campus

12 weeks, 16 semester credits

**Hours:** 119 classroom, 241 lab



Students will receive hands-on training on the following DTNA brands: Freightliner, Western Star and Detroit Diesel Engines.

Graduates of the Manufacturer-Specific Advanced Training must pass written and hands-on certification testing as well as DTNA-prescribed, module-based training. Students will have the opportunity to earn Professional Level Certification in the areas of heavy-duty truck systems, electrical troubleshooting, electronic systems and HVAC diagnostics. They also will have the opportunity to earn two Detroit Diesel Engine certifications for major repair and basic diagnostics. Each student will have his or her DTNA training history stored under the student's DTNA Aftermarket Resource Center ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
FLNR-101	Freightliner Finish First Course 1	28.0	62.0	0	90.0	4.0	3.5
FLNR-102	Freightliner Finish First Course 2	28.0	62.0	0	90.0	4.0	3.5
FLNR-103	Freightliner Finish First Course 3	27.0	63.0	0	90.0	4.0	3.5
FLNR-104	Freightliner Finish First Course 4	36.0	54.0	0	90.0	4.0	3.5
<b>Total</b>		<b>119</b>	<b>241</b>	<b>0</b>	<b>360</b>	<b>16.0</b>	<b>14.0</b>



# ADDITIONAL MANUFACTURER-SPECIFIC ADVANCED TRAINING

The following Non Manufacturer-Specific Advanced Training is available to UTI students:

## SMOG

- Nine-week elective available at UTI's Sacramento campus.
- Six-week elective available at UTI's Rancho Cucamonga campus.

**Welding Elective** – Available at UTI's Sacramento Campus

## SMOG



In addition to achieving their core Automotive Technology II or Automotive & Diesel Technology II program objectives, The applicant must provide proof of one of the following:

- Completion of training course(s) approved by BAR in the following areas: electrical/electronic systems, engine performance and advanced engine performance.
- Certification or a passing score from the National Institute for Automotive Service Excellence in the certification categories of Electrical/Electronic Systems (A6), Engine Performance (A8) and Advanced Engine Performance Specialist (L1).

To qualify to take the examination, the applicant must provide proof of one of the following:

- Successful completion within the last 24 months of the Basic Clean Air Car course. To qualify for the course, the applicant must have one year of automotive experience and/or education in the engine performance area.
- Possession of a valid and unexpired intern technician license and one year of verifiable experience in the vehicle engine performance area after obtaining the license.
- Possession of either an Associate of Arts (AA) degree, Associate of Science (AS) degree or certificate in Automotive Technology from a state-accredited or recognized college, public school or trade school with a minimum of 360 hours of coursework in the engine performance area, and successful completion of BAR's Basic Clean Air Car course within the last 24 months.
- Possession of a valid and unexpired smog check technician's license other than an intern technician license.

For more information, go to: <https://www.bar.ca.gov/Industry/>.

## Sacramento, CA campus

9 weeks, 12 semester credits

**Hours:** 153 classroom, 117 lab

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADSM-101	BAR Engine and Emission Controls	36.0	54.0	0	90.0	4.0	3.5
ADSM-102	BAR SMOG Check Training	45.0	45.0	0	90.0	4.0	4.5
ADSM-103	BAR Specific Repair and Diagnostics	72.0	18.0	0	90.0	4.0	5.0
<b>Total</b>		<b>153</b>	<b>117</b>	<b>0</b>	<b>270</b>	<b>12.0</b>	<b>13.0</b>

## Rancho Cucamonga, CA campus

6 weeks, 6 semester credits

**Hours:** 62.5 classroom, 72.5 lab

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
ADSM-111	ADSM-111 (SMOG I) Level I: Engine and Emission Control Fundamentals (Phase 1)	29.0	38.5	0	67.5	3.0	2.5
ADSM-112	ADSM-112 (SMOG II) Level I & Level II: Smog Check Procedures Training (Phase 2)	33.5	34.0	0	67.5	3.0	3.0
<b>Total</b>		<b>62.5</b>	<b>72.5</b>	<b>0</b>	<b>135.0</b>	<b>6.0</b>	<b>5.5</b>

## Welding Elective

### Sacramento, CA campus

Students enrolled in the Welding elective will develop safety practices, knowledge and skills associated with welding in the Diesel and Automotive industry that will supplement the skills acquired in the core Automotive and Diesel Technology programs. Students learn principles in GMAW (MIG) and SMAW (stick) welding, and the application of metal repairs using GMAW (MIG) welding.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CRRT-105	Welding and Cutting	18.0	72.0	0	90	4.0	3.0
<b>Total</b>		<b>18.0</b>	<b>72.0</b>	<b>0</b>	<b>90</b>	<b>4.0</b>	<b>3.0</b>

# PROGRAMS

## 179 Automotive Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 179** – AZ, FL, NJ campuses

51 weeks, 61 semester credits

**Hours:** 737 classroom, 643 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>737.0</b>	<b>643.0</b>	<b>0</b>	<b>1,380</b>	<b>61.0</b>	<b>63.0</b>

## 5000 Automotive Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5000** – DFW, Long Beach, Rancho Cucamonga and Sacramento, CA campuses

51 weeks, 61 semester credits

**Hours:** 737 classroom, 643 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Automotive Technology II includes on campus and on-line education to provide greater flexibility to the student. In addition to class hours (4.5 hours per day), interactive online learning is part of the student's learning experience.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
<b>Total</b>		<b>737.0</b>	<b>643.0</b>	<b>0</b>	<b>1,380</b>	<b>61.0</b>	<b>63.0</b>

## 010 Automotive Technology II with 1 Industry Emphasis (Nissan NATT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 010** – FL campus

60 weeks, 72.5 semester credits

**Hours:** 807 classroom, 843 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the NATT program will have the opportunity to enhance the skills they developed in the core Automotive Technology II program. Students enrolled will receive bumper-to-bumper training on Nissan and Infiniti products with a focus on electrical systems, engines, chassis, drive trains and climate systems. With NATT, students can earn credit within the Nissan and Infiniti Technician certification structure that will increase their value to Nissan and Infiniti dealerships nationwide.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Nissan NATT							
NATT-001	Nissan Electrical Systems	26.0	64.0	0	90.0	3.5	3.5
NATT-002	Nissan Chassis and Engines	23.0	67.0	0	90.0	4.0	3.5
NATT-003	Nissan Drive Trains and Climate Systems	21.0	69.0	0	90.0	4.0	3.0
Total		807	843	0	1,650	72.5	73.0

## 5108 Automotive Technology II with 1 Industry Emphasis (Nissan NATT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 010** – Long Beach, CA campuses

60 weeks, 72.5 semester credits

**Hours:** 807 classroom, 843 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the NATT program will have the opportunity to enhance the skills they developed in the core Automotive Technology II program. Students enrolled will receive bumper-to-bumper training on Nissan and Infiniti products with a focus on electrical systems, engines, chassis, drive trains and climate systems. With NATT, students can earn credit within the Nissan and Infiniti Technician certification structure that will increase their value to Nissan and Infiniti dealerships nationwide. Each student will have his or her NATT training history stored under the student's Nissan Virtual Academy ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Nissan NATT							
NATT-001	Nissan Electrical Systems	26.0	64.0	0	90.0	3.5	3.5
NATT-002	Nissan Chassis and Engines	23.0	67.0	0	90.0	4.0	3.5
NATT-003	Nissan Drive Trains and Climate Systems	21.0	69.0	0	90.0	4.0	3.0
Total		807	843	0	1,650	72.5	73.0



## 5101 Automotive Technology II with 1 Industry Emphasis (SMOG)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5101** – Sacramento, CA campus

60 weeks, 73 semester credits

**Hours:** 890 classroom, 760 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Smog elective will receive all required training necessary to take the California Smog Check Technician Licensing Exam.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
SMOG							
ADSM-101	BAR Engine and Emission Controls	36.0	54.0	0	90.0	4.0	3.5
ADSM-102	BAR SMOG Check Training	45.0	45.0	0	90.0	4.0	4.5
ADSM-103	BAR Specific Repair and Diagnostics	72.0	18.0	0	90.0	4.0	5.0
Total		890.0	760.0	0	1,650	73.0	76.0

## 5102 Automotive Technology II with 1 Industry Emphasis (Toyota TPAT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5102** – Sacramento, CA campus

63 weeks, 77 semester credits

**Hours:** 850 classroom, 890 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

The TPAT curriculum is equivalent to the training that Toyota provides to its dealership technicians. The TPAT Manufacturer-Specific Advanced Training will develop knowledge and skills specific to Toyota and Lexus procedures and vehicles, qualifying students for opportunities within the dealer network.

The Toyota coursework is focused on electrical and electronic systems, suspension, steering and alignment, braking systems, climate control, engine performance, automatic and manual transmissions and transfer cases, Toyota Hybrid General Service, and Toyota's maintenance training. ASE test preparation and training is included throughout the Manufacturer-Specific Advanced Training.





Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Toyota TPAT							
TPAT-011	TPAT 1	33.0	57.0	0	90.0	4.0	3.5
TPAT-012	TPAT 2	23.0	67.0	0	90.0	4.0	3.5
TPAT-013	TPAT 3	29.0	61.0	0	90.0	4.0	3.5
TPAT-014	TPAT 4	28.0	62.0	0	90.0	4.0	3.5
Total		850.0	890.0	0	1,740	77.0	77.0

## 172 Automotive Technology II with 1 Industry Emphasis (Ford FACT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 172** – AZ, FL, and NJ campuses

66 weeks, 81 semester credits

**Hours:** 937 classroom, 893 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine

performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		937.0	893.0	0	1,830	81.0	82.0

## 5100 Automotive Technology II with 1 Industry Emphasis (Ford FACT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5100** – Rancho Cucamonga and

Sacramento, CA campuses

66 weeks, 81 semester credits

**Hours:** 937 classroom, 893 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		937.0	893.0	0	1,830	81.0	82.0

## 273 Automotive Technology II with 1 Industry Emphasis (GM)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 273** – AZ campus

63 weeks, 77 semester credits

**Hours:** 894 classroom, 846 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the GM Technician Career Training Manufacturer-Specific Advanced Training will receive the same GM Service Technical College training that GM provides to its dealership technicians. The GM STC coursework will focus on: electrical and electronic systems including vehicle networks, diagnostics and repair procedures, engine mechanical and measurements, engine performance, braking systems, chassis control systems, noise, vibration and harshness, HVAC systems and operation, 6.6L Duramax Diesel operation, diagnosis and service, introduction to vehicle maintenance and inspection. GM Technician Career Training students have the opportunity to earn GM STC course credits that can elevate you to Bronze, Silver and Gold certification status in multiple service areas within the GM Dealer network.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
GM							
ADTG-001	GM Systems 1	36.0	54.0	0	90.0	4.0	3.5
ADTG-002	GM Systems 2	41.0	49.0	0	90.0	4.0	4.0
ADTG-003	GM Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTG-004	GM Systems 4	39.0	51.0	0	90.0	4.0	4.0
Total		894	846	0	1,740	77.0	78.5

## 5103 Automotive Technology II with Welding

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5103** – Sacramento, CA campus

54 weeks, 65 semester credits

**Hours:** 755 classroom, 715 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Welding elective will develop safety practices, knowledge and skills associated with welding in the Diesel and Automotive industry that will supplement the skills acquired in the core Automotive program. Students learn principles in GMAW (MIG) and SMAW (stick) welding, and the application of metal repairs using GMAW (MIG) welding.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Welding Elective							
CRRT-105	Welding and Cutting	18.0	72.0	0	90	4.0	3.0
Total		755.0	715.0	0	1,470	65.0	66.0

## 5107 Automotive Technology II with 1 Industry Emphasis (SMOG)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE TECHNICIAN

**Program 5107** – Rancho Cucamonga campus

57 weeks, 67 semester credits

**Hours:** 799.5 classroom, 715.5 lab

UTI's Automotive Technology II Program offers an innovative educational approach with hands-on training. Through a combination of classroom instruction and hands-on work in the lab, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, high performance engines, performance applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Automotive Technology II student you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an assembler, and fleets as a repair and maintenance technician.

Students enrolled in the Smog elective will receive all required training necessary to take the California Smog Check Technician Licensing Exam.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
SMOG							
ADSM-111	ADSM-111 (SMOG I) Level I: Engine and Emission Control Fundamentals (Phase 1)	29.0	38.5	0	67.5	3.0	2.5
ADSM-112	ADSM-112 (SMOG II) Level I & Level II: Smog Check Procedures Training (Phase 2)	33.5	34.0	0	67.5	3.0	3.0
Total		799.5	715.5	0	1,515	67.0	68.5



## 290 Diesel Technology II

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

**Program 290** – AZ, CA, DFW, FL, and NJ campuses

45 weeks, 53.5 semester credits

**Hours:** 635.5 classroom, 567 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
<b>Total</b>		<b>635.5</b>	<b>567.0</b>	<b>0</b>	<b>1,202.5</b>	<b>53.5</b>	<b>55.0</b>



## 296 Diesel Technology II with 1 Industry Emphasis (Cummins Engines)

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

**Program 296** – AZ campus

57 weeks, 68.5 semester credits

**Hours:** 799.5 classroom, 763 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Students enrolled in Cummins Engines will train exclusively on Cummins mid-range and heavy-duty engines, which power everything from Dodge Ram trucks, RVs, emergency vehicles and buses to one of every four tractor trailers on the road in the United States. Each graduate has the opportunity to achieve Cummins qualifications by passing a written test and hands-on evaluation for 2007 through 2013 Cummins mid-range and heavy-duty engines. Each student will have his or her Cummins training history stored under the student's Cummins Promotion ID number.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Diesel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
Cummins Engines							
CMNS-101	Cummins Course 1	40.0	50.0	0	90.0	4.0	4.0
CMNS-102	Cummins Course 2	50.0	40.0	0	90.0	3.5	4.0
CMNS-103	Cummins Course 3	46.0	44.0	0	90.0	3.5	4.0
CMNS-104	Cummins Course 4	28.0	62.0	0	90.0	4.0	3.5
Total		799.5	763.0	0	1,562.5	68.5	70.5

## 297 Diesel Technology II with 1 Industry Emphasis (Cummins Power Generation)

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

**Program 297** – AZ campus

57 weeks, 69.5 semester credits

**Hours:** 804.5 classroom, 758 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

The Cummins Power Generation Manufacturer-Specific Advanced Training provides the skill and knowledge students will need to understand the fundamentals of power generation; Cummins generator engines and their controls; and the installation, preventive maintenance, testing and servicing of power generators. Application of power generators include standby, prime and rental power for healthcare, RVs, data centers, commercial/office buildings and entertainment venues.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Diesel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
Cummins Power Generation							
CPGN-101	Cummins Power Generation Course 1	44.0	46.0	0	90.0	4.0	4.00
CPGN-102	Cummins Power Generation Course 2	45.0	45.0	0	90.0	4.0	4.50
CPGN-103	Cummins Power Generation Course 3	42.0	48.0	0	90.0	4.0	4.00
CPGN-104	Cummins Power Generation Course 4	38.0	52.0	0	90.0	4.0	4.00
Total		804.5	758.0	0	1,562.5	69.5	71.5

## 298 Diesel Technology II with 1 Industry Emphasis (Daimler Trucks of North America)

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

**Program 298** – AZ campus

57 weeks, 69.5 semester credits

**Hours:** 754.5 classroom, 808 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Students will receive hands-on training on the following DTNA brands: Freightliner, Western Star and Detroit Diesel Engines.

Graduates of the Manufacturer-Specific Advanced Training must pass written and hands-on certification testing as well as DTNA-prescribed, module-based training. Students will have the opportunity to earn Professional Level Certification in the areas of heavy-duty truck systems, electrical troubleshooting, electronic systems and HVAC diagnostics. They also will have the opportunity to earn two Detroit Diesel Engine certifications for major repair and basic diagnostics. Each student will have his or her DTNA training history stored under the student's DTNA Aftermarket Resource Center ID.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Deisel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
Daimler Trucks of North America (DTNA)							
FLNR-101	Freightliner Finish First Course 1	28.0	62.0	0	90.0	4.0	3.5
FLNR-102	Freightliner Finish First Course 2	28.0	62.0	0	90.0	4.0	3.5
FLNR-103	Freightliner Finish First Course 3	27.0	63.0	0	90.0	4.0	3.5
FLNR-104	Freightliner Finish First Course 4	36.0	54.0	0	90.0	4.0	3.5
Total		754.5	808.0	0	1,562.5	69.5	69.0

## 051 Diesel Technology II with Welding

### TRAIN FOR A CAREER AS A DIESEL TECHNICIAN

**Program 051** – Sacramento, CA campus

48 weeks, 57.5 semester credits

**Hours:** 653.5 classroom, 639 lab

In UTI's Diesel Technology II program, students get hands-on training with powerful trucks and engines, including products from Navistar International Corp.; Cummins, Inc.; Detroit Diesel Corporation; Caterpillar; Mack Trucks, Inc.; Mercedes Engines and Volvo Trucks North America. Today's diesel engines, commercial vehicles and heavy-equipment systems are highly sophisticated, with advanced computer controls and electronic functions. Students will work on it all – from preventive maintenance to the latest in high-tech electronics, including air brakes, hydraulics and transport refrigeration. Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as an diesel assembler, and tractor companies as a repair and maintenance technician.

Students enrolled in the Welding elective will develop safety practices, knowledge and skills associated with welding in the Diesel and Automotive industry that will supplement the skills acquired in the core Automotive and Diesel Technology programs. Students learn principles in GMAW (MIG) and SMAW (stick) welding, and the application of metal repairs using GMAW (MIG) welding.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Deisel Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.0	3.5	3.5
Welding Elective							
CRRT-105	Welding and Cutting	18.0	72.0	0	90	4.0	3.0
Total		653.5	639.0	0	1,292	57.5	58.0

## 279 Automotive and Diesel Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE/DIESEL TECHNICIAN

**Program 279** – AZ, FL, and NJ campuses

75 weeks, 90 semester credits

**Hours:** 1,059.5 classroom, 973.5 lab

UTI's Automotive and Diesel Technology II combines the entire core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>1,059.5</b>	<b>973.5</b>	<b>0</b>	<b>2,033</b>	<b>90.0</b>	<b>92.0</b>

## 5500 Automotive and Diesel Technology II

### TRAIN FOR A CAREER AS AN AUTOMOTIVE/DIESEL TECHNICIAN

**Program 5500** – DFW, Rancho Cucamonga and Long Beach and Sacramento, CA campuses

75 weeks, 90 semester credits

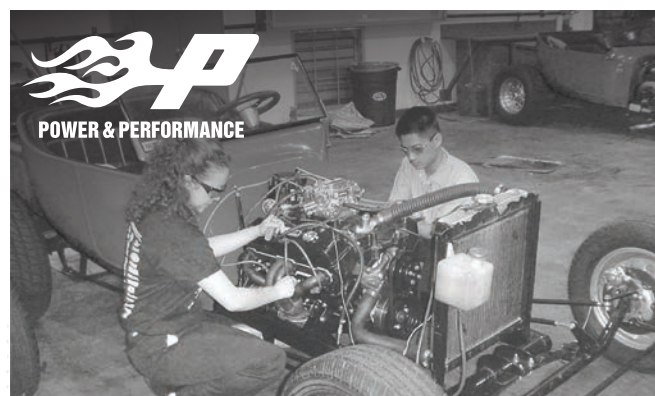
**Hours:** 1,059.5 classroom, 973.5 lab

UTI's Automotive and Diesel Technology II program combines all of the core Automotive and Diesel courses UTI offers. As a student in UTI's Automotive and Diesel Technology II program, you will learn how to diagnose, maintain and repair domestic and imported automobiles. You will also learn how to troubleshoot problems of all kinds, using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment. Topics covered will include basic engine systems, computerized fuel injection, anti-lock brakes, passenger restraint systems and computerized engine controls.

By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician. Automotive and Diesel Technology II includes on campus and on-line education to provide greater flexibility to the student. In addition to class hours (4.5 hours per day), interactive online learning is part of the student's learning experience.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	4.0	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	4.0	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AT12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AD12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	3.5	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Supervision Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	4.0	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	3.5	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	3.5	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
<b>Total</b>		<b>1,059.5</b>	<b>973.5</b>	<b>0</b>	<b>2,033</b>	<b>90.0</b>	<b>92.0</b>





## 255 Automotive and Diesel Technology II with 1 Industry Emphasis (Ford FACT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE/DIESEL TECHNICIAN

**Program 255** – AZ, FL and NJ campuses

90 weeks, 110 semester credits

**Hours:** 1,259.5 classroom, 1,223.5 lab

UTI's Automotive and Diesel Technology II combines the entire core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive and Diesel Technology							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		1,259.5	1,223.5	0	2483	110.0	111.0

## 5600 Automotive and Diesel Technology II with 1 Industry Emphasis (Ford FACT)

### TRAIN FOR A CAREER AS AN AUTOMOTIVE/DIESEL TECHNICIAN

**Program 5600** – Rancho Cucamonga and Sacramento, CA campuses

90 weeks, 110 semester credits

**Hours:** 1,259.5 classroom, 1,223.5 lab

UTI's Automotive and Diesel Technology II combines the entire core Automotive and Diesel courses UTI offers. By mastering each of these fields, students will have the flexibility to qualify for positions in both industries.

Students in this program may work in the following positions and work settings such as dealerships and owner shops as a technician/mechanic or inspector, factories as a diesel/automotive assembler, and fleets and tractor companies as a repair and maintenance technician.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Automotive and Diesel Technology							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-150	Power & Performance I: Engine Build	41.0	45.0	0	86.0	4.0	4.0
AT12-151	Power & Performance II: Bolt-On Performance	47.0	35.0	0	82.0	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-203	Power & Performance III: Computer Performance Tuning	42.0	44.5	0	86.5	4.0	3.5
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
DT12-161	Hydraulics	41.5	31.5	0	73.0	3.0	3.5
DT12-162	Steering and Suspension Systems	37.0	35.5	0	72.5	3.0	3.0
DT12-163	Drive Train	37.5	45.5	0	83.0	3.5	4.0
DT12-164	Brakes	42.0	44.0	0	86.0	4.0	3.5
DT12-211	Diesel Engines	45.0	41.0	0	86.0	4.0	4.0
DT12-212	Diesel Engine Fuel Systems and Accessories	37.0	49.0	0	86.0	4.0	3.5
DT12-213	Preventative Maintenance	48.5	38.5	0	87.0	4.0	4.0
DT12-214	Transport Refrigeration	34.0	45.5	0	79.5	3.5	3.5
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		1,259.5	1,223.5	0	2,483	110.0	111.0



## 05104 Auto Essentials Technology II with 1 Industry Emphasis (Ford FACT)

**Program 05104** – AZ campus

57 weeks, 69.5 semester credits

**Hours:** 807 classroom, 768.5 lab

UTI's Auto Essentials Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Auto Essentials Technology II student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls.

Students enrolled in the Ford FACT Manufacturer-Specific Advanced Training will receive the same Ford Service Technician Specialty Training (STST) that Ford provides to its dealership technicians. The coursework will focus on electrical and electronic systems, advanced braking systems, climate control, steering and suspension systems, gasoline engine repair, engine performance, noise vibration and harshness diagnosis, diesel engine repair, diesel engine performance and Ford's Quick Lane technician training.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Auto Essentials Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
Ford FACT							
ADTF-130	Ford Systems 1	37.0	53.0	0	90.0	4.0	3.5
ADTF-131	Ford Systems 2	33.0	57.0	0	90.0	4.0	3.5
ADTF-132	Ford Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTF-137	Ford Systems 4	46.0	44.0	0	90.0	4.0	4.0
ADTF-138	Ford Systems 5	43.0	47.0	0	90.0	4.0	4.0
Total		807.0	768.5	0	1,575.5	69.5	70.5

## 05106 Auto Essentials Technology II with 1 Industry Emphasis (GM)

**Program 05106** – AZ campus

54 weeks, 65.5 semester credits

**Hours:** 964 classroom, 971.5 lab

UTI's Auto Essentials Technology II program offers an innovative educational approach that combines hands-on training with online instruction. Through a combination of classroom instruction, hands-on work in the lab and self-paced, online learning, students will become proficient in troubleshooting, diagnosing, servicing and repairing domestic and foreign automobiles. Students will learn the fundamentals of engines, powertrains, undercar, electrical systems, electrical and electronic applications, braking systems, steering and suspension systems, manual and automatic transmissions, and HVAC systems. Students also will learn to diagnose driveability concerns in addition to training in service operations.

As an Auto Essentials Technology II student, you also will train on hybrid and alternative-fuel vehicles. Students will learn to perform basic maintenance and repairs on hybrid systems and components, including hybrid vehicle batteries and electric motors and controls.

Students enrolled in the GM Technician Career Training Manufacturer-Specific Advanced Training will receive the same GM Service Technical College training that GM provides to its dealership technicians. The GM STC coursework will focus on: electrical and electronic systems including vehicle networks, diagnostics and repair procedures, engine mechanical and measurements, engine performance, braking systems, chassis control systems, noise, vibration and harshness, HVAC systems and operation, 6.6L Duramax Diesel operation, diagnosis and service, introduction to vehicle maintenance and inspection.

GM Technician Career Training students have the opportunity to earn GM STC course credits that can elevate you to Bronze, Silver and Gold certification status in multiple service areas within the GM Dealer network.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Auto Essentials Technology II							
AD12-101	Introduction to Engines	41.5	30.0	0	71.5	3.0	3.5
AD12-102	Introduction to Powertrains	50.0	24.5	0	74.5	3.5	3.5
AD12-103	Introduction Automotive Physical Science: Undercar Systems	41.0	31.5	0	72.5	3.0	3.5
AD12-104	Automotive Physical Science Principles: Electrical Fundamentals	47.5	28.5	0	76.0	3.5	3.5
AD12-105	Electrical Applications	47.0	34.5	0	81.5	3.5	4.0
AT12-152	Braking Systems	38.5	35.5	0	74.0	3.0	3.5
AT12-153	Steering and Suspension systems	36.0	38.0	0	74.0	3.0	3.0
AT12-154	Manual Transmissions	39.0	44.0	0	83.0	3.5	3.5
AD12-155	Automatic Transmissions	48.5	37.5	0	86.0	4.0	4.0
AD12-156	Technology Principles and Consumer Communication of Automotive HVAC	46.5	40.5	0	87.0	4.0	4.0
AT12-157	Advanced Electrical Applications	39.5	47.0	0	86.5	4.0	4.0
AT12-201	Introduction to Drivability	41.5	43.5	0	85.0	3.5	3.5
AT12-202	Application of Drivability	39.5	47.0	0	86.5	4.0	4.0
AT12-204	Advanced Technology/Hybrid & Service Advising	51.0	36.5	0	87.5	4.0	4.0
GM							
ADTG-001	GM Systems 1	36.0	54.0	0	90.0	4.0	3.5
ADTG-002	GM Systems 2	41.0	49.0	0	90.0	4.0	4.0
ADTG-003	GM Systems 3	41.0	49.0	0	90.0	4.0	4.0
ADTG-004	GM Systems 4	39.0	51.0	0	90.0	4.0	4.0
Total		964.0	971.5	0	1,935.5	65.5	67.0



# COURSE DESCRIPTIONS

Course descriptions for the Automotive Technology II and Diesel Technology II courses are as follows.

## INTRODUCTION TO ENGINES (AD12-101)

Students learn fundamentals of engine repair and operation by learning the various components that make up the internal combustion engine. Students are taught to perform the steps necessary to diagnose and service automobiles with engine mechanical-related concerns.

**Major equipment used in this course:** various engines, engine components, and precision measuring equipment

**Prerequisites:** None

## INTRODUCTION TO POWERTRAINS (AD12-102)

Students learn to diagnose and service driveline concerns on rear wheel drive vehicles related to driveshaft, U-joint, differential and axle assemblies. Also, students will be able to diagnose and service manual transmission clutch, flywheel and clutch control systems. This course includes an introduction to automatic transmissions in which students will be able to diagnose and service some of the basic automatic transmission concerns related to leaks, identify possible causes for shift concerns and perform regular fluid maintenance procedures.

**Major equipment used in this course:** clutch trainers, transmission trainers, rear axle trainers and driveshaft trainers

**Prerequisites:** None

## INTRODUCTION TO AUTOMOTIVE PHYSICAL SCIENCE: UNDERCAR SYSTEMS (AD12-103)

Upon completion of this course, students will have learned to diagnose and service automotive undercar systems using principles and theory of physical science. Topics include Hooke's law, transformation of kinetic to thermal energy, Pascal's law of hydraulics, and brake fluid properties.

**Major equipment used in this course:** wheel balancers, tire machines, vehicle hoists and brake lathes

**Prerequisites:** None

## AUTOMOTIVE PHYSICAL SCIENCE PRINCIPLES: ELECTRICAL FUNDAMENTALS (AD12-104)

Upon completion of this course, students will have learned to diagnose and service electrical circuits, batteries and starting/charging systems through physical science education using quantitative principles in electricity. Topics rooted in natural and physical sciences include but are not limited to Ohm's law, Watt's law, operations and properties of electrical circuits and components, magnetism/electromagnetism, and battery chemistry.

**Major equipment used in this course:** digital multimeters, charging and starting system testers, and electrical system simulators

**Recommended but not required:** AD12-101, AD12-102, AD12-103

## ELECTRICAL APPLICATIONS (AD12-105)

Students learn about the electrical and electronic devices that support engine management systems. They also become able to diagnose malfunctions with the various engine control sensors.

**Major equipment used in this course:** digital multimeters, and oscilloscopes

**Prerequisite:** AD12-104

## POWER & PERFORMANCE I: ENGINE BUILD (AT12-150)

Students gain knowledge of basic engine rebuilding procedures when given an exacting set of specifications (blueprinting). Small block domestic performance engines are disassembled, measured and reassembled with emphasis on high performance engine building techniques and practices. Students learn basic cylinder head design and the operation of a flow bench in improving cylinder head flow characteristics. Computer-aided component selection and blueprinting procedures are stressed along with proper block preparation and cylinder head assembly. Cylinder head designs, valve train geometry, roller rockers and lifters, and connecting rod angularity also are explained during this course. Camshaft theory and operation with respect to lift, duration, lobe separation and valve opening/closing speeds are discussed. Block decking, compression ratio calculations and varying bore/stroke combinations are covered. Students become aware of all aspects of building an engine to order and how the proper selection of components that complement each other will lead to satisfactory results.

**Major equipment used in this course:** Chevrolet 350 small block engines, flow bench and computers

**Prerequisites:** AD12-101

## POWER & PERFORMANCE II: BOLT-ON PERFORMANCE (AT12-151)

Students gain knowledge in the operation of dynamometer testing with emphasis on tuning and component selection for optimum performance. Both chassis and engine dynamometers are utilized to garner a better understanding for students in regards to engine vs. rear wheel horsepower. High performance induction, ignition and power train theories are explained with emphasis on using formulas to calculate correct header and carburetor size. Utilization of dynamometer data helps students understand what changes to an engine's induction, exhaust and fueling system do in regard to the performance capability of the internal combustion engine.

**Major equipment used in this course:** Ford Roadster or T-bucket replicas, chassis dynamometer, engine dynamometer, high performance cylinder heads, camshafts, nitrous oxide systems and computers

**Prerequisites:** AD12-101, AD12-104

## BRAKING SYSTEMS (AT12-152)

Students diagnose and service wheel bearings, brake power assist systems, brake hydraulic systems, brake electrical systems, anti-lock, traction control, and stability control systems.

**Major equipment used in this course:** hydraulic press, hub trainers, chassis trainers, ABS/traction control/stability control equipped vehicles and brake trainers

**Prerequisites:** AD12-103, AD12-104, AD12-105

### **STEERING AND SUSPENSION SYSTEMS (AT12-153)**

Students perform alignments, diagnose and service independent suspension systems, steering columns, power assist steering systems and performance suspension systems.

**Major equipment used in this course:** chassis trainer, alignment machine, steering column trainer

**Prerequisites:** AD12-103, AD12-104, AD12-105

### **MANUAL TRANSMISSIONS (AT12-154)**

Students troubleshoot and repair rear axle noise and vibration complaints, properly diagnose limited slip and locking differential concerns, and properly select and use specialty tools associated with driveline repairs. Students also troubleshoot and repair 4WD and AWD systems and components, and diagnose and repair longitudinal and transverse manual transmissions/transaxle complaints associated with clutch, shifter mechanisms, synchronizers, final drive and half shaft assemblies.

**Major equipment used in this course:** hydraulic press, manual transmission/transaxle trainers, differential trainers, transfer case trainers and axle trainers

**Prerequisite:** AD12-102

### **AUTOMATIC TRANSMISSIONS (AT12-155)**

Students diagnose and service electronic automatic transmission and transaxle concerns related to electronic control systems faults, and perform external hydraulic system diagnosis using proper equipment. Students also perform torque converter and clutch slip diagnosis to accurately distinguish between engine performance and transmission-related faults. In addition, students will also properly disassemble and perform in depth inspection and testing to identify root cause of internal failures on electronic automatic transmissions and transaxles.

**Major equipment used in this course:** automatic transmissions and transaxles, transmission dynamometer, solenoid tester, and electronic service information

**Prerequisites:** AD12-102, AD12-104, AD12-105

### **TECHNOLOGY PRINCIPLES AND CONSUMER COMMUNICATION OF AUTOMOTIVE HVAC (AD12-156)**

Upon completion of this course, students will have learned the technology principles of automotive heating, ventilation and air conditioning (HVAC) through diagnosis and service of HVAC systems and sub systems, refrigerant systems and electronic climate control systems. Students will have learned to ethically communicate with consumers through HVAC work orders, diagnosis and billing for consumer satisfaction. Theory and application of principles include but are not limited to refrigerant/refrigerant oil chemistry, compliant refrigeration environmental techniques, and thermal energy and heat transfer.

**Major equipment used in this course:** A/C recovery and recycling machine, manual A/C system trainers, automatic climate control trainers, A/C system electrical trainers, clip cars and manifold gauge sets

**Prerequisites:** AD12-104, AD12-105

### **ADVANCED ELECTRICAL APPLICATIONS (AD12-157)**

Upon completion of this course, students will have learned about the function, operation, and diagnosis of electrical and electronic devices that support vehicle body electrical systems. Students will diagnose and service automobiles with concerns related to malfunctions of supplemental restraints systems; entertainment systems; and popular electronic safety, comfort and convenience systems. They will receive an applied general education in physical sciences and technology. Students will study the science of electricity, electrical principles, magnetism, electromagnetism and electronic components such as electrochromatic mirrors, transistors and capacitors. They will explore electronic networking of vehicle body electrical systems. Students will gain experience in the use of technology and troubleshooting procedures. They will use the learned scientific principles to isolate problems, use vehicle electrical schematics, and perform component and circuit testing. Students will perform tasks related to the inspection and diagnosis of electrical and electronic systems using a variety of test equipment, including digital multimeters, graphing multimeters, oscilloscopes and diagnostic scan tools.

**Major equipment used in this course:** scan tools, air bag simulator, mini vans, lighting systems trainers, instrument panel trainers, wiper system trainers, power window trainers, power door lock trainers, power seat trainers and network system trainers

**Prerequisites:** AD12-104, AD12-105

### **INTRODUCTION TO DRIVEABILITY (AT12-201)**

Students diagnose and service automobiles with driveability concerns related to malfunctions within computer controls, engine mechanical, and fuel delivery injection and air induction systems.

**Major equipment used in this course:** scan tools, oscilloscopes, diagnostic break out boxes, fuel injection system testers and evaporative emissions system testers

**Prerequisites:** AD12-101, AD12-104, AD12-105

### **APPLICATIONS OF DRIVEABILITY (AT12-202)**

Students diagnose and service automobiles with driveability concerns related to malfunctions within computer controlled fuel injection, forced induction, variable camshaft timing and lift, ignition, and emission control systems.

**Major equipment used in this course:** scan tools, oscilloscopes and diagnostic break out boxes

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201

### **POWER & PERFORMANCE III: COMPUTER PERFORMANCE TUNING (AT12-203)**

Students learn how vehicle modifications and performance-oriented equipment can change the engine computer's ability to function at its peak. Students use aftermarket software to change the calibration of the vehicle's powertrain control module (PCM) to better manage performance enhancements and modifications.

**Major equipment used in this course:** chassis dynamometer, turbocharged engines, Honda and Acura performance cars, Ford performance cars, GM performance cars, SCT, Hondata and HP Tuners PCM tuning software

**Prerequisites:** AD12-101, AD12-104, AD12-105, , AT12-201, AT12-202

**Recommended but not required:** AT12-150, AT12-151

## **ADVANCED TECHNOLOGY/HYBRID AND SERVICE ADVISING (AT12-204)**

Students learn theory, diagnosis and repair information necessary to safely and effectively service hybrid vehicles and alternative fuels systems and technology. Students learn the principles of service advising and how they fit into service operations. They learn written and verbal communication standards typical of a professional dealership environment in providing customer service, questioning techniques, efficient diagnosis of customer concerns, report completion, organization and co-worker/management interaction skills.

**Major equipment used in this course:** hybrid vehicles, hybrid drive system components, scan tools and alternative fuels trainers

**Prerequisites:** AD12-101, AD12-102, AD12-103, AD12-104, AD12-105, AT12-152, AD12-156, AD12-157, AT12-201, AT12-202

**Recommended but not required:** AT12-153

## **HYDRAULICS (DT12-161)**

This course covers diagnosis of the hydraulic and hydrostatic system operation, and related pump and control systems. These tasks are performed on test simulators. After completing the hydraulic course, students will have the basic skills needed to safely diagnose and perform repairs on the hydraulic system.

**Major equipment used in this course:** MF100 hydraulic trainer, MF300 hydraulic trainer, MF450 hydraulic trainer, log splitter, hose crimp machine and mini excavator

**Prerequisites:** AD12-104

**Recommended but not required:** AD12-105

## **STEERING AND SUSPENSION SYSTEMS (DT12-162)**

The course introduces students to the diagnosis and service of wheels and tires, front hub assemblies, steering linkage, gear boxes, steering column, power steering pumps, and rear suspension systems and alignment. After completing the course, students will have the basic skills needed to perform steering and suspension repairs and wheel alignments.

**Major equipment used in this course:** wheel alignment equipment, wheel balancers and power steering analyzers

**Prerequisites:** AD12-103, AD12-104,

**Recommended but not required:** DT12-161

## **DRIVE TRAIN (DT12-163)**

This course provides students with an understanding of the drive train. By providing an overview and beginning diagnostics on the clutch system, students will learn the basics of the drive train before proceeding to the more complex manual and automated transmissions. This course includes the tasks of diagnosing and servicing clutch systems, driveline, drive axle, single and twin countershaft manual transmission, electronically automated standard transmissions, PTO, 4X4 configurations, and transfer case. After completing the course, students will have the basic skills needed to perform drive train repairs.

**Major equipment used in this course:** OEM-style specialty transmission and differential tools, heavy-duty lifting devices, precision measuring devices, and computers with OEM service and information programs

**Prerequisites:** AD12-102, AD12-104,

**Recommended but not required:** AD12-105, DT12-161

## **BRAKES (DT12-164)**

This course begins with a fundamental overview of brakes, including brake theory, foundation, and types of brakes along with the air supply system. Students are introduced to a variety of tools used for diagnosing concerns with the brake system. This course also covers hydraulic brake systems, ABS electronic systems, automatic traction control, power assist units, and high pressure brake system diagnostics.

**Major equipment used in this course:** medium and heavy duty trucks, truck brake/chassis simulators, lifting equipment, wheel dollies, pneumatic tools, seal and bearing installers, special brake overhaul hand tools, 3/4 in. torque wrenches, wheel/bearing sockets, digital multimeters and scan tools, PC-based diagnostic software and computers and brake system display boards

**Prerequisites:** AD12-103, AD12-104, AD12-105, DT12-161

## **DIESEL ENGINES (DT12-211)**

This course begins with basic engine fundamentals and manufacturer identification. The focus of the course is to remove and disassemble a cylinder head, then assemble and install a cylinder head, piston and liner assembly, and all components. During these procedures, students perform diagnostic tests and service the engine and components. Overviews, diagnostics, and servicing of the lubrication system, cooling system, air induction/exhaust system, starting aids, turbochargers and charge air coolers, engine brakes, EGR systems, and exhaust gas after treatment devices round out the course.

**Major equipment used in this course:** Mid-Range International and Cummins diesel engine, Detroit large bore engine, OEM service information, pressure and vacuum test equipment and OEM specialty tools

**Prerequisites:** AD12-101, AD12-104, AD12-105, DT12-161

## **DIESEL ENGINE FUEL SYSTEMS AND ACCESSORIES (DT12-212)**

The focus of the diesel engine fuel systems and accessories course is diesel fuel systems, including mechanical system components, the electrical system and injectors; and diesel engine diagnostics. Students learn about comprehensive diagnostics and service on the following systems: low pressure common rail, hydraulic electronic unit injection (HEUI), high pressure common rail system, high pressure injection-time pressure (HPI-TP), electronic management and engine retarder. At the conclusion of the course, alternate and multi-fuel systems are introduced and students will perform diesel engine failure mode diagnostics.

**Major equipment used in this course:** Detroit Diesel DD Series engines, Detroit Diesel Series 60 engines, Cummins heavy-duty model engines, Cummins MidRange model engines, International DT 466E and MaxxForce DT Series engines, and Caterpillar MidRange model engines

**Prerequisites:** AD12-101, AD12-104, AD12-105, DT12-161, DT12-211



### PREVENTATIVE MAINTENANCE (DT12-213)

This course introduces students to different inspections according to FMCSA guidelines and manufacturer specifications. Dividing the vehicle into systems and subsystems ensures proper total vehicle inspection and documentation. This course teaches standards to ensure the vehicle is properly maintained and able to pass a DOT inspection in accordance to FMCSA regulations. In addition, an overview is presented on hybrid units and the isolated batteries system.

**Major equipment used in this course:** heavy-duty diesel tractors, medium-duty diesel trucks, electronic diesel exhaust emission tester, computerized driveline vibration analyzer, OEM diagnostic computer/software, electronic scan tools, computerized vehicle alignment systems, electronic scan tools and vehicle wheel lift systems

**Prerequisites:** AD12-103, AD12-104, AD12-105, DT12-161, DT12-162, DT12-163, DT12-164, DT12-211, DT12-212



### TRANSPORT REFRIGERATION (DT12-214)

This course provides a fundamental overview of standard refrigeration theories, including refrigerant, refrigerant oil, and the refrigeration system. It also covers regulatory policies and procedures, including EPA 608 requirements. Students will also be introduced to the multiple refrigeration system diagnostic procedures. This includes a full day of the refrigeration system brazing procedure with an instructor demonstration. The course also includes the diagnostics and servicing of auxiliary power units.

**Major equipment used in this course:** Thermo King® transport refrigeration systems, Carrier® transport refrigeration systems, auxiliary power unit (APU) systems, refrigerant reclaiming equipment and OEM diagnostic computer/software

**Prerequisites:** AD12-104, AD12-105, AD12-156

**Recommended but not required:** AD12-101, DT12-161

## STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSE DESCRIPTIONS

### Ford FACT

The Ford FACT Manufacturer-Specific Advanced Training offered by UTI is the same training Ford Motor Company provides its technicians. UTI and Ford Motor Company reserve the right to update FACT training at any time it is determined necessary by Ford in order to ensure FACT students receive the latest information, technology and subject content to be successful in the Ford dealer service network.



### FORD SYSTEMS 1 (ADTF-130)

Students will learn Ford-specific procedures for performing battery, starting and charging systems diagnosis and circuit diagnosis. They will receive training in electronics theory and operation. They will use diagnostic tools to troubleshoot and repair electrical problems. Students will learn to use the latest equipment to diagnose noise, vibration and harshness concerns. Students are also trained to use the Ford Motor Company online service publications and resources to diagnose and repair Ford and Lincoln vehicles.

**Major equipment used in this course:** electrical training aids, digital multimeter, charging and starting diagnostic equipment and special tools, electronic vibration analyzer (EVA) and special service tools

**Prerequisites:** All Automotive Technology II courses except AT12-150, AT12-151, AT12-203, AT12-204

## FORD SYSTEMS 2 (ADTF-131)

Students will learn Ford-specific training in the areas of electronic system diagnosis, networks and multiplexing, electronics feature group and safety systems. Students will receive Ford's Quick Lane Technician training, which includes the Ford process of performing quality vehicle inspections and maintenance procedures.

**Major equipment used in this course:** electronic trainers, digital multimeter, PC-based integrated diagnostic software and special service tools

**Prerequisite:** ADTF-130

## FORD SYSTEMS 3 (ADTF-132)

Students will be trained to diagnose and service Ford braking systems. They will learn to diagnose and repair advanced braking systems using dedicated tools and procedures. Students will learn to diagnose and repair Ford's base and electronic steering systems. They will also acquire Ford-specific training in multiplexed steering and suspension systems.

**Major equipment used in this course:** system specific trainers, PC-based integrated diagnostic software, on-car brake lathe, and special service tools and equipment

**Prerequisite:** ADTF-131

## FORD SYSTEMS 4 (ADTF-137)

Students will learn Ford-specific ignition systems, fuel and air systems, OBD II monitors, emission systems diagnosis and repair procedures, and diagnostic process and routines. Advanced PC-based diagnostic systems will also be taught. Advanced climate control systems will also be covered. FACT students have the opportunity to become Ford Quick Lane Certified as they receive additional hands-on training in Ford's vehicle service procedures including safety and multipoint inspections.

**Major equipment used in this course:** PC-based integrated diagnostic software, PC/ED usage, evaporative testing equipment, specialized AC testing, and service and refrigerant recovery equipment

**Prerequisite:** ADTF-132

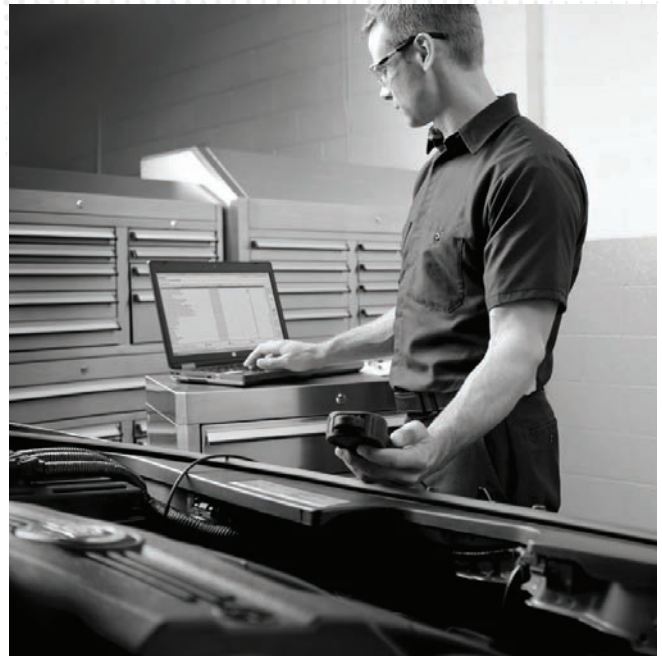
## FORD SYSTEMS 5 (ADTF-138)

Students will learn Ford-specific gasoline engine repair diagnosis and repair procedures required to service today's high-tech engines. They will learn about diesel engine fundamentals, fuel injection and direct injection turbocharged applications, including the 6.0L, 6.4L and 6.7L Ford Powerstroke engines. Students will acquire knowledge in electronic components used for engine control operation, including diagnostic and repair procedures. They will gain knowledge in diesel terminology, diesel engine operation, fuel systems and service publication/reference manual use. Students will acquire knowledge in electronic components used for engine control operation and control, and failure strategies. Automotive measuring tools and Ford-specific engine diesel repair technology are also covered.

**Major equipment used in this course:** PC-based integrated diagnostic software and specialized service tools and equipment

**Prerequisite:** ADTF-137

## GM Technician Career Training



## GM SYSTEMS 1 (ADTG-001)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include electrical theory, service information navigation, electrical connector system identification; terminal, connector and wire harness repair, common circuit types and functions used in GM electrical architectures, Global Diagnostic System 2 (GDS2) and the Multiple Diagnostic Interface (MDI); serial data communication systems and discrete and communicated input and output functions. This course is designed to provide the student with the skills necessary to properly diagnose electrical system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** electrical training aids, digital multimeter, GM electrical training boards, Pico oscilloscope, GM electronic diagnostic tools (scan tools), GM online information system (Service Information), and special tools and equipment

**Prerequisites:** all Automotive Technology II courses except AT12-150, AT12-151, AT12-203 and AT12-204

## GM SYSTEMS 2 (ADTG-002)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include engine theory, engine subsystem (lubrication, cooling and valvetrain) diagnosis and service procedures, including disassembly and assembly of engines, making precision measurements, and determining necessary actions to facilitate proper repairs. Additional topics will include: engine controls and management subsystems (fuel, ignition and emission controls), including diagnosis and service of drivability and emission related concerns. This course is designed to provide the student with the skills necessary to properly diagnose powertrain system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** engine mechanical training aids, precision measuring tools, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-001



### GM SYSTEMS 3 (ADTG-003)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include braking, steering and suspension and NVH theory. Braking, Chassis and NVH diagnosis and service procedures, including disassembly and inspection, and determining necessary actions to facilitate proper repairs. Additional topics will include: chassis and braking controls and management subsystems (ABS, TCS, ESP, Power Steering), including diagnosis and service of noise vibration and harshness concerns. This course is designed to provide the student with the skills necessary to properly diagnose chassis system concerns on current and future General Motors vehicle platforms.

**Major equipment used in this course:** brake, chassis and suspension training aids, Road Force Tire Balancer, tire changing equipment, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-002

### GM SYSTEMS 4 (ADTG-004)

This course covers specific General Motors vehicle system: components, operation, descriptions and diagnostic procedures. Topics include HVAC theory, HVAC subsystem (Heating, Refrigerant, Air Distribution) diagnosis and service procedures. Additional topics will include: diesel engine performance subsystems (fuel supply, injection and emission controls), including diagnosis and service of drivability and emission related concerns. Also included in this course are maintenance topics covering the inspection and maintenance of vehicle systems. This course is designed to provide the student with the skills necessary to properly diagnose HVAC, Diesel Engine system concerns and perform maintenance tasks on current and future General Motors vehicle platforms.

**Major equipment used in this course:** engine mechanical training aids, precision measuring tools, digital multimeter, GM electronic diagnostic tools (scan tool), GM online information system (Service Information) and special tools and equipment

**Prerequisite:** ADTG-003

## Nissan NATT

### NISSAN ELECTRICAL SYSTEMS (NATT-001)

Students will learn how to correctly inspect and recommend repairs for Nissan electrical systems and components. They will learn to use voltmeters, ammeters and DVOMs to check charging and starting systems. They will learn the proper techniques to diagnose ECU problems and safely remove and replace them. Also covered will be the basics of the simple oscilloscope and how to capture and analyze waveforms. Diagnostic functions of the Consult III will be learned, including pulling DTCs and diagnosing ABS codes. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities.

**Major equipment used in this course:** simulator boards, electrical training aids, digital multimeter, ASIST, Consult III, Nissan Virtual Academy, SIR, student computers, and Nissan and Infiniti vehicles to support the lab

**Prerequisites:** All Automotive Technology II courses except AT12-150, AT12-151, AT12-203, AT12-204

### NISSAN CHASSIS AND ENGINES (NATT-002)

Students will learn how to correctly inspect and repair Nissan chassis systems and components. They will learn to check steering, and anti-lock braking and traction control systems. They will also learn the proper techniques to identify and perform basic functional checks on Nissan engines. Also covered will be the methods of verifying valve timing, removing and replacing timing belts and/or chains, and setting valve clearances. Engine noise diagnosis will be learned. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities.

**Major equipment used in this course:** alignment rack, ProCut brake lathe, ESM and ASIST workstations, Consult III, Consult II, SIR, Nissan Virtual Academy, Nissan and Infiniti vehicles to support the lab

**Prerequisites:** NATT-001

### NISSAN DRIVE TRAINS AND CLIMATE SYSTEMS (NATT-003)

Students will learn how to correctly inspect, disassemble and reassemble Nissan clutches, manual transmissions and manual transaxles. They will also learn the function and diagnosis of both manual and automatic temperature climate control systems. Evacuation, recovery and recharging of these systems in compliance with EPA standards will be learned. Troubleshooting steps to find the root cause and make lasting repairs will be stressed during all lab activities. Students will learn the service procedures for a Nissan Express Technician.

**Major equipment used in this course:** Nissan clutches, manual transmissions, manual transaxles, ACR5 AC Service Center, Consult II, digital multimeter, ASIST workstation, SIR, Nissan Virtual Academy, student computers, and Nissan and Infiniti vehicles to support the lab

**Prerequisites:** NATT-001



## Toyota TPAT



### TPAT 1 (TPAT-011)

Students will learn about the Toyota culture, traditions and product line. They will also learn to perform customer service using recommended methods. Toyota wiring diagrams and electrical diagnostic tools will be used to perform diagnosis on various electrical circuit problems, such as open and short circuits, circuit resistance and feedback problems. ASE certification preparation and training will be emphasized throughout the course.

**Major equipment used in this course:** electrical training aids, digital multimeter, Toyota electrical training boards, Toyota Techstream scan tool, online information system, and special tools and equipment

**Prerequisites:** All Automotive Technology II courses except AT12-150, AT12-151, AT12-203, AT12-204

### TPAT 2 (TPAT-012)

Students will learn Toyota Hybrid general service procedures. Students will learn Toyota safety and repair procedures related to air conditioning diagnosis and service procedures. Students will learn to diagnose engine control systems, recover diagnostic trouble codes, inspect fuel system components and diagnose performance concerns.

**Major equipment used in this course:** A/C diagnostic tools and equipment, A/C recovery unit, Toyota Techstream scan tool, TIS online information system, and special tools and equipment

**Prerequisite:** TPAT-011

### TPAT 3 (TPAT-013)

Students will perform tire and wheel service, inspect suspension components, diagnose power steering problems, diagnose vehicle handling concerns and perform various alignment methods. Also covered will be various brake systems components and hydraulic circuits. Students will learn to diagnose ABS and traction control systems. ASE certification preparation and training will be emphasized throughout the course.

**Major equipment used in this course:** Road Force wheel balancer, alignment equipment, brake tools, Pro-Cut on-car brake lathe, TIS online information system, and special tools and equipment

**Prerequisite:** TPAT-012

### TPAT 4 (TPAT-014)

Students will learn about the components of automatic transmissions, manual transmissions and transaxles. Students will receive training on their operation and power flow. Removal of manual transmission/transaxle, clutch and components, and procedures for diagnosing faulty components will be included. Students will become Toyota Maintenance Certified in the TPAT Manufacturer-Specific Advanced Training. They are also trained in Toyota maintenance procedures, including vehicle maintenance service, safety and multipoint inspections. ASE certification preparation and training will be emphasized throughout the course.

**Major equipment used in this course:** Toyota specific automatic transmission and transaxle tools and equipment, TIS online information system, and special tools and equipment

**Prerequisite:** TPAT-013

## Cummins Engines

### CUMMINS COURSE 1 (CMNS-101)

Students will be trained to perform electrical circuit diagnosis, and harness and connector repair using Cummins procedures. They will learn to use Cummins Insite computer-based software while performing ECM recalibrations, templates and other procedures. Training will also include Cummins online information systems. Students will receive training and testing to be qualified on BETT and Insite.

**Major equipment used in this course:** electrical training aids, digital multimeter, QSOL, Insite, various manufacturer connector repair kits and student laptops

**Prerequisites:** completion of UTI Diesel program or equivalent





## CUMMINS COURSE 2 (CMNS-102)

Students will be trained on MidRange electronic Cummins diesel engines. They will learn the diagnosis and repair of cooling systems, fuel systems, intake air systems, variable geometry turbo (VGT) chargers, and aftertreatment emission-related Smart components and diagnostics. Students will also receive training and testing, and meet associated competencies to be qualified on the following engines: 2007 ISB/ISC/ISL CM2150, 2007 ISM CM876 and ISX CM871.

**Major equipment used in this course:** QSOL, Insite, EDS (Expert Diagnostic System), digital multimeters, coolant evacuation tool, students laptops, 2007 ISB/ISC/ISL CM2150 engines, 2007 ISM CM876 engine and ISX CM871 engine

**Prerequisite:** CMNS-101

## CUMMINS COURSE 3 (CMNS-103)

Students will learn the diagnosis and repair of cooling systems, fuel systems, and aftertreatment emission related components and diagnostics on Cummins ISX and ISM Engines. Students will also receive training and testing to be qualified on XPI fuel system diagnostics and the following engines: ISX 11.9 CM2250 engine, ISX CM871 engine, 2007-2009 ISM CM876 engine and 2010 ISX15 CM2250 engine.

**Major equipment used in this course:** QSOL, Insite, student laptops, digital multimeters, ISX 11.9 CM2250 engine, ISX CM871 engine, 2007 ISM CM876 engine and 2010 ISX15 CM2250 engine

**Prerequisite:** CMNS-102

## CUMMINS COURSE 4 (CMNS-104)

Students will be trained to perform NOW overhauls on Cummins heavy-duty engines. They will learn proper teardown, inspection and assembly procedures using Cummins warranty specs. Students will also receive training and testing to be qualified on the following engines: 2002 ISX NOW, ISX CM870/871 engine. They will receive training and testing to meet associated competencies on the following engine: ISX12 CM2250 engines.

**Major equipment used in this course:** QSOL, Insite, student laptops, 2002 ISX NOW engine, ISX CM870/871 engine, ISX 11.9 CM2250 engine and 2013 ISX CM2350 engine

**Prerequisite:** CMNS-103



## Cummins Power Generation

### CUMMINS POWER GENERATION COURSE 1 (CPGN-101)

Students will be introduced to the basic concepts of power generation. They will learn the basic operation of a generator, the types of generators, ratings and features. Students will learn the importance of electrical safety throughout the program. This course teaches fundamentals of AC/DC electrical systems used for power and control in industrial, commercial, agricultural and residential applications using virtual training technology and hands-on application. Students will learn industry-relevant skills included in subject areas such as basic electrical circuits, electrical measurement, circuit analysis, inductance and capacitance, combination circuits, and transformers. They will be introduced to schematics and wiring diagrams, and electrical safety. This course also will familiarize students with grounding. Students will learn the operation of system grounding and a ground-fault protection device, and the construction of a grounding system. Students also will learn about lightning and surge protection. They will be able to describe the operation of a lightning protection system and surge arresters. Students will learn how to install a surge arrester for a circuit. They will be introduced to battery systems, including battery operation, capacity characteristics, battery types and battery banks.

**Major equipment used in this course:** digital multimeter, workstation with AC/DC power supply, output and input device component set, transformer module, capacitor/inductor set, online simulators

**Prerequisites:** completion of UTI Diesel program or equivalent

### CUMMINS POWER GENERATION COURSE 2 (CPGN-102)

The Power and Industrial Electronics Learning system will teach students how to operate, adjust and troubleshoot electronic components, circuits, and systems used in power generation machine applications. Students will learn oscilloscope usage, linear power supplies, power supply filtration and regulation, solid state relays, discrete sensing devices, thermal sensing devices, amplifiers and op amps, analog sensing, solid state switching, and solid state speed and power control. Students also will learn about motor control. Electric motor control teaches electric relay control of AC electric motors found in industrial applications. Students will gain understanding of the operation, installation, design and troubleshooting of AC electric motor control circuits for many common applications. They will develop skills in interpreting schematics, system design, motor start/stop circuits, motor sequence control, reversing motor control and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/tagout and safety interlocks.

**Major equipment used in this course:** manual fault insertion system, interface to automatic fault insertion system, electronic filter components, transistor components, diode components, electronic sensor, amplifier components, digital multimeter, signal generator and electronic troubleshooting software

**Prerequisite:** CPGN-101

### CUMMINS POWER GENERATION COURSE 3 (CPGN-103)

Students will be introduced to troubleshooting as it relates to motor control. They will learn control component, motor starter, power component and systems troubleshooting. This course will also teach students about reversing motor control, automatic input devices and basic timer control (on-delay and off-delay). Students will learn about rotating electric machines. This portion of the course will introduce electrical circuits and work through many industry tasks in electrical systems, including rotating electric motors, split-phase AC motors, three-phase AC induction motors, DC generators, alternators, alternator synchronization methods, and synchronous motors. Students will learn industry-relevant skills, including how to operate, install, and analyze the performance alternators and synchronous motors. Topics covered will include installation, operation, performance measurement, performance analysis, alternators, synchronous motors, power factor correction, synchronizing alternators, field excitation and reversing synchronous motors. Students also will learn the skills needed to do preventive maintenance on all size gensets.

**Major equipment used in this course:** fault controller module; electronic troubleshooting software; power on/off switch; online fault control for both manual and automatic; 613-01W motors workstation; digital instrumentation module with AC volts, DC volts and DC current; pony brake unit; three-phase induction motor; DC motor/generator; single phase multi-purpose motor for capacitor start and split-phase AC motor; capacitive load unit; alternator/synchronous motor; and synchronizing switch and light unit

**Prerequisite:** CPGN-102

### CUMMINS POWER GENERATION COURSE 4 (CPGN-104)

Students will have the opportunity to earn 3 Cummins qualifications in Fundamentals of AC Generators, Fundamentals of Controls and Fundamentals of Transfer Switches. The Fundamentals of AC Generators course enhances the previously learned information within core and Basics of AC Generators while offering a greater depth of understanding as to maintenance and troubleshooting procedures. By solely dealing with AC generators, this course will offer a much greater depth of understanding on the subject matter. Upon successful completion of this course and having acquired this additional knowledge and subsequent skills, the participant will be qualified at a Cummins Capable Technician level. Fundamentals of Transfer Switches introduces participants to the basic operation and troubleshooting principles of automatic transfer switches then applies those principles to practical hands-on exercises. Fundamentals of PowerCommand Controls introduces the participants to Cummins commercial genset PowerCommand controls. This course will cover the basic subsystems, controls hardware, safety, sequence of operation, configuration, and troubleshooting of CPG PowerCommand controls.

**Major equipment used in this course:** basic standard and metric hand tools; Fluke 87 multimeter; functional OTEC transfer switch; P0/P1, UC22/27 and HC4/5/6 generators; and running gensets

**Prerequisite:** CPGN-103

## Daimler Trucks North America (DTNA) Finish First

### FREIGHTLINER FINISH FIRST COURSE 1 (FLNR-101)

Students will learn how to access DTNA service information systems such as ServicePro, ServiceLink, PartsPro and EZ Wiring, and become familiar with the DTNA web-based modules. They will learn to locate service bulletins and use DTNA and component vendor service information systems. Students will be trained to find adjustment specifications on different types of suspensions and prepare a vehicle for suspension adjustment. They will learn to identify the types of clutches used on DTNA vehicles and prepare a vehicle for a clutch adjustment. Students will learn the importance of proper wheel seal installation. They will go over ABS systems and learn to identify correct plumbing routing using the brake plumbing schematic.

**Major equipment used in this course:** ServicePro, ServiceLink, PartsPro, EZ Wiring, DTNA service manuals, ARC, student laptops and appropriate vehicles to support the lab

**Prerequisites:** completion of UTI Diesel program or equivalent

### FREIGHTLINER FINISH FIRST COURSE 2 (FLNR-102)

Students will learn to read DTNA wiring diagrams and schematics, trace circuits, locate electrical components and become familiar with DTNA electrical power distribution, electrical systems and circuit routing. They will practice vehicle electrical system inspections, service and repair, including starting/charging systems and electrical/electronic circuits that include OEM wire harnesses on live vehicles and simulators. Students will be introduced to multiplex electrical theory and operation, data link systems, and test/repair multiplexed dashboard gauge clusters and engine/transmission systems as well as fault code diagnosis. They will use DTNA-recommended electronic diagnostic tools and computer-based software to provide effective vehicle electronic system troubleshooting on live trucks.

**Major equipment used in the course:** electrical training aids, ServicePro, ServiceLink, PartsPro, EZ Wiring, DTNA service manuals, student laptops and appropriate vehicles to support lab

**Prerequisite:** FLNR-101





### FREIGHTLINER FINISH FIRST COURSE 3 (FLNR-103)

Students will learn to locate and identify heating system components and the types of water control valves. Students will diagnose refrigerant-related problems and isolate them in dual evaporator systems. Students will learn to use diagnostic routines in conjunction with applicable service documentation to troubleshoot HVAC systems on a vehicle. Students will learn to identify the components that comprise Park Smart auxiliary HVAC system, and the tools and resources to assist in the diagnostics of parked HVAC systems. Students will become familiar with M2 model vehicle systems and understand the unique M2 multiplexed electrical systems. They will learn to identify the different Cascadia and Western Star truck models and the fundamentals of electronics for each vehicle. Students will be able to identify power distribution circuits, emergency power responses and power distribution changes for EPA 2010 on the Cascadia and Western Star models. Students will become familiar with Cascadia and Western Star's unique multiplexed electrical systems. Students will troubleshoot electronic problems and diagnose potential problems on the Cascadia and Western Star vehicles.

**Major equipment used in the course:** ParkSmart bench unit, blower motor, CTC/ATC board, M2 Ccontrol panel, Service-Link, ServicePro, PartsPro, EZ Wiring, DTNA service manuals, student laptops and appropriate vehicles to support lab

**Prerequisite:** FLNR-102

### FREIGHTLINER FINISH FIRST COURSE 4 (FLNR-104)

Students will be introduced to all the core competencies required DD engine diagnostics. Key sections include how to gather important service information stored on the DTNA network like Power Service Literature, relating concepts of basic electricity to the DD engine sensor system, detailed usage of the DiagnosticLink electronic service tool, how to program engine controller using DiagnosticLink professional and an overview of using DDEC Reports. Students will be introduced to major repair with emphasis on the systems of the engine (air, coolant, lube, fuel). As the students disassemble and reassemble the engine, they will learn how to properly use Power Service Literature for tasks including how to set the gear train and gear lash, set valve lash and engine brake lash. The course will cover component differences the student will see between the different releases of DD engines (EPA07, EPA10, GHG14 and GHG17) and basic failure analysis of key components. Students will learn how all the components of the fuel system from the fuel tank to the injector work together on a properly running engine. Based on that knowledge, students will then learn how to use the latest electronic service routines and troubleshooting material to diagnose fault code or symptom based issues with the fuel system. The course will cover the evolution of the DD engine fuel system from its initial EPA07 release through the latest GHG17 release. Students will focus on the components, operation and diagnostics of the DD engine's air and aftertreatment system. On the air system side, the course will look at the evolution of the turbocharger and EGR system components over the different DD engine releases. Students will learn the proper operation and diagnostics of air system components (both electronic faults and symptom based issues). The ATS system will include a detailed study of the DOC and DPF filters, their related sensors and the all aspects of the regeneration process. The SCR system will be covered by examining the major components of both

the air-assisted system (EPA10) and the liquid only system (GHG14 and GHG17). Students will study ATS diagnostic procedures both fault code and symptom based issues with a combination of log file analysis and hands-on exercises.

**Major equipment used in the course:** electrical training aids, ServiceLink, ServicePro, PartsPro, EZ Wiring, DTNA service manuals, student laptops, and DD Engines to support labs

**Prerequisite:** FLNR-103

## ADDITIONAL MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSE DESCRIPTIONS

### SMOG (9 week)

#### PHASE 1-ADSM-101 (SMOG 1) LEVEL I ENGINE AND EMISSION CONTROLS (ADSM-101)

Level 1 requires the student to apply much of what they have learned in the prerequisite 6 courses. This course covers Smog Safety, Advanced Electronics and the BAR Composite Vehicle, Engine Diagnosis, Induction Systems, and Fuel Systems (Carburetion and Fuel Injection).

**Major equipment used in this course:** volt meter, battery/starting/charging systems tester, low amp current probe, vacuum gauge, vacuum transducer, DSO (Vantage Pro), compression tester, cylinder leak down tester, emissions analyzer (five gas machine), ignition oscilloscope (MODIS and various adapters), propane enrichment tool and MODIS

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201, AT12-202, AD12-157

#### PHASE 2-ADSM-102 (SMOG 2) LEVEL I ENGINE AND EMISSION CONTROLS (ADSM-102)

Topics covered are: Powertrain Management, On-Board Diagnostics, Multiplexing, CAN, Mode 6, Emission Control Systems w/Enhanced EVAP, Exhaust Systems and Aftermarket Parts, and Advanced 5-Gas Analysis. This course covers real world diagnostics and effective repair strategies, with a strong emphasis on advanced electrical diagnostics. Lab/shop time is highly emphasized, enabling students to build confidence and experience in the areas of diagnostics and drivability repairs. The current BAR 2013 Update in "Diesel Technology" is a separate course included as part of the curriculum during this phase. Online training is required.

**Major equipment used in this course:** smog machine, MODIS, smoke machine and low-pressure fuel evap. tester

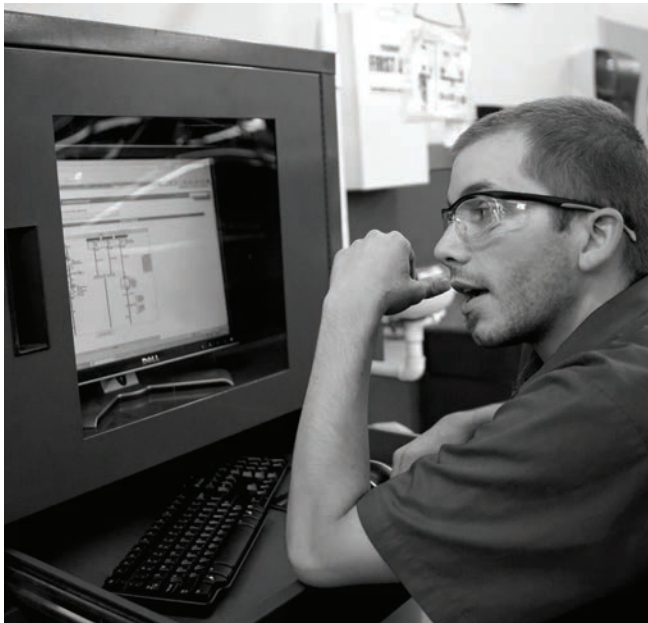
**Prerequisite:** ADSM-101

### PHASE 3-ADSM-103 (SMOG 3) LEVEL II BAR SMOG CHECK TRAINING (ADSM-103)

This course covers the California Smog Check Program Laws and Regulations, the Emission Inspection System (EIS) and Low Pressure Fuel Evaporative Tester (LPFET) equipment calibration and maintenance, Visual Inspection and Functional testing procedures, as well as OEM, Aftermarket Parts, and California-legal engine changes. Students will conduct complete Smog Checks on a variety of vehicles. Online training is required. At the end of this course, students will submit applications to BAR for Smog Check Inspector (EO) Licensing.

**Major equipment used in this course:** smog machine, DSO (Vantage Pro), ignition oscilloscope (MODIS and various adapters), timing light, MODIS, propane enrichment tool, emissions analyzer (five gas machine), lambda calculator, infrared high-temperature gun and vacuum pump

**Prerequisite:** ADSM-102



### SMOG (6 week)

#### ADSM-111 LEVEL I: ENGINE AND EMISSION CONTROL FUNDAMENTALS (PHASE 1)

Inspector Level I covers the following topics as they apply to performing a California Smog Check: Safety; Engine theory, design, and operation for gasoline and diesel engines; Cooling systems; Exhaust systems; Electrical systems; Ignition systems; Induction systems; Fuel injection systems; Carburetion; Engine management systems and On-Board diagnostics; Emission control theory, design, and operation; and Emissions cause and effect. At the end of this course, students will understand the relationship between various engine systems and vehicle emission output.

**Major equipment used in this course:** volt meter, battery/starting/charging systems tester, low amp current probe, vacuum gauge, vacuum transducer, DSO (Vantage Pro), compression tester, cylinder leak down tester, emissions analyzer (five gas machine), ignition oscilloscope (MODIS and various adapters), propane enrichment tool and MODIS

**Prerequisites:** AD12-101, AD12-104, AD12-105, AT12-201, AT12-202, AD12-157

### ADSM-112 LEVEL I & II: SMOG CHECK PROCEDURES TRAINING (PHASE 2)

Inspector Level II covers the following topics: Safety; Administrative requirements of Smog Check; Equipment Maintenance; Visual Inspection procedures; Emissions testing procedures; Functional testing procedures; and General information when completing a Smog Check inspection. At the end of this course, students will be able to perform the following California Smog Checks: Two Speed Idle test, Acceleration Simulation Mode test, On Board Diagnoses test. The student will also understand maintenance procedures for the Emission Control System equipment.

**Major equipment used in this course:** smog machine, MODIS, smoke machine and low-pressure fuel evap. tester

**Prerequisite:** ADSM-111



### Welding Elective

#### WELDING AND CUTTING (CRRT-105)

Students will learn principles of MIG welding, and oxyacetylene and plasma cutting. The emphasis will be on safe practices. Also covered will be the application of metal repairs using MIG welding. Students will learn to set up and tune a MIG welder for welding steel and aluminum, and how to perform welds in various positions on a vehicle. Additionally, they will learn to set up and operate a plasma cutter and an oxyacetylene torch for cutting.

**Major equipment used in this course:** gas metal arc (MIG) welders, oxyacetylene and plasma cutters

**Recommended but not required:** CRRT-101



# COLLISION REPAIR & REFINISH TECHNOLOGY

## Collision Repair & Refinish Technology Program Objective

The objective of UTI's Collision Repair & Refinish Technology program is to qualify students as entry-level collision repair technicians equipped with the basic knowledge and skills to analyze, repair and refinish collision-damaged vehicles. The CRRT program is designed to prepare students to work as entry-level collision repair and refinish technicians or estimators for dealerships, collision centers or fleet repair facilities.



## 751 Collision Repair & Refinish Technology Program

**Program 751** – Sacramento and Long Beach, CA campuses

51 weeks, 68 semester credits

**Hours:** 476 classroom, 1,054 lab

With UTI's Collision Repair and Refinish Technology (CRRT) program, students can gain the training required to pursue a rewarding career as an automotive collision repair and refinish technician. UTI's CRRT program can give students the highly specialized education for which many collision centers and dealerships are searching.

Students in UTI's CRRT program will learn to repair and refinish structural and non-structural damage as well as how to prepare cost estimates on all phases of repair and refinishing. Students also will learn to repair mechanical and electrical damage. Successful graduates will have the opportunity to achieve certifications in Axalta refinishing, 3M plastics repair, and Chief Automotive measuring and straightening systems.

The program includes six weeks of training focused on custom body and paint. In the three-week custom body course, students will learn the concepts of metal fabrication, shaping and manipulation. They also will learn the concepts behind custom painting in a three-week custom paint course that teaches pin stripping and the use of airbrushes.

The CRRT program is divided into six distinct modules that collectively cover all facets of collision repair and refinish training with a sixth module that includes custom body and paint. The curriculum is based on the industry standard, I-CAR Live. The I-CAR curriculum was developed to train entry-level technicians in auto body repair, and includes the I-CAR Steel Welding Qualification Test and Aluminum Welding Qualification Test (SWQT & AWQT). Graduates who successfully complete the program will be recognized as an I-CAR Platinum individual for Non-Structural Technician Level 1, Steel Structural Technician Level 1, Aluminum Structural Technician Level 1 and Refinish Technician Level 2, giving them a status valued and/or required by employers in the collision repair and insurance industries. If a student successfully achieves the Axalta refinish certification, he or she also will receive Refinish Technician Level 3.



Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CRRT-101	Exterior Panel Alignment	52.0	38.0	0	90.0	4.00	4.00
CRRT-123	Exterior Panel Repair I	22.0	68.0	0	90.0	4.00	3.00
CRRT-124	Exterior Panel Repair II	11.0	79.0	0	90.0	4.00	3.00
CRRT-103	Exterior Panel Replacement	15.0	75.0	0	90.0	4.00	3.50
CRRT-105	Welding and Cutting	18.0	72.0	0	90.0	4.00	3.00
CRRT-125	Structural Damage Analysis	45.0	45.0	0	90.0	4.00	4.50
CRRT-126	Structural Alignment & Replacement	42.0	48.0	0	90.0	4.00	4.00
CRRT-108	Introduction to Refinishing	40.0	50.0	0	90.0	4.00	4.00
CRRT-109	Vehicle Preparation for Painting	30.0	60.0	0	90.0	4.00	4.00
CRRT-127	Finish Applications	14.0	76.0	0	90.0	4.00	3.00
CRRT-128	Skills Application	14.0	76.0	0	90.0	4.00	3.00
CRRT-113	Power Systems & Controls	41.0	49.0	0	90.0	4.00	4.00
CRRT-114	Drive Train & Related Systems	34.0	56.0	0	90.0	4.00	3.50
CRRT-115	Vehicle Undercar and SRS	35.0	55.0	0	90.0	4.00	3.50
CRRT-130	Damage Analysis I	39.0	51.0	0	90.0	4.00	4.00
CRRT-116	Custom Paint Fundamentals	12.0	78.0	0	90.0	4.00	3.00
CRRT-122	Custom Body Fundamentals	12.0	78.0	0	90.0	4.00	3.00
<b>Total</b>		<b>476</b>	<b>1,054</b>	<b>0</b>	<b>1,530.0</b>	<b>68.00</b>	<b>60.00</b>

## 754 Collision Repair & Refinish Technology with Estimating

**Program 754** – Sacramento and Long Beach, CA campuses

54 weeks, 72 semester credits

**Hours:** 526 Classroom, 1,094 Lab

With UTI's Collision Repair & Refinish Technology (CRRT) program with Estimating, students can gain the training required to pursue a rewarding career as an automotive collision repair and refinish technician or as an estimator. UTI's CRRT program can give students the highly specialized education for which many collision centers and dealerships are searching.



Students in UTI's CRRT program with Estimating will learn to repair and refinish structural and non-structural damage as well as repair mechanical and electrical damage. Students will also spend an additional three weeks focusing on damage analysis, estimate preparation using industry software programs, and tracking of customers' vehicles through all stages of a collision facility repair process. Successful graduates will have the opportunity to achieve certifications in Axalta refinishing, 3M plastics repair, and Chief Automotive measuring and straightening systems.

Students will experience six weeks of training based around custom body and paint. In the three-week custom body course, students will learn the concepts of metal fabrication, shaping and manipulation while the three-week custom painting course includes concepts such as pin striping and the use of airbrushes.

The CRRT program is divided into six distinct modules that collectively cover all facets of collision repair and refinish training. The curriculum is based on the industry standard, I-CAR Live. The I-CAR curriculum was developed to train entry-level technicians in auto body repair, and includes the I-CAR Steel Welding Qualification Test and Aluminum Welding Qualification Test (SWQT & AWQT). Graduates who successfully complete the program will be recognized as an I-CAR Platinum individual for Non-Structural Technician Level 1, Steel Structural Technician Level 1, Aluminum Structural Technician Level 1, Estimator Level 1 and Refinish Technician Level 2, giving them a status valued and/or required by employers in the collision repair and insurance industries. If a student successfully achieves the Axalta refinish certification, he or she will also receive Refinish Technician Level 3.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
CRRT-101	Exterior Panel Alignment	52.0	38.0	0	90.0	4.00	4.00
CRRT-123	Exterior Panel Repair I	22.0	68.0	0	90.0	4.00	3.00
CRRT-124	Exterior Panel Repair II	11.0	79.0	0	90.0	4.00	3.00
CRRT-103	Exterior Panel Replacement	15.0	75.0	0	90.0	4.00	3.50
CRRT-105	Welding and Cutting	18.0	72.0	0	90.0	4.00	3.00
CRRT-125	Structural Damage Analysis	45.0	45.0	0	90.0	4.00	4.50
CRRT-126	Structural Alignment & Replacement	42.0	48.0	0	90.0	4.00	4.00
CRRT-108	Introduction to Refinishing	40.0	50.0	0	90.0	4.00	4.00
CRRT-109	Vehicle Preparation for Painting	30.0	60.0	0	90.0	4.00	4.00
CRRT-127	Finish Applications	14.0	76.0	0	90.0	4.00	3.00
CRRT-128	Skills Application	14.0	76.0	0	90.0	4.00	3.00
CRRT-113	Power Systems & Controls	41.0	49.0	0	90.0	4.00	4.00
CRRT-114	Drive Train & Related Systems	34.0	56.0	0	90.0	4.00	3.50
CRRT-115	Vehicle Undercar and SRS	35.0	55.0	0	90.0	4.00	3.50
CRRT-130	Damage Analysis I	39.0	51.0	0	90.0	4.00	4.00
CRRT-131	Damage Analysis II	50.0	40.0	0	90.0	4.00	4.00
CRRT-116	Custom Paint Fundamentals	12.0	78.0	0	90.0	4.00	3.00
CRRT-122	Custom Body Fundamentals	12.0	78.0	0	90.0	4.00	3.00
<b>Total</b>		<b>526</b>	<b>1,094</b>	<b>0</b>	<b>1,620</b>	<b>72.00</b>	<b>64.00</b>

## COLLISION REPAIR & REFINISH TECHNOLOGY COURSE DESCRIPTIONS

### Module I: Non-Structural Repair

#### EXTERIOR PANEL ALIGNMENT (CRRT-101)

Students will learn about the safety requirements for the collision industry, PPE and MSDS. Additionally, students will learn to read and interpret a vehicle damage repair report, assess the damage, and develop a repair plan. Lab work will include removal of trim, door handle and locks, and the alignment of door, hood and deck lid panels. Students will learn to remove and disassemble doors; remove, install and align fenders, hoods, bumpers and deck lids; and verify and adjust door seals. Students will also begin developing professionalism skills that will translate to their future careers.

#### EXTERIOR PANEL REPAIR I (CRRT-123)

Students will learn the identification of automotive plastics and how to make repair decisions. Also covered will be repair of plastics using welding and adhesive technologies. Students will gain a working knowledge of adhesive repairs and welding repairs in addition to repairing SMC. Additionally, they will learn to repair cosmetic sheet metal panel damage and how to use body metal working tools. They will learn to prepare a damaged area for the application of body filler. Students will also learn methods for applying body filler and sanding to various contours.

**Prerequisite:** CRRT-101

#### EXTERIOR PANEL REPAIR II (CRRT-124)

Students will learn about repairing cosmetic panel damage and how to use body metal working tools. They will learn to shrink stretched metal and prepare a damaged area for the application of body filler. Also covered will be techniques for applying body filler and preparing body filler for final finishing and sanding to various contours.

**Prerequisites:** CRRT-101, CRRT-105, CRRT-123

## EXTERIOR PANEL REPLACEMENT (CRRT-103)

Students will learn to remove and replace both welded and bonded door skins and quarter panels. Also covered is preparing door frames for new outer door panels; analysis of intrusion beams; removal, replacement and alignment of door glass and door trim panels; and fundamentals of the removal and installation of convertible tops and power sunroof panels. Students will also learn procedures for removing a door skin and how to weld and bond replacement skin to the doorframe. Additionally, they will learn procedures for replacing stationary glass (windshield or back glass), removing quarter panels, straightening flanges in preparation for reinstallation, and applying welding and bonding procedures to install panels.

**Major equipment used in this course:** gas metal arc (MIG) welders

**Prerequisites:** CRRT-101, CRRT-105, CRRT-123, CRRT-124

## Module II: Structural Repair

### WELDING AND CUTTING (CRRT-105)

Students will learn principles of MIG welding, and oxyacetylene and plasma cutting. The emphasis will be on safe practices. Also covered will be the application of metal repairs using MIG welding. Students will learn to set up and tune a MIG welder for welding steel and aluminum, and how to perform welds in various positions on a vehicle. Additionally, they will learn to set up and operate a plasma cutter and an oxyacetylene torch for cutting.

**Major equipment used in this course:** gas metal arc (MIG) welders, oxyacetylene and plasma cutters

**Recommended but not required:** CRRT-101

### STRUCTURAL DAMAGE ANALYSIS (CRRT-125)

Topics covered will include an introduction to damage analysis, interpreting body-dimension specification sheets, various measuring systems, steel unitized structures, advanced high strength steels and how to diagnose damage using computerized measuring systems. Students will learn to analyze and interpret vehicle structural damage; measure vehicles using centering gauges, laser and computerized measuring systems; and interpret printouts to determine damage location in vehicle structures. Students will also learn to safely secure a vehicle for pulling, use squeeze-type resistance welding equipment and fabricate a rail section.

**Major equipment used in this course:** centering gauges, computerized measuring systems and squeeze-type resistance welding equipment

**Prerequisites:** CRRT-101, CRRT-105

### STRUCTURAL ALIGNMENT AND REPLACEMENT (CRRT-126)

Students will learn principles of straightening structural parts, use of pulling systems, and stress-relief methods. Students will learn how to perform pulling on structural parts and apply stress-relief methods. Also covered will be principles of panel replacement and sectioning, steel unitized structures, new technologies and repair.

**Major equipment used in this course:** centering gauges, computerized measuring systems and frame racks from Chief Automotive Systems

**Prerequisites:** CRRT-101, CRRT-105, CRRT-125

## Module III: Refinishing

### INTRODUCTION TO REFINISHING (CRRT-108)

Students will learn the application of safety and environmental practices; and surface preparation for refinishing. They will learn procedures for paint removal, preparation of adjacent panels for blending, and application of sealers and stone chip resistant coatings. Students will also learn to analyze existing finishes of panels/vehicles, remove paint using various procedures, apply metal conditioners, sand panels in preparation for primer-surfacer application, and apply primer-surfacer.

**Major equipment used in this course:** DA sanders, paint guns, paint booths and computerized paint mixing systems

**Recommended but not required:** CRRT-101

### VEHICLE PREPARATION FOR PAINTING (CRRT-109)

Students will learn equipment preparation, and about refinish materials and paint area. They will learn about mixing refinish materials, preparation of spray gun and test panels. Also covered will be color characteristics, color match and obtaining blendable matches. Students will learn sanding operations, mixing paint from vehicle paint codes, applying waterborne basecoat paints to panels, tinting colors to achieve blendable matches and applying clear coat.

**Major equipment used in this course:** DA sanders, paint guns, paint booths and computerized paint mixing systems

**Prerequisites:** CRRT-108

**Recommended but not required:** CRRT-101

### FINISH APPLICATIONS (CRRT-127)

Students will learn about cycle time; principles of blending; and single stage, base coat, clear coat and tri-coat finishes. Students will learn to identify and solve paint application problems and paint finish problems such as mottling, orange peel, sags and runs. Also covered will be diagnosis and repair of finish defects; and determining causes of and repairing poor adhesion, cracking, water spotting and environmental damage. Students also will learn to detail a vehicle for customer delivery.

**Major equipment used in this course:** DA sanders, paint guns, paint booths, computerized paint mixing systems and polishers

**Prerequisites:** CRRT-101, CRRT-108, CRRT-109, CRRT-123, CRRT-124

**Recommended but not required:** CRRT-105

### SKILLS APPLICATION (CRRT-128)

In this course students will apply the training learned in previous courses to a simulated collision repair facility. Emphasis will be placed on cosmetic panel replacement and alignment, panel repair procedures, MIG welding, application and sanding of body filler, sanding panels in preparation for primer surfacer, application of primer surfacer, masking procedures, mixing refinish materials, preparation of spray gun and test panels, application of paint to panels, tinting of colors to achieve blendable matches, application of clear coat, and final detail in preparation for vehicle delivery to customer. Students will also learn about hazardous airborne pollutants and waste control as it applies to the collision industry.

**Major equipment used in this course:** DA sanders, paint guns, paint booths, computerized paint mixing systems and polishers

**Prerequisites:** CRRT-101, CRRT-103, CRRT-105, CRRT-108, CRRT-109, CRRT-113, CRRT-114, CRRT-123, CRRT-124, CRRT-127

**Recommended but not required:** CRRT-115, CRRT-125, CRRT-126



## Module IV: Mechanical and Electrical Repair

### POWER SYSTEMS AND CONTROLS (CRRT-113)

Students will learn fundamentals, troubleshooting and repair of electrical and electronic systems. They will learn to troubleshoot and repair electrical systems using digital multimeters, read wiring diagrams and repair damaged wiring harnesses.

**Major equipment used in this course:** DVOM, electrical training boards, solder gun, diagnostic scan tools and computerized information retrieval systems

**Recommended but not required:** CRRT-101

### DRIVE TRAIN AND RELATED SYSTEMS (CRRT-114)

Students will learn about air conditioning; cooling and heating systems; fuel, intake and exhaust systems; and drive trains. They will learn fundamentals, operation maintenance, inspection and testing, and repair of these systems. They will also learn to discharge, recover, evacuate and recharge air conditioning systems; drain and recover cooling systems; and simulate removal and reinstallation of drive train assemblies. Additionally, students will learn about hybrid vehicle safety as it applies to the collision industry.

**Major equipment used in this course:** air conditioning recycling machine, and fuel and cooling system testers

**Prerequisites:** CRRT-113

**Recommended but not required:** CRRT-101

### VEHICLE UNDERCAR AND SRS (CRRT-115)

Students will learn the diagnosis and service of steering systems as well as alignment, suspension and related subassemblies. Students will learn to analyze steering and suspension systems for damage, and perform wheel alignments. In addition, they will learn to analyze and replace damaged or worn brake components and bleed brake systems. Also covered is the removal, inspection and replacement of restraint systems. Students will learn to analyze restraint systems, including seat belts, motorized seat belts, air bag assemblies and related components.

**Major equipment used in this course:** computerized wheel alignment machines, strut spring machines and brake trainers

**Prerequisites:** CRRT-113

**Recommended but not required:** CRRT-101

## Module V: Damage Analysis, Estimating & Customer Service

### DAMAGE ANALYSIS I (CRRT-130)

Topics covered in this course relate to collision facility operation, customer communication, insurance and estimating. Students will apply the training learned in previous courses to carry out damage analysis and write estimates on vehicles using computer-based estimating software. Emphasis will be placed on blueprinting and estimating different scenarios of damage, including front, side, rear and mechanical impact-damaged vehicles. Students will learn about restraint system damage, insurance relations in the collision industry, procedures, documentation and how to work with adjusters. Students also will learn about inspecting repairs for quality control.

**Major equipment used in this course:** computers with estimating software, tram gauge, measuring system, digital cameras

**Prerequisites:** CRRT-101, CRRT-103, CRRT-105, CRRT-108, CRRT-109, CRRT-113, CRRT-123, CRRT-124, CRRT-127

**Recommended but not required:** CRRT-114, CRRT-115

### DAMAGE ANALYSIS II (CRRT-131)

Students will continue to apply the training learned in CRRT-130 to carry out damage analysis and write estimates on vehicles using computer-based estimating software. Students will be introduced to a different estimating software provider and learn how to convert from one type to another. Students will learn how to write estimates on vehicles that have damage caused by hail, theft, fire and flood, and to electrical systems. Students also will learn about total loss, salvage, storage titling and the use of recycled parts in the industry. In addition, students will learn how to schedule, assign and track vehicles, parts and technicians in the collision facility.

**Major equipment used in this course:** computers with estimating software, tram gauge, measuring system, digital cameras

**Prerequisites:** all CRRT courses except CRRT-116, CRRT-122, CRRT-128



## Module VI: Auto Customizing

### CUSTOM PAINT FUNDAMENTALS (CRRT-116)

Students will be taught fundamentals of airbrush techniques, including the use of stencils and freehand airbrushing; special effects paint techniques, including the use of candy and pearl paints; how to apply special effects paint to simulate a wood grain effect; and the age-old techniques of hand pin striping. The students also will apply etching to glass.

**Major equipment used in this course:** airbrushes, paint guns, paint booth, sand blasting cabinet and safety equipment associated with all aspects of the Custom Paint Fundamentals class

**Prerequisites:** CRRT-108, CRRT-109

**Recommended but not required:** CRRT-101, CRRT-105, CRRT-122

### CUSTOM BODY FUNDAMENTALS (CRRT-122)

Students will learn auto body customizing, including frenching antennas, frenching license plates and fabricating roll pans. They will learn the skills used to shave door handles and have the opportunity to work with the equipment and learn the skills used by some of the top metal fabricators in the field today.

**Major equipment used in this course:** sheet metal shrinkers, sheet metal stretchers, English wheels, sheet metal rollers, bead rollers, sheet metal brakes, sheet metal shears, MIG welder, oxyacetylene torch and safety equipment associated with all aspects of the Custom Body Fundamentals class

**Prerequisites:** CRRT-105

**Recommended but not required:** CRRT-101, CRRT-108



# WELDING TECHNOLOGY

## TRAIN FOR A CAREER AS A WELDER

**Program 560** – AZ, DFW and Rancho Cucamonga, CA campuses

36 weeks, 36 semester credits

**Hours:** 501 classroom, 399 lab

### Program Description

With UTI's Welding Technology program, students can gain the training required to pursue a rewarding career as an entry-level welder and fabricator. UTI's welding program can give students the education and skills required in today's construction, pipe or fabrication industries.

Students in UTI's Welding program will learn about the procedures and equipment required to weld using Gas Metal Arc, Shielded Metal Arc, Flux-Cored Arc and Gas Tungsten Arc welders. Students will also learn how to weld in the flat, horizontal, vertical and overhead positions used for plate or sheet metal and the fixed, rolling and overhead positions used for pipe. Additionally students will learn how to cut metal using thermal cutting techniques and develop, fabricate and calculate the cost of projects. Successful graduates should have the skills and knowledge necessary to pass industry welding tests or American Welding Society (AWS) certifications used in structural, construction or pipe projects.

The welding program is designed in three phases from basic welding and fabrication skills to intermediate and then on to advanced techniques using different types of metal transfer. The curriculum has been developed with Lincoln Electric to train entry-level welders in all forms of welding and application. Graduates who successfully complete the program will be able to weld using GMAW, SMAW, GTAW and FCAW equipment on different materials, giving them a skillset valued and/or required by employers in the construction, pipe and fabrication industries.



### Program Objective

The objective of UTI's Welding Technology program is to train students as entry-level welders and equip them with the basic knowledge and skills required to carry out the welding of plate, pipe and sheet metal in the flat, horizontal, vertical and overhead positions using different methods of metal transfer. The Welding program is designed to prepare students to work as entry-level welders in the construction, structural, pipe and fabrication industries.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
WELD-101	Introduction to Welding, Safety & Careers	53.0	22.0	0	75.0	3.0	4.0
WELD-102	Principles of Welding	53.0	22.0	0	75.0	3.0	4.0
WELD-103	Gas Metal Arc Welding I	42.0	33.0	0	75.0	3.0	3.5
WELD-104	Shielded Metal Arc Welding I	42.0	33.0	0	75.0	3.0	3.5
WELD-105	Engineering & Fabrication	57.0	18.0	0	75.0	3.0	4.0
WELD-123	Gas Metal Arc Welding II	34.0	41.0	0	75.0	3.0	3.0
WELD-124	Shielded Metal Arc Welding II	34.0	41.0	0	75.0	3.0	3.0
WELD-125	Flux-Cored Arc Welding	38.0	37.0	0	75.0	3.0	3.5
WELD-126	Gas Tungsten Arc Welding	42.0	33.0	0	75.0	3.0	3.5
WELD-130	Pipe Welding	38.0	37.0	0	75.0	3.0	3.5
WELD-131	Welding Applications I	34.0	41.0	0	75.0	3.0	3.0
WELD-132	Welding Applications II	34.0	41.0	0	75.0	3.0	3.0
<b>Total</b>		<b>501</b>	<b>399</b>	<b>0</b>	<b>900.0</b>	<b>36.0</b>	<b>41.5</b>



### Course Descriptions

#### INTRODUCTION TO WELDING, SAFETY AND CAREERS (WELD-101)

In this course students will be introduced to the various types of welding methods and equipment used. Students will learn about personal protection and safety while operating welding equipment. Students will also be introduced to two different types of thermal cutting using both plasma and oxy/fuel equipment. Also covered will be the many careers and positions that a successful welder may pursue and how to become certified in the industry.

**Major equipment used in this course:** oxyacetylene welding/cutting equipment, plasma cutter, grinder, power saw, sheet metal cutter, VRTEX Virtual welding equipment

**Prerequisites:** None

#### PRINCIPLES OF WELDING (WELD-102)

In principles of welding students will be introduced to the different types of joints, positions and symbols used throughout welding technology. Students will learn about the properties of metal, their classification and how to use tools to prepare it for welding. Also covered will be inspection and defect testing of welds for the purposes of certification.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW MIG welder, SMAW stick welder, grinder, power saw, sheet metal cutter

**Recommended but not required:** WELD-101

### **GAS METAL ARC WELDING I (GMAW-1) (WELD-103)**

In gas metal arc welding, also referred to as “MIG welding” students will learn how to set up and use GMAW equipment and the accessories required to weld. Students will learn the modes of metal transfer and discover the different gases available to shield a weld. Students will then use a MIG welder to perform the basic positions of a lap, tee, butt and butt with backing weld to produce steel fillet and groove style joints in the flat and horizontal planes. Students will also learn basic maintenance of a GMAW style welder including gas hook up and wire spool replacement.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW MIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101



### **SHIELDED METAL ARC WELDING I (SMAW-1) (WELD-104)**

In shielded metal arc welding (often referred to as “stick welding”), students will learn how to set up and use SMAW equipment and accessories required to weld. Students will learn the modes of metal transfer and discover the different electrodes/rods available to carry out specific weld types. Students will then use a SMAW welder to perform the basic positions of a lap, tee butt and butt with backing weld to produce steel fillet and groove style joints in the flat and horizontal planes.

**Major equipment used in this course:** VRTEX Virtual welding equipment, SMAW stick welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101

### **ENGINEERING AND FABRICATION (WELD-105)**

In this course the student will learn how to read blueprints and interpret the codes, standards, terms and definitions used in welding documentation. In addition students will acquire the applied math, measurement and geometry skills needed for planning, preparation and fabrication of projects. Students will also be introduced to project planning, quality control and the use of design software to build projects.

**Major equipment used in this course:** computer-based design software

**Prerequisites:** WELD-101

### **GAS METAL ARC WELDING II (GMAW-2) (WELD-123)**

The GMAW-2 course builds upon the knowledge and skills a student has previously learned, and in addition to the flat and horizontal planes will perform vertical and overhead welds to produce lap, tee, butt and butt with backing joints on both steel and aluminum. Additionally, students will learn how to correctly maintain a GMAW welder, change out whips/guns, set up different shielding gas and replace the rollers.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW MIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103

**Recommended but not required:** WELD-105

### **SHIELDED METAL ARC WELDING II (SMAW-2) (WELD-124)**

In this course, students will bring the skills they have learned from stick welding in previous courses to perform horizontal, vertical and overhead welding operations on flat steel plate using fillet and groove style joints. Additionally, students will learn how to correctly maintain and service a SMAW welder, replace the electrode/stick holder and perform carbon arc gouging on steel plate.

**Major equipment used in this course:** VRTEX Virtual welding equipment, SMAW stick welder, carbon arc gouging whip, grinder, power saw

**Prerequisites:** WELD-101, WELD-102, WELD-104,

**Recommended but not required:** WELD-105





### FLUX-CORED ARC WELDING (FCAW) (WELD-125)

During this course, students will discover the benefits of both gas and gasless flux-cored welding and where they are used. Students will learn how to set up, service and operate flux-cored welding equipment. Students will perform all joint types and carry out welds in the flat, horizontal, vertical and overhead planes.

**Major equipment used in this course:** VRTEX Virtual welding equipment, GMAW/FCAW welder with MIG gun, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103

**Recommended but not required:** WELD-105



### GAS TUNGSTEN ARC WELDING (GTAW) (WELD-126)

This course will introduce the student to gas tungsten arc welding, its characteristics and safety. Using the information they have learned in previous courses, students will develop the skills necessary to make gas tungsten arc welds on different metals, using both direct and alternating current methods.

**Major equipment used in this course:** GTAW TIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102

**Recommended but not required:** WELD-103, WELD-104, WELD-105

### PIPE WELDING (WELD-130)

The pipe welding course will introduce students to the different methods of welding pipe and tube using multiple types of metal transfer. Students will learn the welding positions used, from horizontal rolling to stationary or vertical, along with how to use the correct tools and equipment for cutting and beveling of joints during assembly.

**Major equipment used in this course:** GMAW MIG welder, SMAW stick welder, FCAW welder, GTAW TIG welder, grinder, power saw, pipe rollers, pipe cutters, CNC plasma cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-124

**Recommended but not required:** WELD-105, WELD-123, WELD-125, WELD-126

### WELDING APPLICATIONS I (GMAW & FCAW) (WELD-131)

Welding Applications I is designed to allow a student to build specific projects using the skills they have learned throughout the program. Students will use their previously learned blueprinting and project planning skills along with both GMAW and FCAW metal transfer equipment to fabricate specific projects. During this course the student will be able to demonstrate their ability to perform multiple weld types in all positions.

**Major equipment used in this course:** GMAW MIG welder, FCAW welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-105, WELD-123, WELD-125

**Recommended but not required:** WELD-124, WELD-126

### WELDING APPLICATIONS II (SMAW & GTAW) (WELD-132)

Welding Applications II is designed to allow a student to build specific projects using the skills they have learned throughout the program. Students will use their previously learned blueprinting and project planning skills along with both SMAW and GTAW metal transfer equipment to fabricate specific projects. During this course the student will be able to demonstrate their ability to perform multiple weld types in all positions.

**Major equipment used in this course:** SMAW stick welder, GTAW TIG welder, grinder, power saw, sheet metal cutter

**Prerequisites:** WELD-101, WELD-102, WELD-103, WELD-104, WELD-105, WELD-124, WELD-126

**Recommended but not required:** WELD-123, WELD-125

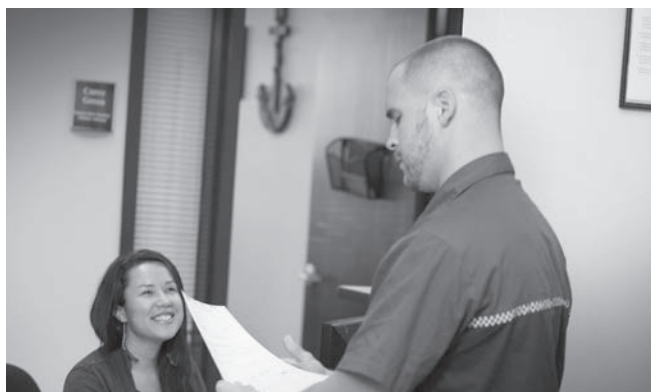




# STUDENT SUPPORT SERVICES

## Student Services

The Student Services department offers a wide range of services designed to assist the academic, social, and personal needs of the students. Services provided include Housing, Academic and Personal Advisement, Student Records, Student Activities, Veterans' Assistance, and Scheduling. Students receive additional campus specific information about their Student Services Department at New Student Orientation.



## AWARDS

UTI offers many prestigious student awards. They are direct reflections of students' attitudes and performance while attending UTI, and are awarded based on the criteria described below. Winners are recognized at graduation and their awards are mailed to them within 30 days of graduation.

Student of the Course awards are given at the end of each course as part of an incentive program to encourage initiative and excellence. Certain Manufacturer-Specific Advanced Training programs do not issue Student of the Course awards. Any student repeating a course is not eligible for this award in the repeated class.

Criteria for the Student of the Course award indicate the student must receive a grade of at least 90% in each performance category. In the event of a tie, the award is given to the student with the highest grade in lab work. In the event of a second tie, the award is given to the student with the highest grade in class work. In the event of a third tie, the award is given to the student with the fewest hours missed during the course. The final tiebreaker calls for the Instructor to select one student to receive this award with the option of presenting multiple awards upon Education Manager approval.

Awards are also presented at graduation to students who maintain perfect attendance records and those with overall 99% attendance records. Students with any attendance failures are not eligible for this award.

Students who receive a class work and lab grade of 90% or higher in three consecutive courses are recognized on the Director's Honor List. Students with any attendance failures are not eligible for this award.

## NATIONAL HONOR SOCIETY

The prestigious Alpha Beta Kappa National Honor Society was founded in 1977 to encourage and recognize superior academic and laboratory training in honorable fields of endeavor. Universal Technical Institute became the society's first member, receiving its charter as the Alpha chapter. Students with any attendance failures are not eligible for this award.

Qualifications for nomination to Alpha Beta Kappa include:

- Minimum cumulative grade point average of 3.50 or above
- Attendance of at least 99%

Candidates for nomination are notified after graduation.



## OFFICE HOURS

UTI offices are typically open 8 a.m. to 5 p.m. Monday through Friday, except on company-observed holidays. Hours may vary at each location.

## STUDENT INSURANCE

UTI provides secondary insurance coverage for injuries to students only while they are on campus attending classes. See the Administration or Student Services Department for more information.

## HOUSING

UTI partners with Collegiate Housing Services (CHS) to assist students who are relocating and need assistance getting housing. CHS provides a full range of housing services and will work closely with students to determine the best options.

UTI's Housing department can assist students with finding roommates. The Housing department also works with students on an individual and ongoing basis to resolve any housing problems that may arise throughout their rental term.



In addition to the options above, you may also choose to acquire housing on your own. Please contact the Housing department at your desired campus for more information.

Please note that while the student services department can assist with transporting and housing options, transportation and housing while attending school is the responsibility of the student.

## Employment Services

The Employment Services department is available to all students and graduates. Services include providing job leads, assisting with résumés, and providing interview guidance for local jobs while students are in school and career jobs upon graduation. Although our employment specialists have been successful in assisting students to find jobs, no guarantee of local or graduate employment is made or implied.

Because the Employment Services department uses occupational contacts from all over the country, graduates seeking career assistance may need to relocate in order to take advantage of employment opportunities.

### LOCAL EMPLOYMENT ASSISTANCE

UTI students who desire assistance finding local employment should visit the local Employment Services department at their campus. A list of job openings in the local area is developed and maintained at each campus. UTI staff members are available to meet with students one-on-one to provide leads and help them find jobs to cover living expenses while they attend school. To get the most from the services provided by the Local Employment Services Department, students should work closely with their Employment Advisors. Students are encouraged to visit the Employment Services Department several times a week to pick up new leads until they are hired.

### ONGOING CAREER ASSISTANCE

UTI places great emphasis on assisting graduates in beginning meaningful careers. While employment cannot be guaranteed, services are available to graduates and alumni through the UTI National Job Database or by contacting the Employment Services office at the campus.

### CAREER DEVELOPMENT

Through the Career Development class, UTI helps students strengthen career skills stressed in technical training. This class is designed to enhance the job search and application skills of each student. Students become more familiar with services available through UTI's Employment Services department, including:

- Providing information on the enhanced career opportunities made possible through both student-paid and manufacturer-paid advanced training programs
- Locating Tuition Reimbursement Incentive Program (TRIP) employers
- Providing information on nationwide dealer employment opportunities
- Maintaining up-to-date job listings
- Contacting students by phone, text and email after graduation to offer continued job search assistance, allowing us also to verify their employment
- Assisting students to produce professional résumés
- Providing tips on interview techniques

## YOUR RESPONSIBILITIES

To get the most from the services provided by UTI's Employment Services department, you and your Employment Advisor must work together as partners. Here's what you can do to build a successful partnership:

- Talk to your advisor about exploring the advantages of continuing your education by taking manufacturer-specific programs
- Fill out your résumé paperwork and submit it to the Employment Services department as soon as possible.
- Make the best use of campus career fairs by engaging with many different employers to find out about their opportunities.
- If you don't have definite career plans, visit the Employment Services department at least twice a week to check on employment opportunities as you get close to graduation.
- Provide your advisor with your relocation preferences upon graduation so he or she or can assist you in identifying job opportunities in these areas.
- Contact interested employers to set up interviews. Make follow-up calls to all potential employers with whom you have interviewed or sent résumés.
- After graduation, stay in touch with your Graduate Employment Advisor for job leads and assistance in your job search. It is also important to keep your contact information updated so the school can stay in touch with you as well.

## INDUSTRY EXPECTATIONS

To qualify for the best opportunities the industry has to offer, it's important for you to do the following:

- Maintain a valid driver's license
- Maintain a good driving record with very few (if any) moving violations
- Maintain a good school attendance record
- Display a positive attitude
- Prepare for every interview by researching the company and knowing the job description
- Remain drug free
- Maintain a professional appearance
- Demonstrate strong fundamental technical skills

## INTERVIEW OPPORTUNITIES

The UTI Employment Services staff works with employers and students to develop on-campus interview opportunities. These on-campus interviews are great opportunities for students to get interview experience and potential job offers before graduation. Every effort is made to assist graduates in finding employment in their preferred geographical area. However, it may be necessary to relocate to areas where career opportunities are more abundant.

## Financial Aid

The Financial Aid department provides students and parents with expert advisement and application processing related to various federal and non-federal financial aid programs. Information and guidance on federal and state grants, federal and private student loans, internal and external scholarships, and in-school cash payment plans are available. Financial aid packages generally consist of a combination of funding from more than one program or resource. No specific guarantee of financial aid eligibility is made or implied. For more information, please contact the Financial Aid department at the campus where attendance is planned.

# DRESS CODE

UTI maintains a professional dress code for all students for reasons of safety as well as meeting industry standards for professionalism.



To best prepare students for the industry, the following standards apply:

- All students must wear approved apparel sold by the school. Shirts must be kept clean, mended and tucked in. Additional shirts may be purchased from the school. The UTI uniform shirt must be buttoned from at least the third fastener down. Female students must wear the uniform shirt in the appropriate manner and have no skin or cleavage showing.
- All “hoodies” (i.e., hooded jackets/garments) are prohibited unless disclosed otherwise by the campus. Please contact the campus Student Services Department for specific guidelines regarding outerwear (jackets, hoodies, etc.).
- No mouth grills (gold, silver, etc.) are allowed to be worn on campus. They must be removed prior to the start date.
- Unless a student is wearing a UTI uniform sweater or a jacket front zippered or buttoned, a UTI T-shirt or UTI button-down shirt with collar must be the outermost layer of garment.
- Pants are to be clean and without holes of any kind. Dickies pants (black or blue) are preferred. However, blue jeans and work pants are acceptable. Pants are to be worn at the waistline and supported with a black or brown belt. Sagging pants are not allowed on campus.
- No pants frayed in the cuff are allowed on campus.
- Pants cannot drag on the ground. They should fit neatly over the boots.

- Black or brown belts must be worn with the UTI uniform. Designer belts with studs or beads are not allowed.
- Multicolored pants, cutoffs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab.
- Male students must be clean-shaven or keep beards and mustaches neatly trimmed.
- Only baseball type caps featuring a UTI logo are permitted and must be worn with the bill facing forward while on campus. The wearing of these caps is only allowed in areas designated by the school. Do-rags, bandanas, visors, skull caps or pantyhose-type caps are prohibited. However, only during winter months, a knit black or blue skull cap featuring a UTI logo may be worn when lab area temperatures fall consistently below 70 degrees Fahrenheit. Note: This is campus specific. Please contact the campus to ensure UTI hats are allowed on campus.
- Students must wear black or brown leather work shoes or boots of a traditional work boot/shoe style. Oil-resistant soles are required for auto and diesel students. Work shoes or boots must be tightly laced and tongue in. Pants must be worn on the outside of the boots.

## HAIR REQUIREMENTS

Haircuts must comply with professional and safety standards as determined by the school. No outlandish hairstyles are permitted. The Campus President, Education Director(s) and/or the Student Services Director will review unresolved disputes concerning the hairstyle policy on a case-by-case basis and make a final determination.

### Hair Policy – All Students

In all lab settings, hair must be contained away from the face and eyes, or secured back so it does not pose a safety threat. For long hair (i.e., beyond the collar), this generally means the hair must be fastened securely to the back of the head or held away from the face. Hair can be placed in a bun or single ponytail but the ponytail should be tucked into the shirt during lab.

#### General rules to follow:

- Hair must be clean, neat and well groomed.
- Hair may be dyed, provided the color(s) are natural. If highlighted, hair colors must be subtly blended with no more than two colors.
- No radical haircuts or shaving of the hair (e.g., Mohawk style, extreme styles).
- No jewelry or bead attachments.
- No designs etched into the hair or scalp.
- Braided or “cornrow” hair is allowed, provided the hair is clean, neat and tight to the head. Longer braided hair (i.e., beyond the collar) must follow the hair policy as stated above.
- Administrators have the final say in disputed matters.

# 2019

## CALENDAR



### STARTS

**Every 6 Weeks (UTI)**  
(DFW, Long Beach and Bloomfield)

**Every 3 weeks (UTI)**  
(Avondale, Exton, Houston, Lisle, NASCAR Tech, Norwood, Orlando, Rancho Cucamonga, Sacramento)

### GRADUATIONS\*

**Every 6 Weeks (UTI)**  
(DFW, Long Beach and Bloomfield)

**Every 3 weeks (UTI)**  
(Avondale, Exton, Houston, Lisle, NASCAR Tech, Norwood, Orlando, Rancho Cucamonga, Sacramento)

### VARIANT DATES

<sup>D</sup> If a 6-week campus (DFW, Long Beach or Bloomfield) has an additional start/grad., a letter will appear in the corner of the symbol.

### HOLIDAYS

Observed by UTI staff and students on these days.

Holidays shown in **bold**

<b>Jan 1</b>	New Year's Day
<b>Jan 21</b>	Martin Luther King, Jr. Day
<b>May 27</b>	Memorial Day
<b>July 4-5</b>	Independence Day
<b>Sep 2</b>	Labor Day
<b>Nov 11</b>	Veterans Day
<b>Nov 28-29</b>	Thanksgiving
<b>Dec 23-27</b>	Winter Break

### IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days. Shown in **bold underline**

**May 10** All UTI campuses  
NASCAR Tech

S	M	T	W	Th	F	Sa	
30	31	<b>1</b>	2	3	4	5	<b>JAN 2019</b>
6	7	8	9	10	<b>11</b>	12	
13	<b>14</b>	15	16	17	18	19	
20	<b>21</b>	22	23	24	25	26	
27	28	29	30	31	<b>1</b>	2	<b>FEB</b>
3	<b>4</b>	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	<b>22</b>	23	
24	<b>25</b>	26	27	28	1	2	<b>MAR</b>
3	4	5	6	7	8	9	
10	11	12	13	14	<b>15</b>	16	
17	<b>18</b>	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	<b>5</b>	6	<b>APR</b>
7	<b>8</b>	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	<b>26</b>	27	
28	<b>29</b>	30	1	2	3	4	<b>MAY</b>
5	6	7	8	9	<b>10</b>	11	
12	13	14	15	16	<b>17</b>	18	
19	<b>20</b>	21	22	23	24	25	
26	<b>27</b>	28	29	30	31	1	<b>JUN</b>
2	3	4	5	6	<b>7</b>	8	
9	<b>10</b>	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	<b>28</b>	29	
30	<b>1</b>	2	3	<b>4</b>	<b>5</b>	6	
S	M	T	W	Th	F	Sa	
30	<b>1</b>	2	3	<b>4</b>	<b>5</b>	6	<b>JUL</b>
7	8	9	10	11	12	13	
14	15	16	17	18	<b>19</b>	20	
21	<b>22</b> <sup>D</sup>	23	24	25	26	27	
28	29	30	31	1	2	3	<b>AUG</b>
4	5	6	7	8	<b>9</b>	10	
11	<b>12</b>	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	<b>30</b>	31	
1	<b>2</b>	<b>3</b> <sup>D</sup>	4	5	6	7	<b>SEP</b>
8	9	10	11	12	13	14	
15	16	17	18	19	<b>20</b>	21	
22	<b>23</b>	24	25	26	27	28	
29	30	1	2	3	4	5	<b>OCT</b>
6	7	8	9	10	<b>11</b>	12	
13	<b>14</b> <sup>D</sup>	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	<b>1</b>	2	<b>NOV</b>
3	<b>4</b>	5	6	7	8	9	
10	<b>11</b>	12	13	14	15	16	
17	18	19	20	21	<b>22</b>	23	
24	<b>25</b> <sup>D</sup>	26	27	<b>28</b>	<b>29</b>	30	
1	2	3	4	5	6	7	<b>DEC</b>
8	9	10	11	12	<b>13</b>	14	
15	<b>16</b>	17	18	19	20	21	
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	28	
29	30	31	1	2	3	4	<b>2020</b>

\* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date.

Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

# 2020

## CALENDAR



**NASCAR  
TECHNICAL  
INSTITUTE**

### STARTS

**Every 6 Weeks (UTI)**  
(DFW, Long Beach and Bloomfield)

**Every 3 weeks (UTI)**  
(Avondale, Exton, Houston, Lisle, NASCAR Tech, Norwood, Orlando, Rancho Cucamonga, Sacramento)

### GRADUATIONS\*

**Every 6 Weeks (UTI)**  
(DFW, Long Beach and Bloomfield)

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### VARIANT DATES

If a 6-week campus (DFW, Long Beach or Bloomfield) has an additional start/grad., a letter will appear in the corner of the symbol.

### HOLIDAYS

Observed by UTI staff and students on these days.

Holidays shown in **bold**

**Jan 1** New Year's Day

**Jan 20** Martin Luther King, Jr. Day

**May 25** Memorial Day

**July 3-4** Independence Day (observed)

**Sep 7** Labor Day

**Nov 6** Veterans Day (observed)

**Nov 26-27** Thanksgiving

**Dec 21-25** Winter Break

### IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days. Shown in **bold underline**

**May 8** All campuses

S	M	T	W	Th	F	Sa	
29	30	31	<b>1</b>	2	3	4	<b>JAN 2020</b>
5	6	7	8	9	<b>10</b> <sup>LB</sup>	11	
12	<b>13</b>	14	15	16	17	18	
19	<b>20</b>	21	22	23	24	25	
26	27	28	29	30	<b>31</b>	1	<b>FEB</b>
2	<b>3</b>	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	<b>21</b>	22	
23	<b>24</b>	25	26	27	28	29	
1	2	3	4	5	6	7	<b>MAR</b>
8	9	10	11	12	<b>13</b>	14	
15	<b>16</b>	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	<b>3</b>	4	<b>APR</b>
5	<b>6</b>	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	<b>24</b>	25	
26	<b>27</b>	28	29	30	1	2	<b>MAY</b>
3	4	5	6	7	<b>8</b>	9	
10	11	12	13	14	<b>15</b>	16	
17	<b>18</b>	19	20	21	22	23	
24	<b>25</b>	26	27	28	29	30	
31	1	2	3	4	<b>5</b>	6	<b>JUN</b>
7	<b>8</b> <sup>D</sup>	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	<b>26</b>	27	
28	<b>29</b>	30	1	2	3	4	

S	M	T	W	Th	F	Sa	
28	<b>29</b>	30	1	2	<b>3</b>	<b>4</b>	<b>JUL</b>
5	6	7	8	9	10	11	
12	13	14	15	16	<b>17</b>	18	
19	<b>20</b> <sup>D</sup>	21	22	23	24	25	
26	27	28	29	30	31	1	<b>AUG</b>
2	3	4	5	6	<b>7</b>	8	
9	<b>10</b>	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	<b>28</b>	29	
30	<b>31</b> <sup>D</sup>	1	2	3	4	5	<b>SEP</b>
6	<b>7</b>	8	9	10	11	12	
13	14	15	16	17	<b>18</b>	19	
20	<b>21</b>	22	23	24	25	26	
27	28	29	30	1	2	3	<b>OCT</b>
4	5	6	7	8	<b>9</b>	10	
11	<b>12</b> <sup>D</sup>	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	<b>30</b>	31	
1	<b>2</b>	3	4	5	<b>6</b>	7	<b>NOV</b>
8	9	10	11	12	13	14	
15	16	17	18	19	<b>20</b>	21	
22	<b>23</b>	24	25	<b>26</b>	<b>27</b>	28	
29	30	1	2	3	4	5	<b>DEC</b>
6	7	8	9	10	<b>11</b>	12	
13	<b>14</b>	15	16	17	18	19	
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26	
27	28	29	30	31	1	2	<b>2021</b>

\* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date.

Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

991110A - 11/18



# STUDENT INFORMATION GUIDE – INTRODUCTION

Universal Technical Institute is licensed in most states throughout the country, allowing its campuses to offer quality education and training to career-minded individuals interested in entry-level technician positions in the automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle, marine, welding, and CNC machining industries. Some states have specific regulatory requirements the school must meet when serving the educational needs of their students.

As such, this section of the catalog lists specific state requirements that apply to students from those states. This Course Catalog and any applicable Catalog Addenda comprise the entire Catalog for the campus. For the most updated Catalog, go to [www.uti.edu/catalogs](http://www.uti.edu/catalogs). Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by Institutional policy or federal, state or accrediting agency regulation. Such changes will not negatively affect currently enrolled students and will be approved in advance when required by the school's state regulatory body.

UTI will endeavor to provide advance notice of any changes in these requirements for states in which it is licensed prior to those changes becoming effective.

Questions regarding any portion of these requirements should be directed to the Campus President listed in the Administration Rosters section.

## Ownership and Corporate Officers

Universal Technical Institute is owned by UTI Holdings, Inc., which is owned by Universal Technical Institute, Inc., 16220 North Scottsdale Road, Suite 500, Scottsdale, AZ 85254.

### CORPORATE OFFICERS:

Kimberly J. McWaters	President and Chief Executive Officer
Jerome A. Grant	Chief Operating Officer and Executive Vice President
Scott Yessner	Interim Chief Financial Office
Piper P. Jameson	Chief Marketing Officer and Executive Vice President
Chad A. Freed	Executive Vice President of Corporate Development and General Counsel
Sherrell E. Smith	Executive Vice President of Admissions and Operations

Contents and policies are certified to be true and correct to the best of my knowledge upon date of publication.



Kimberly J. McWaters  
President and Chief Executive Officer

## Administration Rosters

### AVONDALE, ARIZONA CAMPUS:

10695 W. Pierce Street, Avondale, AZ 85323  
623-245-4600

Adrian Cordova	Campus President
Patrick Bennett	Director of Education
Uneather Dixie	Director of Campus Admissions
Theresa Emehiser	Director of Campus Admissions
Lindsey Kingsley	Director of Student Experience
Cheryl Radke	Sr. Director of Employment Services

### BLOOMFIELD, NEW JERSEY CAMPUS:

1515 Broad Street, Bloomfield, NJ 07003  
973-866-2200

Steve McElfresh	Campus President
Peter Fallone	Director of Education
Randy Trickett	Director of Student Services
Courtney Woodward	Director of Employment Services
Corey Green	Director of Financial Aid

### DALLAS-FORT WORTH, TEXAS CAMPUS:

5151 Regent Boulevard, Irving, TX 75063  
972-505-2200

Jesus Miranda	Campus President
Renee Doyal	Director of Student Services
Torri Fears	Director Employment Services
Gretchen Jenkins	Director of Financial Aid
David Bowman	Director Auto Diesel Program

### EXTON, PENNSYLVANIA CAMPUS:

750 Pennsylvania Drive, Exton, PA 19341  
610-458-5595

Robert Kessler	Campus President/VP Regional Operations
Rosangela Dempster	Director of Operations Education
David Isidori	Director of Student Services
Jacqui Arcidiacono	Director of Employment Services
Anthony Castroville	Director of Financial Aid

### HOUSTON, TEXAS CAMPUS:

721 Lockhaven Drive, Houston, TX 77073  
281-443-6262

Darrin Brust	Campus President
Michael Code	Director of Student Services
Sandra Walker	Director Employment Services
Charlotte Baker	Director of Financial Aid
Claude Toland	Director Auto Diesel Program

### LISLE, ILLINOIS CAMPUS:

2611 Corporate West Drive, Lisle, IL 60532  
630-529-2662

Julie Mueller	Campus President
Brian Gallagher	Director of Operations Education
Kettisha Stamp	Sr. Director of Student Services
Lyudmila Berkoff	Sr. Director of Financial Aid
Ian Hardie	Sr. Director Employment Services

**LONG BEACH, CALIFORNIA CAMPUS:**

4175 East Conant Street, Long Beach, CA 90808

562-541-7000

Larry Hohl	Campus President
Rebecca Hoskins	Director of Education
Jaslyn Ramirez	Director of Student Services
Jennifer Pritchard	Director of Employment Services
Benjamin Duenes	Director of Financial Aid

**NORWOOD, MASSACHUSETTS CAMPUS:**

1 Upland Road, Building 200, Norwood, MA 02062

781-948-2000

Shawn Alexander	Campus President
Kelly Ormsby	Director of Operations Education
Steven Peterson	Director of Campus Admissions
Jessica Correia	Director of Student Services
Paul Tavares	Director of Employment Services
Jonathan Titmas	Director of Financial Aid

**RANCHO CUCAMONGA, CALIFORNIA CAMPUS:**

9494 Haven Avenue, Rancho Cucamonga, CA 91730

909-484-1929

Migdalia Vazquez	Campus President
Janean Dismukes	Director of Student Services
Jennifer Marquez	Director of Education
Adonis Phillips	Director of Employment Services
Marcie Gutierrez	Sr. Director Financial Aid

**SACRAMENTO, CALIFORNIA CAMPUS:**

4100 Duckhorn Drive, Sacramento, CA 95834

916-263-9100

Tess Dubois-Carey	Campus President
Richard Garti	Interim Director of Operations Education
Manuel Ramos	Director of Student Services
Matt Ralstin	Director of Employment Services
Bambi Jorgensen	Director of Financial Aid

**NASCAR TECHNICAL INSTITUTE, MOORESVILLE, NORTH CAROLINA CAMPUS:**

220 Byers Creek Road, Mooresville, NC 28117

704-658-1950

Jennifer Bergeron	Campus President
Keith Pittman	Director of Operations Education
Craig Rivers	Regional Campus Admissions Director
Anne Mason	Director of Student Services
Arlyn Davis	Director of Employment Services
Lauren Marocco	Director of Financial Aid

**UNIVERSAL TECHNICAL INSTITUTE, MARINE MECHANICS INSTITUTE, AND MOTORCYCLE MECHANICS INSTITUTE, ORLANDO, FLORIDA CAMPUS:**

9751 Delegates Drive, Orlando, FL 32837

407-240-2422

Wayne Lehnert	Interim Campus President & Director of Operations Education
Eric Ramos	Director of Campus Admissions
Tiffany Johnson	Director of Student Services
Regina Hodgson	Director of Employment Services
Ted Groff	Director of Financial Aid

**MOTORCYCLE MECHANICS INSTITUTE, PHOENIX, ARIZONA CAMPUS:**

2844 W. Deer Valley Road, Phoenix, AZ 85027

623-869-9644

Roger Speer	Campus President/VP Regional Operations
Jim Wagnon	Director of Education
Teri Chakos	Sr. Director of Student Services
Michel Brown	Director of Employment Services
Alexandra DeJesus	Director of Financial Aid

# ACADEMIC AND ATTENDANCE POLICIES

## Attendance-Related Policies

### GENERAL INFORMATION

It is essential in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies and early leaves will be recorded, regardless of the reason. Time missed is recorded in 15-minute increments. There are no excused absences from scheduled class days (with the exception of campus closures for weather or emergency oriented issues), tardies or early leaves. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the Student Services Department for advice on appropriate options for absence from school to avoid withdrawal.

- A student who has not been granted an official Leave of Absence and who is absent for 10 or more consecutive, regularly scheduled school days without providing timely written intent to return will be suspended upon the 10th day of absence.
- By state regulation, students attending a Texas campus (and Texas residents attending either NASCAR Tech in North Carolina, MMI Phoenix in Arizona or MMI Orlando in Florida) must be terminated at the point of exceeding 10 consecutive school days absent, regardless of intent to return for the next course. The only exception to termination for these students is an official Leave of Absence (LOA). A student who was terminated from school for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.
- Suspension will result in a withdrawal from the school and discontinuation of financial aid eligibility. Further, UTI will notify local, state and/or federal education benefit agencies about the withdrawal as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or require the recipient of the funds to repay the agency involved.

## Attendance Rate, Academic Standing Policy and Satisfactory Academic Progress Policy

The Attendance Rate, Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines defining how student academic performances are evaluated at different points during their programs. These policies apply to all enrolled students, including those utilizing Title IV and veterans education benefits, and dictate a student's ability to remain enrolled.

## PROGRAM ATTENDANCE RATE REQUIREMENTS

Students are required to maintain attendance rates throughout their program that will allow them to achieve no less than a 90% attendance rate upon graduation. Student attendance rates will be reviewed after each financial aid payment period (regardless of whether or not a student is utilizing Title IV funding). Attendance rates are evaluated during the Satisfactory Academic Progress review. All successfully completed courses within the same department group as a student's current program are included in the attendance-rate calculation. If a student has two successful attempts of the same course, the course with the highest overall grade will be used. (If both attempts have the same overall grade, the attempt with the highest attendance rate will be used.) Audit and refresher courses are excluded from the calculation. Minimum attendance rates that must be achieved at the checkpoints are as follows:

### If the current enrollment is less than 15 courses

At all checkpoints, students must have a minimum attendance rate of 90%.

### If the current enrollment is 15 to 19 courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	90%

### If the current enrollment is 20 or more courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	88%
Fourth	90%

## ACADEMIC STANDING POLICY

Two consecutive failures will result in academic probation for the two courses that follow. Financial aid eligibility will not be affected during the probation period. Students who fail a course while on academic probation will be suspended from school, resulting in withdrawal from school and discontinuation of financial aid eligibility. Exceptions to the academic standing policy may be made at the discretion of the Student Services Director or designee. Students should carefully review the Course Retakes section of this catalog for information on related transcript and GPA impact as well as applicable fees. Those who wish to re-enroll after suspension should refer to the Re-enrollment section of this catalog.

In accordance with Texas standards, students attending a Texas campus or Texas residents attending MMI Orlando, MMI Phoenix or NASCAR Technical Institute must maintain a Cumulative Grade Point Average (CGPA) of 2.0 at the end of every evaluation period. An evaluation of a student's CGPA occurs every six (6) weeks or two (2) courses. Any student who is not meeting CGPA standards at the end of an evaluation period will be placed on academic probation for 6 weeks. If one or both courses are not successfully completed during the initial probation period and the student is still below a 2.0 CGPA, the student will be terminated from school. If at the end of the evaluation period a student has completed his or her courses but has not achieved a 2.0 CGPA, the student will be placed on an additional probation period of six weeks. A student who is eligible for a second probation period but fails to achieve CGPA standards at the conclusion of two successive evaluation periods will be terminated.

**Note:** A student on Texas CGPA academic probation must comply with all other academic and satisfactory academic standards. Failure to meet any required expectation will result in the consequences defined in the sections covering those policies.

## CALCULATING THE PROFESSIONALISM GRADE

The following factors are evaluated under professionalism:

**Attitude** – exhibiting a positive attitude when things go right AND when things go wrong

**Appearance** – compliance with dress code

**Work Habits & Accountability** – demonstrating punctuality (not arriving late or leaving early), courtesy, safety, cleanliness and ability to follow rules

**Communication** – listening and interacting effectively with other students and staff

**Teamwork** – cooperating with others

**Problem Solving** – effectively solving problems and knowing when to ask for help

**Ethics** – doing the right thing

Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 4.3 points from the professionalism grade. Receiving more than seven violations during any course will result in a course failure. Students can receive violations in their professionalism grade for any violations of the Code of Conduct or any unprofessional behavior.

**Motorcycle Only** – Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 10 points from the professionalism grade. Students may receive violations in the professionalism grade for any violations of the Code of Conduct or any unprofessional behavior. Students also can receive 10-point professionalism deductions for excessive tardiness/early departures. Students receive a verbal warning on the first tardy/early departure. Students receive a written advisement upon the second tardy/early departure. Upon the third and for each subsequent tardy/early departure, students receive a 10-point deduction from the professionalism grade.

Number of Violations	Professionalism Grade
0	100%
1	96%
2	91%
3	87%
4	83%
5	79%
6	74%
7	70%
8 or more	Failure

## GRADE POINTS

Each course within a program is assigned semester credit hours based on the quantity of instructor-led training hours, interactive online learning (where applicable) and lab hours contained. Course credit hours are used in conjunction with grade points earned in a course to determine the cumulative grade point average (CGPA). The relationship of course's numeric grade, performance level and grade points is as follows:

Numeric Grade	Performance Level	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
69 or lower	F	0

### Calculating the Cumulative Grade Point Average (CGPA)

Cumulative grade point average is computed in two steps: (a) Multiply the grade points earned in the course by the number of credit hours for that course, and (b) take the sum of these products and divide by the sum of the credit hours. Failed courses will be included in the CGPA until they are successfully repeated. In the case of multiple successful attempts of the same course, the course with the highest overall grade will be included in the CGPA calculation. Each course will be used only once in the CGPA calculation (see Course Retakes section). The following example shows a CGPA calculation involving three course attempts:

Course	Numeric Course Grade	Letter Grade	Grade Points	Credit Hours	Grade Points × Credit Hours
Course 1	85	B	3.0	4.0	12.0
Course 2	72	C	2.0	4.0	8.0
Course 3	93	A	4.0	4.0	16.0
			<b>Total</b>	<b>12</b>	<b>36.0</b>

$$\text{CGPA} = 36 \div 12 = 3.0$$

**Note:** In the event of a discrepancy or disagreement, grade change requests/appeals must be submitted within 30 days of the course end date to be considered.

**Note:** Two consecutive failed classes will result in probation. If the student receives an academic or attendance failure during the probationary period, the student will be suspended (withdrawn) from school. For further details, see the Academic Standing Policy section.

### SATISFACTORY ACADEMIC PROGRESS

#### General Information

The school's Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students, including those utilizing Title IV and veterans education benefits. Included in this policy are the measurement components, relevant definitions and details of the appeals process.

SAP is evaluated each financial aid payment period, which is student and program specific. Please see your Financial Aid Advisor for an individualized explanation of payment period breakdowns.

Failed courses remain in the Cumulative Grade Point Average (CGPA) until they are successfully repeated. Such courses include those within the same department group not retaken due to a program change and legacy courses not taken when students transfer into the blended learning program. In the event a student does not retake the failed course, these failures will remain in these calculations permanently. In addition, all failed courses remain in the Maximum Timeframe (MTF) and Pace of Progression (POP) calculations regardless of later completion.

#### SAP Measurement Components

Measurements	Explanations
Cumulative Grade Point Average (CGPA)	Students must maintain a minimum CGPA of 2.0. CGPA calculations include any successfully completed courses and any failed courses until they are repeated. Courses that are dropped, taken as refreshers, or audited are NOT included in the calculation. In programs over two academic years in length, a student must achieve a CGPA of 2.0 by the end of the second academic year in order for additional financial aid to be awarded, processed or disbursed.

Pace of Progression (POP)	Students must successfully complete at least 66.67% of the credit hours attempted. However, depending on the length of the program, earlier checkpoints may have lower incremental requirements.  POP calculations include all successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Calculations exclude courses in tested-out status.
Maximum Time Frame (MTF)	Students must complete their program in 150% of the normal duration of the program (measured in credit hours).  Example: If a student is in a 63 credit hour program, he or she must not attempt more than 94.5 credits (150% of 63). At each payment period, the Institution will assess whether a student can still meet these terms by graduation.

**Note:** UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

**Note:** CGPA, POP and MTF calculations are cumulative. If a student withdraws from school and re-enrolls, the courses from the previous and current enrollment sequences are included in these measurements. The calculations do not start over. This includes courses taken at another UTI/NASCAR Tech/MMI campus. Internal transfer credits will be included in the calculations for all three components.

#### Status Definitions

SAP-related Statuses	Definitions
Good Standing	Students who are meeting CGPA, POP and MTF requirements at a checkpoint are determined to be in good standing.
Financial Aid Warning	Students in good standing who do not meet one or more of the measurements listed above at a payment period checkpoint are automatically placed on financial aid warning status for the next payment period. Students in FA warning status will maintain Title IV eligibility for the duration of the status. To maintain eligibility beyond one payment period and return to good standing, students must meet all three SAP components by the end of the FA warning period. If students fail to meet the SAP components by the end of the warning period, they will lose Title IV fund eligibility but have the option to appeal and re-establish eligibility and remain in school.
Financial Aid Probation	Students who successfully appeal will re-establish Title IV eligibility and are placed on financial aid probation status for the subsequent payment period.  At the end of the payment period, students must meet all three SAP components (or the terms of an academic plan) to continue to receive Title IV funds and be placed in good standing.
Terminated	Students will be terminated (withdrawn) from school under one of the following circumstances: failure to meet SAP requirements (or the terms of his or her academic plan) after a FA probation period or does not have a successful appeal following a FA warning period. This will result in a loss of Title IV eligibility.  Students have the right to appeal to re-enroll. Students who successfully appeal must find an alternative way to fund their education until they successfully meet all three SAP components.



Students who are not meeting SAP at any given checkpoint will be advised by a Student Affairs Advisor or designee. The advisement will include notification of any SAP-related status changes, the effect on FA eligibility, a review of the appeals process and options available to the student.

#### Appeals for Financial Aid Probation and Re-enrollment

Responsible Party	Steps Required/Timing
Student	<p>The student must submit a written appeal to the Student Services Director or designee. The appeal must include:</p> <ul style="list-style-type: none"> <li>• An explanation of the circumstances that prevented the student from meeting SAP along with any relevant supporting documentation.*</li> <li>• An explanation of what has changed that will allow the student to meet SAP going forward.</li> <li>• The student's plan to ensure he or she will be successful if the appeal is accepted.</li> </ul> <p>Appeals to establish FA probation status must be submitted within one week of the student being notified he or she has failed to meet the terms of FA warning status.**</p> <p>Appeals to re-enroll can be submitted at any time. However, the student will not be eligible to re-enroll until at least six weeks after termination.</p>
Appeals Board	<p>The board reviews the appeal and the student's record to ensure he or she can meet CGPA, POP and MTF requirements by graduation then makes a determination to accept or deny the appeal.</p> <p>Appeals for FA probation will be reviewed by the end of week 2 of the subsequent course.</p> <p>Appeals to re-enroll will be reviewed within 7 days of receipt of the appeal.</p>
Student Services Director or Designee	<p>The Director or designee informs the student of the decision by the Appeals Board within 24 hours.</p> <p>For approved appeals of FA probation: If it is not possible for the student to meet SAP by the next checkpoint, the Student Services Director or designee will partner with the student to develop an academic plan. The plan outlines expectations of the student, specific benchmark goals the student must meet at the subsequent checkpoint and the deadline for the student to meet CGPA, POP and MTF expectations. The plan must be developed and implemented within 48 hours of appeal approval.***</p>

\* Appeals for FA probation will only be considered if there are mitigating circumstances that prevented a student from meeting SAP expectations. Mitigating circumstances include, but are not limited to, death in the family, serious illness, transportation issues, family emergencies and work-related scheduling issues.

\*\* To allow adequate time for student submission of an appeal for FA probation and the Appeals Board to adjudicate, a student has two options: (a) take a leave of absence from the course following the FA warning payment period, or (b) begin attending the next course with the understanding that should the appeal be denied, he or she would not receive Title IV funds and is responsible for any tuition and fees incurred for that course.

\*\*\* A student whose appeal for FA probation is approved will be placed on FA probation status and have Title IV eligibility reinstated for one payment period or the length of his or her academic plan. A student on FA probation status must meet SAP standards by the end of the payment period or the terms and benchmark goals set in the academic plan to maintain eligibility.

#### Academic Standing Policy vs. Satisfactory Academic Progress Policy

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress
Evaluation Points and Measurements	<p>Evaluates students at the end of each course.</p> <p>Measures the results of the course (pass/fail) and identifies consecutive course failures.</p>	<p>Evaluates students at the end of each payment period.</p> <p>Measures three things:</p> <ul style="list-style-type: none"> <li>• Cumulative grade point average (CGPA) must be 2.0 at all checkpoints.</li> <li>• Pace of progression (POP) varies based on checkpoint, but Generally must be 66.67% by the next to last payment period. See next section for details.</li> <li>• Maximum time frame (MTF) requires a student to complete his/her program without exceeding 150% of the program's original duration.</li> </ul>

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress																														
Evaluation Checkpoint Details – POP	N/A	<p>If the student’s program is less than 15 courses, all checkpoints must have a pace of progression of no less than 66.67%.</p> <p><b>Note:</b> These values are not rounded up.</p> <p><b>Program is 15 to 19 courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>60.00%</td></tr><tr><td>Second</td><td>66.67%</td></tr><tr><td>Third +</td><td>66.67%</td></tr></table> <p><b>Program is 20 to 24 courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>60.00%</td></tr><tr><td>Third</td><td>66.67%</td></tr><tr><td>Fourth +</td><td>66.67%</td></tr></table> <p><b>Program is 25 or more courses:</b></p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>55.00%</td></tr><tr><td>Third</td><td>60.00%</td></tr><tr><td>Fourth</td><td>66.67%</td></tr><tr><td>Fifth +</td><td>66.67%</td></tr></table>	Payment Period	Minimum POP	First	60.00%	Second	66.67%	Third +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	60.00%	Third	66.67%	Fourth +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	55.00%	Third	60.00%	Fourth	66.67%	Fifth +	66.67%
Payment Period	Minimum POP																															
First	60.00%																															
Second	66.67%																															
Third +	66.67%																															
Payment Period	Minimum POP																															
First	50.00%																															
Second	60.00%																															
Third	66.67%																															
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Payment Period	Minimum POP																															
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Second	55.00%																															
Third	60.00%																															
Fourth	66.67%																															
Fifth +	66.67%																															
What is included in measurements?	All attempted courses, including voluntary repeats. Refresher (audit) courses are not included in academic standing considerations.	<p>CGPA: All successfully completed courses and any failed courses until they are repeated and successfully completed. Does NOT include refreshers (audits) or courses marked as “tested out.”</p> <p>POP and MTF: All successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Courses in tested-out status are excluded as are refreshers (audits).</p>																														
What happens if a student does not meet the measurement criteria?	<p>A student who fails a course is notified via email and is granted one free repeat. For any failure that follows, the student will be charged a fee.</p> <p>A student who fails two consecutive courses is placed on academic probation for the following two courses. If a student fails either course while on probation, he or she is suspended from school.</p> <p>A student who has been suspended loses Title IV eligibility while out of school and cannot request to re-enroll for two course lengths (this may be shortened to one course length at the discretion of the Student Services Director or designee). If the re-enroll request is approved, the student will return on academic probation for the first two courses and re-establish Title IV eligibility. If the student fails either course, he or she will be terminated from school and ineligible to re-enroll without an appeal.</p>	<p>A student who fails to meet SAP requirements at the evaluation point following a payment period is advised by the Student Affairs Advisor or designee and placed on financial aid warning (FW) for the subsequent payment period. The student will retain eligibility for Title IV funding while on FW status.</p> <p>Students on FW who fail to meet SAP requirements at the end of the payment period are terminated from school and lose eligibility for additional Title IV funding.</p>																														
Can a student appeal the suspension/termination status?	<p>There are two types of appeals:</p> <p>Appeal to have the suspension/termination waived – The student must provide a written request, as well as documentation of a mitigating circumstance by the end of the day. The student may be allowed to remain in class pending the appeals at the discretion of the Student Services Director or designee.</p> <p>Appeal to re-enroll – A terminated student may appeal to re-enroll. He or she must submit a written appeal detailing the circumstances and what has changed that will allow him or her to be successful upon re-enrollment. The Appeals Board will review the appeal. If accepted, the student may contact the Student Affairs Advisor or designee to request re-enrollment.</p>	<p>A student who fails to meet the CGPA, MTF or POP requirements at the evaluation point can apply for an appeal if he or she has mitigating circumstances. See SAP policy for examples of mitigating circumstances.</p> <p>The student must submit a written appeal and include the following:</p> <ul style="list-style-type: none"><li>• An explanation of the mitigating circumstance as to why the student did not meet SAP. Documentation may be required at the discretion of the Appeals Board.</li><li>• What has changed in the student’s life that will allow him or her to be successful going forward?</li><li>• Student’s action plan should he or she be allowed to continue enrollment and re-establish Title IV eligibility.</li></ul> <p>If the appeal is granted, the student will be put on financial aid probation (FP) status and Title IV eligibility will be reinstated for the subsequent payment period. If the Student Affairs Advisor determines a student needs more than one payment period to make SAP, the Advisor may require an academic plan that details expectations and benchmark goals for the student.</p>																														

**Note:** An academic probation status may run concurrently with a financial aid warning or financial aid probation status. If a student does not meet expectations while on financial aid probation or has an appeal denied after a financial aid warning status, the termination overrides the suspension for the academic probation.

## ACADEMIC STANDING EXAMPLE

Course	Academic Status	Academic Standing
Course 1	Fail	Good standing
Course 2	Pass	Good standing
Course 3	Fail	Good standing
Course 4	Fail	Academic probation (begins with next course)
Course 5	Pass	Academic probation
Course 1	Fail	Suspended/terminated for not meeting academic probation standards

**Note:** This is a general example of academic standing. Each program has specific course names. The table demonstrates academic standing requirements only.

## TEXAS CGPA ACADEMIC PROBATION EXAMPLE

Course	Academic Status	CGPA	Academic Standing
Course 1	Fail	0	First course
Course 2	Pass with a B	1.38	CGPA reviewed, placed on probation for next 2 courses
Course 3	Fail	0.95	Probation
Course 1	Pass with an A	1.77	Probation

**Note:** Student did not pass both courses while on Texas CGPA academic probation and student did not achieve 2.0 at the end of the evaluation period. As a result, student's enrollment is terminated.

## EXAMPLE OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

Course	Numeric Grade	Letter Grade	Grade Points	Credit Hours	Grade Points x Credit Hours
Course 1	65	F	0	N/A	0
Course 1	88	B	3	3	9
Course 2	90	A	4	3	12
Course 3	56	F	0	N/A	0
Course 4	62	F	0	N/A	0
Course 3	98	A	4	3	12
Course 4	74	C	2	3.5	7
Course 5	82	B	3	3.5	10.5
<b>Total</b>				16	50.5

**CGPA:**  $50.5 / 16 = 3.16$  (student is currently meeting CGPA requirements of 2.0 or better)

**Note:** This is a general example of how to calculate Cumulative Grade Point Average. Each program has specific course names and credit hour assignments.

## EXAMPLE OF PACE OF PROGRESSION

Course	Course Status	Credits Completed	Credits Attempted
Course 1	Pass	3	3
Course 2	Pass	3	3
Course 3	Fail	0	3
Course 4	Fail	0	3
Course 3	Pass	3	3
Course 4	Pass	3.5	3.5
Course 5	Pass	3.5	3.5
<b>Total</b>		16	22

$POP\ 16 / 22 = 72.7\%$  (student meeting POP requirements)

**Note:** This is a general example of how to calculate Pace of Progression. Each program has specific course names and credit hour assignments.

## EXAMPLE OF MAXIMUM TIME FRAME (MTF)

Program with 63 credits

Credits attempted to date: 28

Credits in remaining required courses: 42

Total: 70

$70/63 = 111\%$  (student is on pace to meet MTF requirements at graduation)

**Note:** This is a general example of how to calculate Maximum Time Frame. Each program has specific overall program credits and credit hour assignments per course.

# PROGRAM SPECIFIC ATTENDANCE AND GRADING INFORMATION

## UTI (Technology II Program)

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	67.50	4.50	63.00
Course 2	67.50	2.25	65.25
Course 3	67.50	0.00	67.50
<b>Total</b>	<b>202.50</b>	<b>6.75</b>	<b>195.75</b>

**Attendance Rate** =  $195.75 \div 202.5 = 96.7\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure. At the conclusion of the course, the attendance grade will be rounded to the nearest whole number and become the official attendance grade for the course.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

**Note:** In Technology II courses only, students will receive an attendance infraction each time they are absent, tardy or leave early from class. Each student can receive a maximum of seven attendance infractions per course without penalty. The eighth attendance infraction will result in an attendance failure.

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (Technology II Courses)** – Students' grades are the weighted average of the following factors:

Class = 40% (30% of the class grade for IOLs/Threaded Discussion and 70% for assessments)

Lab = 40%

Attendance = 10%

Professionalism = 10%

At the conclusion of the course, each category grade is rounded to the nearest whole number and recorded as the final grade.

## INTERACTIVE ONLINE LEARNING (IOL)/THREADED DISCUSSIONS – TECHNOLOGY II COURSES

- Students must complete all test drives within an IOL component to receive completion credit.
- Completion is awarded when the student completes a test drive with a passing score of 70% or better. Students who score less than 70% must continue to take the test drive until they pass.
- The first passing score will become the score of record in the grade book.
- Students must complete all chapter IOL components before being eligible to take the chapter test.
- If a student fails to complete the required chapter IOL components before the chapter test, he or she must use the test makeup option to complete the missed chapter test. If the student already has used the makeup option, he or she receives a zero for the missed test but is still required to take the missed IOL components to be eligible for the final exam.
- Students must complete all IOL components to be eligible to take the final exam. If all IOL components are not completed prior to the scheduled course final, the student will fail the course.
- Students must complete at least one Threaded Discussion activity per course to receive credit for the course.

The following IOLs are considered facilitated, on campus IOLs. If these IOLs are completed outside of class, they will not be factored into the calculation of the student's last date of attendance or impact a returning status if the student is on a Leave of Absence.

Please see the Student Services department for additional questions.

Course	Facilitated IOL Title
AD12-101	Gasoline Engine Characteristics
	Introduction to In-block Camshaft Engines
AD12-102	Introduction to Drivelines
	Introduction to Gearsets
AD12-103	Introduction to Suspension Systems
	Suspension Systems, Springs, Shocks and Struts



## INTERACTIVE ONLINE LEARNING (IOLS) FOR STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

Veteran students who are utilizing educational benefits are required by the VA to complete the IOL portion of their training on campus where applicable. A qualified instructor is available in the Learning Resource Center to provide assistance to all Veteran students who may need support while they complete their IOLs. Students may complete their IOLs before or after their regularly scheduled class time.

Where required, the IOL completion will be incorporated into the student's overall lab grade. Students must ensure they miss no more than 15% of the overall IOL time for each course in order to receive a passing lab score.

## UTI (Automotive & Diesel Technology) / NASCAR Tech

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	90	4.50	85.50
Course 2	90	2.25	87.75
Course 3	90	0.00	90.00
Total	270	6.75	263.25

$$\text{Attendance Rate} = 263.25 \div 270 = 97.5\%$$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.

- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE ATTENDANCE GRADE IN UTI (AUTOMOTIVE & DIESEL TECHNOLOGY), NASCAR TECH, COLLISION, AND STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSES

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.625 point from the attendance grade as illustrated in the following chart. Missing more than 12 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
.25	99.38	6.25	84.38
.50	98.75	6.50	83.75
.75	98.13	6.75	83.13
1.00	97.50	7.00	82.50
1.25	96.88	7.25	81.88
1.50	96.25	7.50	81.25
1.75	95.63	7.75	80.63
2.00	95.00	8.00	80.00
2.25	94.38	8.25	79.38
2.50	93.75	8.50	78.75
2.75	93.13	8.75	78.13
3.00	92.50	9.00	77.50
3.25	91.88	9.25	76.88
3.50	91.25	9.50	76.25
3.75	90.63	9.75	75.63
4.00	90.00	10.00	75.00
4.25	89.38	10.25	74.38
4.50	88.75	10.50	73.75
4.75	88.13	10.75	73.13
5.00	87.50	11.00	72.50
5.25	86.88	11.25	71.88
5.50	86.25	11.50	71.25
5.75	85.63	11.75	70.63
6.00	85.00	12.00	70.00

**Note:** Students will receive a professional infraction in addition to an attendance grade deduction for tardiness or early departure.

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (UTI Automotive & Diesel Technology/ NASCAR Tech/Collision)** – Student grades are a weighted average of the following factors:

Class = 50%

Lab = 50%

**Overall Course Grade (Elective Industry-emphasis Courses)** –

Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course (see Manufacturer-specific Elective section).

## UTI / CNC Machining Technology / Welding

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.) For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
<b>Total</b>	<b>225</b>	<b>6.75</b>	<b>218.25</b>

$$\text{Attendance Rate} = 218.25 \div 225 = 97.5\%$$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy also will be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE ATTENDANCE GRADE IN UTI CNC MACHINING TECHNOLOGY AND WELDING

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

**Note:** Students will receive a professionalism infraction in addition to an attendance grade deduction for tardiness or early departure.

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

**Overall Course Grade (UTI, CNC Machining Technology/Welding) –** Student grades are a weighted average of the following factors:

Class = 50%

Lab = 50%

Overall Course Grade – Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course.

## MMI Marine / MMI Motorcycle

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
<b>Total</b>	<b>225</b>	<b>6.75</b>	<b>218.25</b>

**Attendance Rate** =  $218.25 \div 225 = 97.5\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended and withdrawn from school.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

## ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students will receive deductions in both the attendance and professionalism components of the overall course grade for tardiness or early departure.

- Students will be required to repeat any course in which absences exceed 10 hours. Under these conditions, the course grade will be entered as "Failed." (An explanation is in the Academic Standards and Grading section.) In keeping with the concept that all learning opportunities should be maximized, such students are encouraged to attend the remainder of the course, complete lab work, and take tests (excluding end-of-course tests). A numeric grade will not be awarded.
- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the 3 to 4 weeks following the failed course, depending on the student's course schedule.

## CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with an attendance grade of 100%. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of .75% from the attendance grade as illustrated in the chart below. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

## ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, class work and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis.

### Overall Course Grade –

In order to successfully complete a course, Marine Program students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). A numeric grade for each course is determined by the weighted average of the overall classwork grade (50%) and lab work grade (50%) for the course.

In order to successfully complete a course, Motorcycle Program students must achieve at least a 70% overall course grade and at least a 70% in attendance in each course. A numeric grade for each course is determined by the weighted average of the overall classwork, lab work, professionalism and attendance grades for that course. (Weightings vary per course. See course syllabi for details.)

In the event of a failed course in Marine or Motorcycle, a satisfactory grade of 70% or better for the repeated course will replace the previous unsatisfactory grade in the cumulative grade point average and on the transcript.

# ACADEMIC STANDARDS AND GRADING FOR MANUFACTURER-SPECIFIC ADVANCED TRAINING – STUDENT PAID

## Ford FACT

Students enrolled in Ford FACT are required by Ford Motor Co. to meet separate objectives by completing 100% of the assigned FACT modules available through UTI/NASCAR Tech and achieving an 80% or better classroom and lab evaluation grade for each of the Ford courses in the FACT section of their program to be considered credentialed by Ford.

The Ford basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue in FACT.

Once the basic electrical and electronics credentials have been achieved, students may pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional Ford credential that falls below the 80% Ford grading standard.

## GM Technician Career Training

Students enrolled in GM Technician Career Training are required by General Motors to meet separate objectives by completing 100% of the classroom designated GM modules available through UTI and achieving a minimum 80% grade in both classroom and lab work grades in each OEM curriculum section of the course.

Any student who does not achieve these minimum requirements in any GM course area will have failed that respective UTI course and be required to repeat the UTI course and meet the above standards in order to graduate from the program.

## Nissan NATT

Students enrolled in Nissan NATT are required by Nissan to meet separate objectives by completing 100% of the required Virtual Academy and SIRs made available through UTI and achieving an 80% or above on written tests and a passing score on lab tests in the Nissan section of their program to be considered credentialed by Nissan. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NASCAR Tech program graduation requirements, will not be affected.

## Toyota TPAT

Students enrolled in Toyota TPAT are required by Toyota Motor North America U.S.A. Inc. to meet separate objectives by completing 100% of the TPAT modules available through UTI and achieving a minimum 80% in both classwork and lab work grades in each OEM curriculum section of the TPAT courses to be considered credentialed by Toyota.

Any student who does not achieve these minimum requirements in any TPAT course will have failed that course and be required to repeat the course in order to graduate from the program.

Toyota TPAT students are required to achieve at least 80% in both the classroom and lab evaluations, and complete 100% of the assigned training in each OEM curriculum section to be eligible for graduation from the course.

## Cummins Engines

The first Cummins Engines course, CMNS-101, has a GATE test in the second week of the course. Passing the GATE is measured by scoring a 90% or above on each of the three lab tests and 84% or above on the BETT written test. Students who do not achieve the minimum requirements will have failed CMNS-101 and be required to repeat the course in order to continue in the Cummins Engines program. Students who fail the GATE will not be allowed to take any further post-tests in that respective Cummins CMNS-101 course without a complete course retake.

Having received the initial BETT and Insight credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Engines courses (CMNS-102, CMNS-103 and CMNS-104) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Engines graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Engine program, a student may be classified as either a program graduate or a program completed student.



## Cummins Power Generation

The first Cummins Power Generation course, CPGN-101, has a GATE test in the third week of the course. Passing the GATE is measured by scoring an 84% or above on both the BETT and safety written tests, and a 90% or above on the BETT lab test. Students who do not achieve the minimum requirements will have failed CPGN-101 and be required to repeat the course in order to continue in the Cummins Power Generation program. Students who fail the GATE will not be allowed to take any further post-tests in that respective CPGN-101 course without a complete course retake.

Having received the initial BETT and safety credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103 and CPGN-104) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Power Generation graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Power Generation program, a student may be classified as either a program graduate or a program completed student.

## DTNA Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. Students who do not complete DTNA web-based courses assigned for self-study will not be eligible to take the final exam, thereby failing the course. Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Any student who does not achieve the minimum requirements in any DTNA Finish First course will have failed that course and be required to repeat it in order to proceed to the next Finish First course and graduate from the program.

# COURSE CREDENTIAL REPEAT POLICIES AND INFORMATION

## Ford FACT

The Ford FACT basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will be considered to have failed that course and be required to repeat it in order to continue in FACT. Once the basic electrical and electronics credentials have been achieved, students enrolled in the Ford FACT program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Ford for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the Ford credential prerequisites must be met prior to the completion of FACT. Students choosing to repeat the specific section of FACT training during their off session in order to achieve the Ford credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Ford credential if they earn the required 80% or better in both the classroom and lab evaluation grades, and meet all the credential prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of this Ford FACT credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

## Mopar TEC

The FCA introduction to electrical classroom credit requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the Mopar TEC program. Students who do not achieve the FCA 80% minimum requirement for this classroom credit will be considered to have failed that respective UTI/NASCAR Tech course and be required to retake the course in order to continue in Mopar TEC.

Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit that falls below the 80% FCA grading standard.

## Nissan NATT

The Nissan Electrical Systems credential requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the NATT MSAT. Students who do not achieve the Nissan 80% minimum requirement for this credential will be considered to have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue the NATT MSAT.

Once the Nissan Electrical Systems credential has been achieved, students who are enrolled in the Nissan NATT MSAT program and pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Nissan for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind that Nissan credentialing prerequisites must be met prior to the completion of the Nissan NATT training program. Students choosing to repeat the specific section of Nissan NATT training during their off session in order to achieve the credential will not receive course credit of the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Nissan credential if they earn the required 80% or higher in the classroom, pass the lab evaluation and meet all the credentialing prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of the Nissan credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during the off session. A student may also elect to repeat the entire three-week UTI course following the UTI repeat policy.

## Cummins Engines

The Cummins Engine BETT Qualification requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab, and Insight lab qualification tests require the student to achieve a minimum 90% on each lab evaluation.

All the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Engines course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CMNS-101) and be required to repeat that course in order to continue in Cummins Engines.

A student who does not achieve the minimum requirements in course CMNS-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.

Having received the initial BETT and Insight credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Engines courses (CMNS-102, CMNS-103 and CMNS-104) by meeting UTI grading standards of 70% or higher.

## Cummins Power Generation

The Cummins Power Generation BETT Qualification and Safety course requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab qualification tests require the student to achieve a minimum of 90% on each lab evaluation.

All of the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Power Generation course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CPGN-101) and be required to repeat the course in order to continue in the Cummins Power Generation course.

A student who does not achieve the minimum requirements in course CPGN-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.

Having received the initial BETT and Safety credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103, CPGN-104) by meeting the UTI grading standards of 70% or higher.

## Daimler Trucks North America (DTNA) Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. The classroom segment consists of DTNA web-based training (WBT) courses that are prerequisites to take the final online course test. The score for a student's first attempt at any WBT is entered into the UTI electronic grade book. Each student is permitted once per course to try increasing a WBT score to reach the minimum passing score of 80%. (There is no retry for the final online course test.) If a student does not pass all WBT, the final online course test will not open and the student will fail the course. A student cannot continue to the next DTNA Finish First course or be credentialed in Finish First with a score less than 80% in any of the four areas.

Students who do not achieve the DTNA 80% requirement in classroom, lab, attendance and professionalism will be considered to have failed that course and be required to retake it in order to graduate from the Finish First MSAT. Standard UTI retake policy will apply.

Students will receive the DTNA credential if they earn the required 80% or better in the classroom, lab, attendance, and professionalism grades, and meet all the credential prerequisite requirements.

# PROGRAM GRADUATION REQUIREMENTS

## Mopar TEC

In order to be considered a Mopar TEC program graduate by FCA, students are required to meet separate objectives.

- Complete 100% of the FCA classroom credits available through the Mopar TEC program.
- Achieve a minimum of 80% in both the classroom and lab evaluation in the introduction to electrical classroom module.
- Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit for coursework that falls below the 80% FCA grading standard.

## Nissan NATT

Student enrolled in the Nissan NATT MSAT are required to achieve an 80% or greater on all written tests and receive a passing score in lab to be eligible for a credential. A student can pass a UTI/NATT course and not earn a credential.

## Toyota TPAT

Student enrolled in the Toyota TPAT program are required to achieve at least 80% in class work and 80% in lab work in each OEM curriculum section of the TPAT MSAT courses to be eligible for graduation from those programs. Upon successfully completing all requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

## DTNA Finish First

Following UTI standards, students in DTNA Finish First are evaluated in each of four areas:

1. **classwork** – graded written assignments or activities that do not require manual manipulation (e.g., tests or Interactive Online Learning (IOL) activities)
2. **lab work** – graded hands-on manipulative activities that require the use of tools, training aids and/or equipment (note that hands-on manipulative activities may be conducted in the lab, shop or classroom)
3. **attendance**
4. **professionalism**

To become credentialed in DTNA Finish First, a student must earn passing scores of at least 80% in classwork, lab work, attendance and professionalism.

Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Students who fail their third attempt will have failed the course and be required to repeat it.

## Cummins Engines

To earn credentialing in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, a student must not miss more than 18 hours of the entire 12-week program to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

# CLASSIFICATION STANDARDS

## Ford

Upon completion of the FACT program, a student may be classified by Ford as:

**Program Graduate Student** — A student who has earned all of the Ford credentials offered through the FACT training program and has met all UTI/NASCAR Tech standards.

**Program Completed Student** — A FACT student who has earned a minimum of the basic electrical and electronics credentials and completed the FACT according to UTI/NASCAR Tech standards. Students who earn this designation will only receive credit for the eligible credentials they have earned at the 80% classroom and lab evaluation grading standard.

## FCA

Upon completion of the Mopar TEC elective, a student may be classified by FCA as:

**Program Graduate Student** — A student who has earned all of the FCA classroom credits that are offered through the Mopar TEC training program, including all FCA web-based training courses that are listed on the FCA student training planner, and has met all UTI/NASCAR Tech graduation standards.

**Program Completed Student** — A student who has earned a minimum of the introduction to electrical and completed the Mopar TEC training program according to UTI/NASCAR Tech graduation standards. Students will only receive credit for the eligible classroom credits they have earned at the 80% classroom and lab evaluation grading standard.

## Cummins Engines

In order to be considered a Cummins Engines graduate by Cummins, students are required to meet separate objectives. To earn credentials in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, students must not miss more than 18 hours in the entire 12-week course to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

**Program Graduate Student** — A student who has earned all the Cummins Engines certifications offered, completed all CVCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins certifications through the Cummins Engines program.
- Achieved 84% or better in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CVCs/web-based training required by Cummins.

**Program Completed Student** — A student who has earned a minimum of the BETT/Insite certification and CVCs, and completed the Cummins Engines program according to UTI standards.

## Cummins Power Generation

In order to be considered a Cummins Power Generation graduate by Cummins, students are required to meet separate objectives. In order to receive Cummins Power Generation qualifications, a student must meet the objective of an 84% minimum on written tests and a 90% minimum on lab tests. Students also must not miss more than 18 hours in the entire 12-week course to be eligible for credentials.

Upon completion of the Cummins Power Generation Program, a student may be classified as either a program graduate or a program completed student.

**Program Graduate Student** — A student who has earned all the Cummins Power Generation certifications offered, completed all CLCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins Certifications through the Cummins Power Generation program.
- Achieved 84% minimum in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CLCs/web-based training required by Cummins.

**Program Completed Student** — A student who has earned a minimum of the BETT certification and CLCs, and completed the Cummins Program according to UTI standards.

Student progress reports are issued at the completion of each course and distributed at the beginning of the next course. Sponsoring agencies are mailed a copy of the progress reports on a scheduled basis.

# MAKEUP HOURS

## All UTI / NASCAR Tech / MMI Locations

At the discretion of campus education administrators, additional hours of instruction outside the regularly scheduled class hours may be offered to those who have missed too many hours. MMI/CNC Machining/Welding students who have missed more than 10 hours can make up a maximum of 5 hours to bring their time back to 10 hours. Technology II students who have missed more than 10 hours can make up a maximum of 4 hours to bring their time back to 10 hours. UTI/NASCAR Tech students who have missed more than 12 hours of class or lab time can make up a maximum 6 lab and classroom hours to bring their time back to 12 hours.

Requests for making up hours must be submitted to the Education Manager after being referred by instructors. Participation is not guaranteed.

Students will be required to provide official and appropriate documentation. The approved circumstances are:

- Death in the student's immediate family (parents, children, spouse, siblings, etc.).
- Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
- Act of nature.
- Student involved in a serious accident.
- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).

- Subpoenaed court appearance or jury duty (court appearance not due to a violation the student received).
- Required short-term military service (verified by official email or memo). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from student's religious leader). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).

**Exceptions:** Other situations not noted in this policy approved by the Education Manager must also be approved by the Education Director/Director of Operations.

If approved for participation, students will be provided the course materials for the hours missed and assigned a date to attend.

The makeup time must be completed no later than the last Saturday (assuming Saturday availability) of the course in which the hours were missed. It cannot be completed after the course has ended. If the student does not attend at the assigned time, the opportunity to make up the missed time is lost.

**Note:** Under Texas law, a student attending a Texas campus or a Texas resident attending MMI-Orlando, MMI Phoenix or NASCAR Tech may only make up 5% of his or her total program hours. Participation in makeup hours will be governed by the total number of hours a student has previously made up. Makeup hours shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the makeup session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the makeup session.

Makeup hours are rolling calculations and do not reset with the beginning of each new course. Once a student has reached 5% of the total hours for his or her program, he or she will no longer be eligible for the opportunity to make up hours under the published Makeup Hours policy.

## MAKEUP WORK

### UTI (Technology II Programs)

This policy will be included in all course-grading procedures of Technology II course. Student makeup and retake of class and lab work for Technology II is not required but strongly suggested. There is no cost associated with makeup work.

#### QUIZ MAKEUP

- Students can make up one missed quiz per course.
- Makeup testing must occur outside of class during the scheduled makeup windows in the Learning Resource Center.
- Quiz makeup must occur within two business days of a student's return to class.

- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Subpoenaed court appearance or jury duty (not due to a violation the student received).
  - Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
  - Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

#### QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

### UTI (Automotive, Diesel & Industrial Technology and Collision Repair) / NASCAR Tech

This policy will be included in all course-grading procedures. Student makeup and retake of class and lab work is not required but strongly suggested. There is no cost associated with makeup work.

#### QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.



- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
- Subpoenaed court appearance or jury duty (not due to a violation the student received).
- Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.
- Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

### QUIZ RETAKES

To encourage students to develop good study habits, maintain good attendance and achieve top professionalism in each course due to heightened confidence in understanding the course material, students meeting the following program requirements may retake one quiz per course. This program also would allow for improved knowledge verification in the area in which the student struggled during the course.

- Student has an attendance grade of 95% or higher (two hours missed).
- Student has a professionalism grade of 95% or higher (one infraction).
- Student has requested tutoring during the course.
- Student participated in tutoring during the course.
- Student has completed and passed all lab sheets and tasks during present course.
- Student must request the retake test a minimum of two course days prior to EOC exam.
- End of course exams are not eligible for retake.
- Students can retake one quiz per course.

## CNC Machining Technology / Welding

### QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Subpoenaed court appearance or jury duty (not due to a violation the student received).

- Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

### QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

### LAB MAKEUP – CNC MACHINING/WELDING COURSES ONLY

Students are encouraged to make up and retake any non-EOC lab during the course. The student should coordinate the activity with the instructor. The student will have up to 3 weeks following the conclusion of the course to finalize any makeup/retake lab activities. Students whose overall lab grade is less than 50% at the conclusion of the course are not eligible to retake labs after the course has ended.

### MMI Marine

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location.
- There is no cost associated with makeup work.
- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option.

### MMI Motorcycle

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location (when applicable).
- There is no cost associated with makeup work.

- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option. A qualified absence is considered to be one of the following:
  - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
  - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
  - Act of nature.
  - Student involved in a serious accident.
  - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
  - Subpoenaed court appearance or jury duty (not due to a violation the student received).
  - Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
  - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
  - Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

**Note:** MMI Motorcycle does not offer Quiz Retakes.

## COURSE RETAKE POLICIES AND INFORMATION

### Course Retakes

All failed courses required for an enrolled program of study must be retaken until successfully completed. A student who retakes a course with the intention of improving his or her attendance rate must get at least the same or higher overall course grade in order to affect the attendance rate.

A student is permitted to retake only one course for any reason at no additional charge for the duration of his or her program. If a student voluntarily repeats a course to improve grades and/or attendance, it must be done prior to the last course and will be scheduled as a retake. (After a program is completed, all repeated courses are considered to be refreshers and do not impact grades and/or attendance.) Upon the second and subsequent retakes, the student will incur a tuition charge. Retake fee appeals will be considered if students had extenuating circumstances (with documentation) that prevented them from successfully completing the course and/or they academically failed after exhausting all options and resources. Appeals must be submitted within 30 days of the end of the course in question. Students wishing to appeal a retake fee should consult the Course Retake Fee Appeal Types section in this guide and contact the Student Services department for more detail on this appeals process.

A student may retake a previously completed course at no charge if a class is not available in the student's scheduled session as long as space permits. The course will be scheduled as a retake and the final grade, including an attendance or academic failure, will appear

on the transcript. The course with the highest overall grade will be included in CGPA calculations. SAP and academic standing policies apply to voluntary retakes as well as required retakes.

In situations of a student having both Technology II and non-Technology II courses in his or her program of study, it is not always possible for the course that is voluntarily retaken to replace the previous course(s) grade. This occurs when courses in one program do not have direct equivalents in the other program. In these situations, the course(s) that is voluntarily retaken will remain on the top of the transcript and included in CGPA calculations as will the prior course(s) since there is not a direct (1:1) course equivalent. For more information, please visit the Student Services Department.

Upon graduation, students may come back any time and refresh classes from their original programs as often as they desire at no additional tuition cost (provided the course is still offered and there is space available in the course). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. The course can only be taken for informational purposes to refresh knowledge in the subject area. Class size and availability may affect a requested return date. Grades or attendance for refresh courses will not be included in any official transcript.

### Course Retake Fee Appeal Types

**Type 1** – In this situation, a student is requesting a retake fee be waived due to extenuating circumstances for which he or she has “legitimate documentation.” Such documentation is any evidence the student can provide that clearly connects the student's failure in the course to the circumstance outlined in the documentation. Type 1 situations can result from either academic or attendance failures. The waivers in these situations can be approved at the discretion of the Student Services Director (or designee).

**Type 2** – In this situation, a student is requesting a repeat fee be waived due to extenuating circumstances for which documentation is either absent or incomplete. Type 2 situations can result from either academic or attendance failures. The Student Services Director should take this type of situation to the Appeals Board. The waiving of Type 2 repeat fees requires the sign-off of two other campus directors (preferably the Education Director and Financial Aid Director).

## BREAKS IN ATTENDANCE

### Leave of Absence (LOA)

#### GENERAL GUIDELINES

Students are urged to seek advisement from the Student Services Department regarding any needed break in attendance. Typically, students are allowed to take one LOA within a 12-month period. UTI may grant additional LOAs within the same period in extenuating situations. Under no circumstances may the total of all LOAs exceed 180 days in any 12-month period. Students who re-enroll are subject to the same approvals/requirements, and the 180-day timeframe does not “reset” with a new enrollment sequence. When requesting an LOA, a student will need to complete, sign and submit an LOA request form along with any required documentation, if applicable. An LOA generally must be requested prior to the period needed. These requirements apply to all LOA requests.

Student Services personnel will determine LOA eligibility and approval or denial, and will consult with the Campus President when necessary. When granting an LOA, the school must have a reasonable expectation that a student will return. Acceptable LOA reasons include, but are not limited to:

- Student/family medical issue
- Temporary personal family matter

- Housing issue
- Time to resolve a financial matter
- Student employment issue
- Bereavement
- Military service requirements
- Jury duty
- Unanticipated travel difficulties

**Note:** A new student may not take an LOA until day 6 of the course as he/she is not considered an official start until after the fifth day of class. Students with an unforeseen need for a break during their first five class days should instead be carefully evaluated for a “Cancel with Attendance” status and be advised accordingly.

### PERMISSIBLE LATE LOA RETURNS

At times, students know in advance they cannot return from an LOA on day 1 of the course due to extenuating circumstances. In these instances, UTI may allow a later return date provided documentation is submitted during the request process validating the need for a return on day 2 or day 3. In no instance may a student return later than day 3. Students who return on day 2 or 3 will have the opportunity to make up time missed. If a student does not want to make up time, the hours will reflect as absent for the day(s) missed prior to the return. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired.

Due to unforeseen circumstances, a student may determine he/she is unable to return from an LOA on the agreed-upon return date but wants to return to his/her scheduled course late rather than take an additional LOA. In particular, this can happen when the student encounters travel issues or other unforeseen circumstances. If the student notifies the Student Services office on or before his/her scheduled return date to request a late return from LOA, UTI may approve the request and avert withdrawal, provided that the student is able to return no later than the third day of the class. The student should also provide a written statement regarding the late return request and any supporting documentation, if applicable. If a longer period is needed, an additional LOA for the duration of a full course can be considered instead. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved for a late return from LOA will be offered the option to make up the time missed due to the unforeseen circumstances.

In rare circumstances, students may experience a situation that prevents them from notifying UTI of an inability to return on or before the expiration of the LOA. In these rare instances, UTI may approve a later return as long as supporting documentation is provided, the student can return by day 3 and the student submits the request in writing. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved in this circumstance will be offered the option to make up the time missed due to the unforeseen circumstances.

### ENROLLMENT STATUS

Students who are granted an LOA are not considered to have withdrawn. Periods during which students are on an approved LOA will not be included in the maximum time frame calculation or included as days attended in any withdrawal-related calculation. Students who do not return to class by day 1 of their scheduled return course will be considered as having withdrawn from UTI/MMI/NASCAR Tech unless an additional leave has been requested and approved, or a late return was approved. Students who are not able to return by day 1 but wish to remain enrolled must request and receive approval for an additional LOA within the parameters as noted in the guidelines.

### FINANCIAL RAMIFICATIONS

Taking an LOA will extend original anticipated aid disbursement dates and can interrupt veteran benefits, including monthly housing allowance (MHA) payments for students using Chapter 33 benefits. In some cases, a loss of federal aid can occur based on timing of the LOA in relation to the federal award year. Further, students who have borrowed federal student loans must be informed that if they fail to return from LOA, their last date of attendance will be reported to the U.S. Department of Education and they will lose the days spent in LOA status from the six-month grace period associated with the onset of repayment. For these reasons, students considering an LOA must receive advisement from the Financial Aid Department prior to taking the leave. The leave will not involve additional charges to students. UTI cannot grant a student an LOA to delay the return of unearned Title IV funds.

### LOAs AND INTERNATIONAL STUDENTS

Students attending school on an M-1 visa are not generally eligible for an LOA. If a student has a medical condition that is documented by a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist, a reduced course load (RCL) option can be reviewed as long as the student plans to remain in the United States. A student may not be on a reduced course load status for more than an aggregate of five (5) months.

### Withdrawal / Drop Policy

If a student wishes to resume school after being considered withdrawn, the student must wait at least six weeks (eight weeks for programs with four week courses) to allow for record processing.

Students who voluntarily decide not to continue their education at UTI/NASCAR Tech/MMI will be considered withdrawn from school as of:

- the date UTI/NASCAR Tech/MMI is notified of the student’s withdrawal, or
- the date the school determines the student is no longer attending, or
- the date the student is expected to resume classes but fails to do so following an approved leave of absence (see Leave of Absence policy) or as stated on a written intent to return to class.

Withdrawn students should refer to the refund policy as described in their individual Enrollment Agreements. A \$100 administrative fee will be charged for a withdrawal (where applicable).

UTI/NASCAR Tech/MMI will send withdrawal notifications to local, state and/or federal education benefit agencies as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or the recipient of funds being required to repay funds to the agency involved.

### Re-enrollment

Students in good standing at the time of withdrawal from school are eligible to reapply for admission. If a student is approved for re-enrollment, the student may be subject to a probationary period depending on his or her status at the time of withdrawal. The Student Services department provides assistance with the re-enrollment process.

Students may be granted re-enrollment after suspension at the discretion of the Student Services Director or designee. Terminated students must submit a successful appeal for re-enrollment and should consult the Appeals (Other Than FA Probation) section of this Catalog. Generally, all withdrawn students must wait to resume school at least six weeks (eight weeks for programs with four-week courses) to allow for record processing.

Upon re-enrolling from suspension for failing to meet the terms of an academic probation, students will be placed on a two-course academic probation and financial aid eligibility will be reinstated. Failure of either course will result in termination from school. Please see the Academic Standing vs. Satisfactory Academic Progress chart for more details. Those who wish to re-enroll and graduate from a lesser program must first fulfill or resolve any outstanding appeals, drug treatment counseling, disciplinary concerns, etc., if applicable. Students in these scenarios should contact Student Services for additional guidance.

A \$100 re-enrollment fee will be charged to return to school (where applicable).

In order to receive the tuition price at the time of the student's original enrollment, the student must re-enroll into the same program and resume class within six months of his or her last date of attendance. After six months, students are subject to the current tuition price.

Students are required to complete at least 25% of the credits for their program at the location awarding their credentials. Exceptions to this policy are made for students who transfer to attend an MSAT program that is not available at their current campus.

Students who are returning from a withdrawal, suspension or terminated status will receive the tuition price at the time of the student's original enrollment if they re-enroll into the same program or an upgraded program and resume class within six months of their last date of attendance. After six months, students are subject to the current tuition price. Graduates who wish to re-enroll will receive the tuition price at the time of the student's original enrollment if they re-enroll and resume class within six months of their graduation date. After six months, students are subject to the current tuition price. Note, the tuition for graduates who wish to return will be based on flat rate tuition where available.

Students who have a balance due must meet the following terms to be eligible for re-enrollment:

- If the balance due is \$500 or less, the amount must be paid in full.
- If the balance due is \$501 to \$1,000, at least \$500 must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If the balance due is more than \$1,000, half the balance must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If an outstanding balance has been transferred to a collection attorney, the balance must be paid in full prior to re-enrollment.

The Division Controller and Campus President have the right to modify these requirements depending on the student's circumstances.

Students who are re-enrolling for the first time may be eligible for benefits related to fees, time of enrollment tuition, and previous balance requirements. Students are eligible to receive these benefits one time and will be notified of eligibility upon the re-enrollment request.

## Appeals

Students are encouraged to seek assistance for any type of concern or problem from an appropriate department Director or Campus President. The various Directors and Campus Presidents are identified with contact information in the administration rosters in this document.

Appeal for re-enrollment following termination: An appeal must be submitted in writing thoroughly explaining why the student feels he or she should be approved for re-enrollment. If the termination was due to failure to meet Satisfactory Academic Progress, the appeal letter must include details on why the student failed to maintain SAP (mitigating circumstances), what has changed in

the student's situation that will allow him or her to demonstrate SAP by the next checkpoint, and how and why the student feels he or she would be successful if permitted to re-enroll. The student must also provide any supporting documentation regarding the mitigating circumstances (e.g., doctor's note for medical condition) leading up to the failure to meet SAP. See the SAP policy for additional details.

An Appeals Committee will consist of at least three of the following administrators or their designees: Campus President, Director of Student Services, Director of Financial Aid, Director of Employment Services, Education Director, or Campus Admissions Director/Supervisor.

Appeals received with complete supporting documentation will be reviewed within seven business days by the Appeals Committee, which is made up of at least three Directors. Students will be notified in writing, in person or via telephone of the panel's decision. If a student is approved for re-enrollment by the Appeals Committee and later decides to re-enroll at another campus, another appeal hearing generally is not required. Students are protected from retribution under the harassment policy listed in this document.

Extenuating circumstances for appeals: A student has the right to appeal the decision to suspend or terminate his or her training and the loss of financial aid eligibility where extenuating circumstances have affected the student's progress in school. If a student is deemed unable to meet MTF requirements by graduation, his or her enrollment will be terminated. Students may appeal this decision and/or may appeal to request re-enrollment. Extenuating circumstances include, but are not limited to, death in the family, serious illness or an accident involving the student and/or immediate family member. A student is encouraged to submit an appeal by 5:00 p.m. on the following school day. An appeal must be submitted in writing to Student Services and thoroughly explain why the student feels the decision to suspend or terminate training should be changed. If appealed immediately, the student may, at the discretion of the Director of Student Services or designee, be allowed to remain in class until the Appeals Committee has reviewed the appeal. If the immediate appeal is successful, the student will be placed on a minimum two-course probationary period and remain eligible for financial aid.

**Note:** For Financial Aid Probation status appeals, see Satisfactory Academic Progress section.

## DOUBLE COURSING/PROGRAM ACCELERATION

### All UTI / NASCAR Tech / MMI Locations

All students are considered to be full-time students. However, students can accelerate their progress through a program by taking two courses at one time. Students wishing to double their courses must first meet the criteria stated in this guide. Financial Aid, Accounting, Employment Services and Student Services must approve the request. Approvals are subject to space availability and meeting the criteria below is not a guarantee that double coursing will be approved.

Double coursing is a privilege and is subject to course availability and space. All balances must be paid in full prior to doubling. Paperwork may be required for each course a student wishes to double. All paperwork must be submitted no later than the second Friday of the course prior to the course wishing to double. Students meeting the double course criteria should contact the Student Services Department for the appropriate paperwork and more information.



## Criteria to Double Course

- Student must have a CGPA of 3.0 or higher.
- Student must have a 90% or higher cumulative attendance rate.
- Student cannot have more than two failures.
- Student must have completed at least 25% of his or her program.

\* Exceptions may be granted by the Student Services Director and Education Director.

## Criteria for Ford FACT Double Coursing

Because of the increased academic demand of the FACT program, double course options related to FACT are limited. In addition to meeting the UTI standards for double coursing, the following guidelines must also be followed:

- Courses ADTA-102, ADTA-103 and ADTA-129 (AT12-150, AT12-203 and AT12-151 for the Avondale, Dallas, Rancho Cucamonga and Sacramento campuses) may be doubled with courses ADTF-132, ADTF-137 and ADTF-138 in any combination as long as prerequisites are met.
- Courses ADTF-130 and ADTF-131 cannot be doubled with any other course.
- No two FACT courses can be doubled.
- FACT courses cannot be doubled with any MSAT program. Doubling of concurrent student paid MSAT programs must be approved by the Campus Director of Education and the National Program Manager.

Any exceptions to the FACT standards above must be approved by the National Program Manager.

## Criteria for Mopar TEC Double Coursing

Because of the increased academic demand of the Mopar TEC program, double course options related to Mopar TEC are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course MTEC-001 cannot be doubled with any other course.
- No two Mopar TEC courses can be doubled.
- Mopar TEC courses cannot be doubled with any MSAT programs.
- Mopar TEC courses cannot be doubled with any elective programs.

Any exceptions to the Mopar TEC standards above must be approved by the Campus President and Regional Director of Education.

## Criteria for Nissan NATT Double Coursing

Because of the increased academic demand of the NATT program, double course options related to NATT are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course NATT-001 cannot be doubled with any other course.
- No two NATT courses can be doubled.
- NATT courses cannot be doubled with any MSAT programs.
- NATT courses cannot be doubled with any ELECTIVE programs.

Any exceptions to the NATT standards above must be approved by the Campus President and Regional Director of Education.

# GRADUATION REQUIREMENTS

To be eligible for graduation, a student must have a Cumulative Grade Point Average (CGPA) of 2.0 or better, and an attendance rate of at least 90% (after rounding) and a Pace of Progression (POP) of at least 66.67% in addition to completing the program in a time frame not to exceed 150% of the original length of the program. A candidate for graduation must also have a zero balance in his or her student account. Upon successfully completing all the requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

# TRANSCRIPTS

UTI/NASCAR Tech/MMI maintains a full record of all course attempts for each student. All attempted and completed courses will appear on the official transcript. All failed courses remain at the top of a transcript until successfully repeated. That includes courses within the same department group not retaken due to a program change and legacy courses not taken when the student transfers into a blended learning program. In instances of a course being completed successfully more than once, the attempt with the highest course grade will be included in the calculation of the cumulative grade point average (CGPA). Within 30 days of graduation, each student will be mailed two copies of his or her official transcript. Additional certified copies may be obtained anytime thereafter for a nominal charge by contacting the school. Unofficial transcripts are available free of charge. The school reserves the right to not issue or award graduation documents and transcripts to a student until all financial obligations to the school have been satisfied.

# PROGRAM CHANGES

Upgrades or downgrades to programs must be made through the Employment Services Department. Revisions to existing enrollment agreements and tuition schedules must be completed before enrollment in a program is official. A program change may affect a student's financial aid eligibility.

A student may upgrade his or her program at any time and be charged the program cost in effect at the time of original enrollment for the new program. Before the completion of the first three courses, a student may reduce or downgrade his or her program and be charged the tuition price at the time of enrollment. After the completion of the three courses, a student who wants to shorten or downgrade the program will be subject to the current tuition price for the requested program.

For Automotive students who wish to drop an MSAT program or a core program to add a different MSAT at the same campus, regardless of the number of courses, the change will be calculated as an upgrade. Motorcycle students may switch to a different elective program that is the same number of weeks. A downgrade fee will not be charged and time of enrollment tuition will be honored. Automotive and Diesel students who wish to remove a student paid MSAT such as Daimler Trucks Finish First, Ford FACT, GM Technician Career Training, Mopar TEC, Nissan NATT and Toyota TPAT from their program due to an academic failure will not be charged a downgrade fee and time of enrollment tuition for the new program will be honored. This does not apply to students who fail the course due to attendance or professionalism, or wish to downgrade to graduate sooner. Note, this only applies to students in the Cummins Engines and Power Generation programs if they fail the course after passing the GATE test.

A \$100 administrative fee will be charged for each program downgrade requested after completion of the first three courses (Arizona, California, Florida, Massachusetts and Texas campuses only). The administrative fee cannot be covered by financial aid and must be paid prior to processing the change.

When changing programs, students may incur no-fits (i.e., courses they completed or attempted but are not needed for the new program). Students are responsible for the cost of the no-fit courses. The tuition for these courses will be included in their new program change calculation.

Program changes are at the discretion of the school and can be denied due to but not limited to excessive absences, space availability, ability to meet Maximum Time Frame expectations in the new program and any balance owed the school. The Institute cannot allow a change into a program no longer offered by the school or for which the school is no longer licensed and accredited.

## CLASS SIZE

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment is 30 students. On occasion, when the maximum is exceeded, UTI will provide an additional instructor to maintain the appropriate student-to-instructor ratio.

### MMI

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment for courses is 30 students. On occasions when the maximum is exceeded, MMI will provide an additional instructor to maintain the appropriate student-to-instructor ratio. Some manufacturer-specific courses may have a lower number of maximum students.

## CLASS TIME/SESSION CHANGES

Permanent class time changes must be requested through the Scheduling Coordinator. For a session change, a student will be required to provide documentation supporting the reason, such as work schedule, child care availability issues or transportation.

Temporary class time changes should be requested through the Instructor or Education Manager. All requests must be received at least one day prior to the date of the change and will be accepted or denied based upon space availability in the class. The Institute reserves the right to change a student's class time so class sizes may be properly scheduled.

## ASSIGNMENTS

The type of work expected of a student outside of class may vary depending on the course and the student's progress in the course. Approximately 10% of the quiz questions are based upon these assignments, which in turn represent 10% of a student's class grade. Failure to complete these assignments may result in a lower academic grade. Elective programs also contain assignments but may be assessed differently per program.

## CHALLENGE COURSE CREDIT

### UTI (AUTOMOTIVE & DIESEL TECHNOLOGY)/NASCAR TECH

A student or sponsoring agency may request challenge exam credit for any course except the following:

- ADTC-101 Automotive Engine and Repairs

### MMI MOTORCYCLE PROGRAMS

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MOTO-101 Engines, Transmissions and Precision Measurement
- MOTO-102 Chassis, Suspension and Final Drive
- MOTO-103 Electrical Systems
- MOTO-104 Vehicle Maintenance
- MOTO-105 Engine Troubleshooting and Noise Diagnosis (Note: To challenge MOTO-105, you must complete or successfully challenge MOTO-101.)
- MOTO-106 Electrical Diagnostics (Note: To challenge MOTO-106, you must complete or successfully challenge MOTO-103.)

### MMI MARINE PROGRAM

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MARN-001 Engines
- MARN-002 Lower Units/Outdrives
- MARN-003 Rigging
- MARN-004 Service Operations
- MARN-005 Fuel & Lubrication Systems
- MARN-006 Electrical Basics
- MARN-007 Electrical Systems — Note: To challenge MARN-007, you must complete or successfully challenge MARN-006.

### COLLISION REPAIR & REFINISH PROGRAM

Students may challenge only the courses below, provided they have current completion records in the required I-CAR modules listed and are verified with their I-CAR transcripts:

- CRRT-103 Exterior Panel Replacement
- CRRT-105 Welding and Cutting
- CRRT-108 Introduction to Refinishing
- CRRT-124 Exterior Panel Repair II

### CNC MACHINING/WELDING PROGRAMS

Students may request a challenge exam for all courses in either the CNC Machining or Welding program based on experience, training and education. In addition to a challenge exam, students will be required to complete a hands-on demonstration to validate mastery of the course content.

UTI may award course credit when a challenge exam is passed. We allow challenge testing based on student attestation of prior related experience, related and current ASE certification, or education that demonstrates mastery of the content knowledge. Student attestation consists of having the student document in writing what prior related experience they have had in the field. Courses with the tested out status will not be included in MTF, pace of progression, CGPA or attendance rate calculations. If the request occurred prior to completion of the first course period of attendance, program tuition will be decreased based on the number of approved challenge tests the student passes. Challenge requests made after the completion of the first course period of attendance will not decrease program tuition.

**Note: Any student using veterans education benefits must undergo an evaluation for all potential challenges and transfer course credit to comply with Veterans Affairs (VA) requirements. Challenge credit will be granted based on successfully completing an examination. All appropriate credit will be recorded on the student's enrollment record, with the length of the program reduced accordingly. UTI must notify the VA that all education and prior training for each VA student has been evaluated and credit granted where appropriate.**

**All students receiving VA benefits who have attended another school, received prior training or have related work experience must provide official transcripts and/or related documents so evaluation can take place. Benefit cessation will occur for failure to provide appropriate documentation within the designated time frame. Students receiving VA benefits are eligible to challenge any course based on evaluation of previous training. Students receiving VA benefits are not limited to the number of courses they can challenge.**

### **CAMPUS TRANSFER CREDIT**

Per the standards of our accrediting body, the Accrediting Commission of Career Schools and Colleges (ACCSC), a student must complete at least 25% of the program in which he or she will earn credentials. The 25% rule was established to maintain the integrity of accredited institutions and ensure students receive appropriate training for their tuition dollars. For UTI students, the 25% rule affects how and when a campus transfer can occur. For example, if a student is enrolled in a program that is 100 credits, he or she must complete at least 25 of the credits at the campus from which he or she will graduate. The only exception to this rule is if the student is transferring to another UTI location to complete manufacturer-specific training unavailable at the student's current campus. In these instances, the 25% rule does not apply. In all other instances, students must complete at least 25% of their training at the UTI location that issues their credentials. Note, the exception to the 25% rule does not apply to students in Auto, Diesel or Automotive/Diesel who want to withdraw and transfer to another UTI campus. The exception only applies to program combinations that include manufacturer-specific training. Students may speak to a team member of the Student Services Department to review this rule in detail and receive answers to any questions they may have about their specific situations.

## **RULES AND REGULATIONS**

### **Student Code of Conduct**

UTI/NASCAR Tech/MMI success depends on many factors, including the quality of its instruction, the employment of its graduates and the image its students project. From the day a student starts at UTI/NASCAR Tech/MMI, he or she becomes part of a proud tradition and, as part of that tradition, we expect that student to want to share in the benefits of that reputation for years to come.

There is more to being a successful technician than learning the skills in class. Qualities such as dependability, appearance, positive attitude and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help develop the qualities necessary to become a successful student and employee.

UTI/NASCAR Tech/MMI reserves the right to impose a variety of disciplinary actions, including suspension or permanent termination from school, on any student whose behavior—on or off campus—violates the Code of Conduct outlined in this Catalog. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated. Disciplinary action may be taken under this Code of Conduct regardless of whether that conduct also involves an alleged or proven violation of law. Specific instances of misconduct include, but are not limited to the following:

### **DRUGS/ALCOHOL**

Drug use, substance abuse or possession of drugs, drug paraphernalia or alcohol while on or off UTI property or during Institute activities is not tolerated. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI's Substance Abuse Prevention Policy included in this guide. UTI also works cooperatively with police and drug/alcohol agencies to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs.

### **GUNS/WEAPONS**

Possession of guns or weapons on campus (in parking lots, vehicles, etc.) is not permitted except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Any knife with a blade longer than 2 inches is considered a weapon and not permitted on campus.

### **ILLEGAL ACTIONS**

Any action in violation of federal, state or local laws on or off campus is not tolerated.

### **DISRUPTIVE BEHAVIOR**

Any type of disruptive behavior is not tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission.

### **FIGHTING**

Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed toward UTI staff is not tolerated on or off campus.

### **VANDALISM**

Vandalism of Institute or personal property of students or staff on or off campus (including apartment complexes) is not tolerated.

### **THEFT**

Stealing or possessing stolen property on or off campus is not tolerated.

### **POSSESSION OF STOLEN PROPERTY**

Possessing property known to be stolen that may be identified as property of UTI or any other person or business is not tolerated.

### **DESTRUCTION OF PROPERTY**

Destruction of Institute or personal property of students or staff on or off campus is not tolerated.

### **CIVIL DISTURBANCE**

Any conduct that involves disturbing the peace of the Institute and/or the local community is not tolerated. Disturbing the peace under such circumstances can be defined as, but is not limited to, disorderly conduct and failure to comply with the directives of law enforcement or Institute officials. This includes loud exhaust and stereos.

**SPEEDING/RECKLESS DRIVING/EXCESSIVE NOISE**

Excessive speed and noise of student motorcycles and cars on and around campus is not tolerated at any time. Please help us honor our neighbors and community by riding and driving in a professional manner. Reckless operation on and around the campus may result in disciplinary action ranging from a grade reduction up to and including termination. Speed is not to exceed 5 miles per hour on campus.

**UNPROFESSIONAL BEHAVIOR**

Any type of behavior on or off campus that is contrary to the Institute's mission to provide premier professional technician training is not tolerated. Unprofessional behavior includes, but is not limited to, cursing, using vulgar or offensive language, not following instructions, dishonesty, antagonizing behavior, spreading rumors, and being disrespectful to others.

**SOCIAL MEDIA**

Unprofessional or inappropriate conduct on social media sites is a violation of the UTI Code of Conduct and may negatively impact your ability to find a job after graduation. Students should not post or share any content that would be inappropriate on campus. This includes any language or behavior that is harassing, threatening, discriminatory, denigrating, unprofessional or disrespectful. Students who engage in unprofessional behavior on or off campus may be subject to disciplinary action, including termination from school.

**CHEATING AND PLAGIARISM**

Any form of academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student's or other source's information or test material.

**PHOTOGRAPHY AND AUDIO OR VIDEO RECORDING**

Audio or video recorders, cameras or any other electronic reproduction devices are not permitted in the classroom unless used pursuant to an accommodation plan issued by Student Services. Unauthorized photography or the audio/video recording of Instructors, other UTI/NASCAR Tech/MMI staff or other students without their consent is not permitted by Company policy. UTI/NASCAR Tech/MMI will abide by any state, local or federal laws that require UTI/NASCAR Tech/MMI to allow recordings.

**LAPTOP COMPUTERS**

The use of laptop computers is allowed during class time for the purpose of note-taking only. Laptops or any other electronic devices are not allowed during tests or quizzes. Please see an Education Manager for the Laptop Computer Agreement.

**CELLULAR PHONES AND PAGERS**

Cellular phones and pagers are to be turned off and out of sight while students are in class. Cell phone usage is only allowed during official break times or in the case of an extreme emergency with prior authorization from Instructors.

**ATTITUDE**

Proper attitude must be shown at all times. Profanity; derogatory comments; and racial, ethnic or sexist remarks are not tolerated between students or from students to staff. Such conduct is grounds for termination.

**SMOKING/CHEWING TOBACCO**

Smoking, including the use of electronic cigarettes, and chewing tobacco are only allowed in designated areas. Each campus posts the locations of designated smoking/chewing areas.

When not in use, electronic smoking devices (e.g., e-cigarettes, e-cigs, e-cigars, e-pipes, personal vaporizers, electronic nicotine delivery systems) must be stored in appropriate cases. Battery-powered devices are prohibited on UTI premises unless carried in cases that prevent activation of the battery or noncombustible cases. Cases should:

- Securely hold the device and ensure smoking devices are not accidentally activated.
- Allow the battery and activation component to be stored separately.
- Be made of non-combustible material, such as metal.

No charging is allowed on or within UTI premises, and no portable charging cases are allowed.

**FOOD**

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in labs, computer labs or shop areas. Food is also not allowed in the classrooms unless the campus specifically allows students to eat in the classrooms during lunch or break times to accommodate campus space limitations. Students are allowed to bring drinks into the classroom during class time (some restrictions may apply). Littering on campus is subject to disciplinary action.

**MINI AND POCKET BIKES**

Mini and pocket bikes are not allowed on campus.

**SKATEBOARDING**

Skateboarding is prohibited on campus.

**TEST DRIVE/TEST RIDE**

Test drives and test rides are prohibited. Vehicles are not to be removed from campus property. UTI training vehicles may only be driven in and out of labs when supervised by the instructor. Motorcycle Mechanics Institute vehicles may not be ridden into or out of labs.

**Student Property**

The Institute bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school 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 therefrom.

**Vaccination Policy**

The school recommends the student receive the following vaccinations or immunizations within the 12 months immediately preceding the start of the student's program of study at the school:

- |                      |                   |
|----------------------|-------------------|
| • tetanus-diphtheria | • two (2) rubella |
| • polio series       | • varicella       |
| • mumps              | • hepatitis-A     |
| • rubella            | • hepatitis-B     |
| • chickenpox         |                   |

**General Rules for All**

- Students are allowed to have only one post or stud-type earring per ear. Dangling earrings, hoops and other visible body piercings, including facial and tongue piercings, are not allowed other than what is outlined in the MMI catalog regarding facial implants. Industrial bars of any size or shape cannot be worn. Ear piercings larger than standard earrings (typically no larger than a dime) must be plugged with solid black or brown plugs. Even with these color plugs, piercings that are extremely large or outlandish and unprofessional as determined by the Campus President, Education Director(s) and/or Student Services Director are not allowed.



- ID badges must be worn at all times when on campus. The badge must be above the waist on the outermost layer of clothing and can easily be viewed by any staff member.
- No vulgarity or profanity may be displayed on any article of clothing, the student, or his or her vehicle if parking at or near the campus.
- Drug- or gang-related materials worn, flashed or otherwise displayed, whether intentional or not, are not acceptable and will be dealt with as violations.
  - No gang-related hats, baseball type caps or other headgear may be worn on campus or at school activities.
  - No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus.
  - No gang-related tattoos can be visible. If a student has one, it must be covered by clothing.
  - No gang-related bumper stickers or decals can be on student vehicles while parked on campus.
- Safety glasses must be worn at all times while working in labs. Prescription glasses may be worn with approved side shields. Sunglasses or shaded safety glasses cannot be worn during class unless a doctor's request is presented and approved by Education and/or Student Services.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the training aids.
- iPod-type electronics with or without headphones are not permitted in class.
- Cell phones must be shut down, turned off and put away (out of sight in pocket or backpack). They may not be worn clipped to clothing or on a belt.

**Note:** Students in violation of the Dress Code may be dismissed from class and charged with the absence. The Campus President and/or the Education Director will review unresolved disputes concerning any dress code related policy on a case by case basis and make a final determination.

Some campuses may have stricter dress code and hair requirements. Please consult the Student Services Department for local dress code information.

## Disciplinary Actions

### WRITTEN NOTICE

A written statement to the student that UTI/NASCAR Tech/MMI regulations have been violated with the possibility that stronger disciplinary action could occur in the event of future violations.

### REMOVAL FROM CLASS

A student can be subject to removal from class. This can be done by the Instructor, Education Manager, Education Director, Director of Student Services, Director of Student Experience, Student Affairs Advisor, or Campus President. Such students are required to go to the Student Services department for advisement related to absence for the remainder of the course to avoid withdrawal from school. The attendance and professionalism grade of the student will be affected. The repeat fee policy will apply if the student is removed for the remainder of the course.

### RESTITUTION

Repayment for damage to or theft of property may take the form of repairing or replacing property. Failure to do so may result in further disciplinary action.

## PROBATION

A student's on-campus activities may be limited for a specified period of time. The student is advised in writing of probable suspension or termination for further violations.

## SUSPENSION

A student may be suspended due to a violation of the Code of Conduct, attendance policy, academic standing or policy guidelines, or for other performance or behavioral problems. The suspension will result in a withdrawal from school and discontinuation of financial aid eligibility. A student who is suspended must re-enroll and complete a new Enrollment Agreement after the suspension period.

## TERMINATION

Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a violation of UTI/NASCAR Tech/MMI rules including, but not limited to, theft, cheating, illegal drug use, behavior that jeopardizes the safety of others, or more than one suspension for academic standing policy or attendance violations. Students who violate the CGPA or MTF pace of progression requirements under our Satisfactory Academic Progress policy at the end of a Financial Aid Probation period or Financial Aid Warning period without a successful appeal will be terminated and must appeal to re-enroll (see SAP policy for more details). Students who are terminated from UTI/NASCAR Tech/MMI must be approved for re-admittance through the appeals process. Students who are terminated from the school and fail an appeal request cannot re-enroll.

## Student-Assigned Email Addresses

UTI assigns email addresses to students, and uses these addresses to communicate important messages and reminders. Students are expected to check email on a regular basis and are responsible for any information communicated this way.

## UTI Student and Visitor Internet Access (U-WEB) Acceptable Use Policy

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

### THE U-WEB ACCEPTABLE USE POLICY PROHIBITS THE FOLLOWING:

1. **Illegal or Harmful Activity** – You may access and use U-Web Services only for lawful purposes. It is prohibited to transmit, receive, post, store or access any material that violates applicable criminal or civil laws.
2. **Offensive Content** – Download, storage or retransmission of content that is obscene, indecent, lewd, harassing, inflammatory, harmful, libelous, defamatory, threatening and invasive of publicity rights or privacy is prohibited.

3. Harmful or Malicious Content – Intentionally downloading, developing or releasing malicious content that is harmful to the U-Web or other users of the UTI network such as viruses, Trojan horses, worms, time bombs, zombies or computer programs that may damage, intercept or capture any personal information, system, program or data is prohibited.
4. Infringement – It is prohibited to use the UTI U-Web to download, store or retransmit any content that infringes on the intellectual property rights of others protected by copyright, trademark, patent or trade secrets. This includes unauthorized distribution, copying and/or posting of pictures, software, logos, articles, musical works and videos.
5. Fraudulent Activity – Operating fraudulent business operations and practices such as offering of fraudulent services, promotions, goods or schemes (i.e., get rich quick schemes, pyramid schemes) is prohibited.
6. U-WEB Network Security – You may not attempt to circumvent, disable or modify the function or configuration of any host network or security device by any means. Examples of network security violations include:
  - a. Hacking – Unauthorized access to UTI systems or networks, including probing, scanning or testing the vulnerability of any UTI network or system in an attempt to breach the access or authentication controls, is strictly prohibited.
  - b. Interception – The use of network packet sniffers, hardware keyloggers, eavesdropping or monitoring of UTI data or traffic on any UTI networks or systems by any means is prohibited.
  - c. Intentional Interference – Intentionally interfering with any UTI network or host with denial-of-service attacks, news bombing, mail bombing, other flooding techniques or deliberate attempts to overload a system, network or user is prohibited.
  - d. System Restrictions Avoidance – Intentionally using electronic means or manual methods to avoid any information security policy limitations established by UTI or attempting to circumvent, disable or bypass security devices such as firewalls, web content filters (proxies), remote access systems and intrusion detection systems is prohibited.
  - e. Personal Wi-Fi Wireless – Operation or connection of non-approved wireless access points to the UTI network is prohibited.
  - f. Personal Cellular Device Tethering – Connection of cellular access devices to UTI hosts or networks to bridge Internet access is prohibited.
7. Excessive Consumption of Network Resources – Consuming a disproportionate amount of available UTI network resources resulting in disruption or degradation of the U-Web services by others is prohibited.

The restrictions provided above are not exhaustive but are provided as a framework for the types of activities that fall into the category of unacceptable use of the Service.

## INDEMNIFICATION

You agree to indemnify, defend and hold harmless UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners from any and all third-party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or related to Your access or use of the Service, any content You transmit through the Service, Your violation of this Policy, or Your violation of any rights of another. This means, primarily You agree You are responsible to pay for any costs or damages that result from Your use of this service and You agree to reimburse or pay for any damages or costs that UTI might incur as a result of Your use. Your indemnification obligations under this Policy shall survive any termination or expiration of the Policy.

## FILTERING AND LOGGING

UTI uses an Internet content filtering and monitoring application that may log Your usage of the Service and prevent access to certain inappropriate websites. These sites may include shopping sites, gambling sites, pornographic sites, hacking sites, etc. Your attempted access to these restricted sites by users may be logged and periodically reviewed by UTI. In appropriate circumstances, UTI at its sole discretion reserves the right to review and/or monitor any transmissions sent or received through the Service.

## Disclaimer of Warranties and Limitation of Liability

### LIMITATION OF LIABILITY

You assume total responsibility for use of the Service and the Internet, and access the same at Your own risk. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners have no responsibility whatsoever for the content accessible or actions taken on the Internet and the Service, and shall not be liable to You for any direct, indirect, incidental, special or consequential damages of any kind including but not limited to any loss of use, business and/or profit arising out of or related to the Service or this Policy. Under no circumstances will UTI and/or its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service be liable to You or any third parties for any amount. This section of the Policy shall survive any termination or expiration of the Policy.

### DISCLAIMER OF WARRANTIES

The Service is provided on an "as is" and "as available" basis. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners make no warranty of any kind—written or oral, statutory, express or implied—including any warranty of merchantability, infringement or fitness for a particular purpose. No advice or information given by UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service shall create a warranty. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners do not warrant the Service will be uninterrupted, error-free, or free of viruses or other harmful components. This section of the Policy shall survive any termination or expiration of the Policy.

### REVISIONS TO THIS ACCEPTABLE USE POLICY

UTI reserves the right to revise, amend or modify this Policy, or implement additional policies and agreements at any time and in any manner. Notice of any revision, amendment, modification or update will be either provided directly to You or posted on the Service.

# COPYRIGHT INFRINGEMENT

Copyright laws protect an author's original works. This includes but is not limited to books, photographs, music, art, schematics, movies, media, software and databases. It is a violation of copyright law to use peer-to-peer file-sharing networks to download or share copyrighted works without permission from the owner. It is a violation of copyright law to make or receive an illegal copy of a downloaded work. Students shall obtain permission prior to utilizing any copyrighted materials. Any copyright infringement occurring in connection with a student's enrollment or usage of UTI/NASCAR Tech/MMI property is a violation of the Code of Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the school, up to and including termination. The student is also subject to a referral by the school to legal authorities and face possible civil penalties of \$750 to \$30,000 per violation and criminal penalties, which may include imprisonment for up to 5 years and fines of up to \$250,000 per violation.

# STUDENT COMPLETION RATES AND STUDENT RIGHT-TO-KNOW REPORTING

For more information about our graduation rates, the median loan debt of students who completed the program and other important information, please visit [www.uti.edu/disclosure](http://www.uti.edu/disclosure). Also, in compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of UTI/NASCAR Tech/MMI to make available its completion rates to all current and prospective students. Completion rate data will be updated annually. The full report will be available to prospective students before they enroll or enter into any financial obligation with the Institution. If you are interested in learning more about the completion rate for your campus, please see the Student Services Department. New students receive a copy of the most recent data at Orientation and the information is disseminated annually.

# ANNUAL CONSTITUTION DAY AND CITIZENSHIP DAY

To align with federal statute, UTI campuses participate in a variety of Constitution Day and Citizenship Day programming in commemoration of the September 17, 1787, signing of the U.S. Constitution. These activities take place annually on September 17 unless the day falls on a weekend or holiday, in which case functions are held during either the preceding or following week.

# CLASSROOM AND FACILITY SAFETY RULES

Safety is everyone's responsibility. The Institute strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of applicable federal, state and local regulations.

## Safety in Classrooms and Labs

Students, staff and instructors are required to wear clear lens safety glasses or prescription glasses with side shields at all times during labor shop instruction. Safety glasses must be rated Z-87 or higher (per OSHA). Approved safety glasses are sold at the campus. Students are expected to:

- Wear clothing that does not confine movement but is not so loose it could get caught in moving equipment.
- Wear safe, non-slip shoes and keep them tied.
- Not engage in horseplay while on campus.
- Utilize good judgment and common sense (essential when one's personal safety is at stake). If a student has any doubt about whether a condition, a motion or a job is unsafe, DON'T DO IT.

## Vehicle Operation Code

All cars, trucks and motorcycles must be operated in a safe, quiet, courteous and professional manner (e.g., NO wheelies, stoppies, burnouts, squealing, chirping or sliding tires, loud exhaust noise, loud stereo noise, high speed and/or rpm) on and around the campus. This includes the parking lot, entrances and exits, and streets and roads around the school. This policy is strictly enforced and for the safety and courtesy of students, staff and visitors of the campus as well as out of respect for our community.

Failure to operate a vehicle within the posted speed limits on campus or operating a vehicle in an unsafe or loud manner as described above will result in a reduced professionalism grade and/or possible suspension or termination from school.

These penalties will be over and above any distributed by the local law enforcement officials patrolling the areas around the campus.

## Parking

All students and staff members are responsible for proper parking of their vehicles. All student cars must be registered and the school parking sticker/tag (if applicable) must be properly displayed. Unregistered vehicles are subject to towing. The maximum speed limit on campus is 5 mph and pedestrians have the right of way at all times. A 15 mph speed limit is in effect in all school zones on public streets. Students should follow all posted speed limit and other traffic signs. Some states, such as California, require all students to register their vehicles with the state even if the vehicle already is registered in another state. Please check with the state Department of Motor Vehicles for more information.

The Institute will make every effort to protect all vehicles and property. However, the Institute assumes no responsibility for the protection of any vehicle or its contents while on campus.

The Institute reserves the right to impound or have impounded, without notice, any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of Institute traffic or parking regulations. The vehicle owner will be responsible for the costs involved in removing, impounding and storing such vehicle.

Student parking is permitted in designated areas only and must not obstruct walkways or block on-site storage containers. There is no overnight parking in the parking lot. Taking up two parking spaces and parking a motorcycle in a car space are not allowed. Motorcycles should park in designated motorcycle parking spots only.

In the event of car trouble, please notify the Education Director, Facilities Manager or an Education Manager as soon as possible.

Violators of the parking policy may be subject to a fine and a reduced professionalism grade.

Recreational activities such as football, hacky sack and frisbee playing are not allowed in the parking lots.

## Campus Safety Policy / Annual Security Report

Universal Technical Institute, Inc. and its subsidiaries (collectively, “UTI”) are committed to providing a safe environment for students, faculty, staff and visitors at all UTI/NASCAR Tech/MMI facilities (collectively “Facilities”). This commitment includes providing information about campus security to prospective and current students and employees. Each year by Oct. 1, UTI publishes an Annual Security Report that includes, but is not limited to, the following information:

- reporting procedures for emergency situations and criminal activity on and around campus
- UTI’s response plans, including information about timely warnings and emergency notification/evacuation procedures
- general information about security procedures and practices, and training and resources available to staff and students
- UTI’s Substance Abuse policy and information about prevention and education/rehabilitation programs
- UTI’s Sexual Assault policy, procedures to report an assault and resources available to victims
- details on how to obtain information about sex offenders in the area around the campus locations
- each campus’s annual disclosure of crime statistics (in which we report crimes for the past three years both on campus and in the public areas immediately surrounding the campus)

The Annual Security Report and campus crime statistics are available at [www.uti.edu/asr](http://www.uti.edu/asr). Paper copies may be obtained by request through the campus’s Director of Student Services or designee. Additional information on local area crime statistics or information on sexual offenders can be obtained by contacting the local law enforcement agency in the area where the student is attending classes.

## SUBSTANCE ABUSE PREVENTION POLICY

As noted in the Annual Security Report, UTI/NASCAR Tech/MMI supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, UTI/NASCAR Tech/MMI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI/NASCAR Tech/MMI Substance Abuse Prevention Policy in this guide. A violation will result in UTI/NASCAR Tech/MMI taking appropriate action up to and including termination.

### Purpose

Universal Technical Institute, Inc. and its subsidiaries (collectively, “the Institute”) is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute’s reputation as a premier provider of professional technicians and an industry leader in the postsecondary technical education industry. The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute’s objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;

- To continue achieving its historically high placement rate;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body.

## Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

### THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. All forms of synthetic marijuana are prohibited, regardless of the legality of the substance.

**Medical Marijuana:** Although UTI has campuses in some states that have passed laws allowing the use of medical marijuana in certain circumstances (i.e., possessing a lawfully issued medical marijuana card), federal laws classify marijuana as a controlled substance and prohibit marijuana use, possession, and distribution at institutions of higher education. As such, the use of medical marijuana is prohibited on all UTI campuses and as any part of their activities. In addition, due to the nature of UTI programs and their requirements, UTI cannot accommodate off campus use of medical marijuana. This means students who fail a drug test due to marijuana usage cannot avoid responsibility under UTI policies by claiming that they legally using medical marijuana.

The Institute may discipline its students for off-campus activities that include the illegal use of alcohol or drugs. The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

**Note:** If a student discloses the use of medication associated with cautions related to operating machinery, UTI may require the student to provide documentation from a medical provider indicating the student is able to safely participate in lab environment/lab activities. If documentation is not submitted, UTI may withhold a student from class if a safety concern exists.

Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver’s license, jail time and fines. For statutes and penalties on drug and alcohol offenses in the states where our campuses are located, please refer to the following URLs.

**Arizona** – [www.azleg.gov/ArizonaRevisedStatutes.asp](http://www.azleg.gov/ArizonaRevisedStatutes.asp)

**California** – <http://leginfo.ca.gov/faces/codes.xhtml>

**Florida** – [www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display)

**Illinois** – [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

**Massachusetts** – <https://malegislature.gov/Laws/GeneralLaws>

**North Carolina** – [www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl](http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl)

**Pennsylvania** – [www.pacode.com/secure/browse.asp](http://www.pacode.com/secure/browse.asp)

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)



Possible federal sanctions for illegal possession or individual federal trafficking penalties can be found by visiting the website of the U.S. Drug Enforcement Administration at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

The Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Following is a list of some potential health risks:

### ALCOHOL

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

### DRUGS

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program.

## Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to the Student Services Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware the Institute may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by UTI/NASCAR Tech/MMI indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, UTI MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- When the Institute receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.

- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program.

## Drug Testing Procedures

As part of the Institute's efforts to ensure safety and to promote an alcohol- and drug-free environment, for cause drug or alcohol testing is conducted when reasonable grounds exist. Random drug testing may occur at the campus discretion as well. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use as a result of either random selection or selection for cause will be subject to at least the following school actions, requirements and conditions, at the Institute's discretion:

- Immediate dismissal from school for the remainder of the current course. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the Institute. Documentation noting the assessment and plan of action must be submitted to the Institute prior to the student returning to school.

**Note:** The time taken to enroll in a program will determine whether the student merely "attendance fails" a class, or is suspended or terminated from the Institute for violation of attendance policies.

- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the Institute access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the Institute prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the Institute, may be cause for termination from the Institute until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the Institute, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Advisor on a regular basis (frequency determined by the Advisor) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the Institute.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from course retakes.

Failure to abide by the established guidelines will result in termination of training at the Institute.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the Institute. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to the Institute.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## Available Assistance / Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

Drug and alcohol abuse seminars or awareness workshops may be scheduled intermittently throughout the year and notices are posted on student bulletin boards. Pamphlets and general information regarding illegal drugs and alcohol abuse are available in the Student Services Department. A list of referrals for outside agency assistance, assessment and counseling are available in the Annual Security Report and through the Institute Advisor's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the Student Services Department.

# ADA/504 POLICY

## Notice of Nondiscrimination

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to educational and work communities that are free from prohibited discrimination and harassment. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI has designated the National Director of Student Services as the individual responsible for the coordination and administration of its non-discrimination and harassment policies. In addition, the National Director of Student Services has been designated to coordinate UTI's compliance with Section 504, the ADA and the Age Act. Questions or comments about discrimination or harassment can be directed to the National Director of Student Services at 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, or by calling 800-859-7249 or sending an email to [msheet@uti.edu](mailto:msheet@uti.edu).

Student Services Directors serve as deputy coordinators responsible for the duties mentioned previously at each campus and also can assist with any questions or comments. Their contact information is as follows:

Campus	Campus Address	Toll Free
UTI-Avondale	10695 W. Pierce Street Avondale, AZ 85323	800-859-1202 likingsley@uti.edu
UTI-Bloomfield	1515 Broad Street Bloomfield, NJ 07003	973-866-2200 rtrickett@uti.edu
UTI-Dallas/ Fort Worth	5151 Regent Boulevard Irving, TX 75063	877-873-1092 rdoyal@uti.edu
UTI-Exton	750 Pennsylvania Drive Exton, PA 19341	877-884-3986 rtrickett@uti.edu
UTI-Houston	721 Lockhaven Drive Houston, TX 77073	800-325-0354 mcode@uti.edu
UTI-Lisle	2611 Corporate West Drive Lisle, IL 60532	800-441-4248 kstamp@uti.edu
UTI-Long Beach	4175 E. Conant Street Long Beach, CA 90808	844-308-8838 jramirez@uti.edu
UTI-Norwood	1 Upland Road, Building 200 Norwood, MA 02062	866-753-6553 jcorreia@uti.edu
UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 tjohnson@uti.edu
UTI-Rancho Cucamonga	9494 Haven Avenue Rancho Cucamonga, CA 91730	888-692-7800 jdismukes@uti.edu
UTI-Sacramento	4100 Duckhorn Drive Sacramento, CA 95834	877-884-2254 jgillming@uti.edu
NASCAR Tech	220 Byers Creek Road Mooresville, NC 28117	866-316-2722 amason@uti.edu
MMI/UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 tjohnson@uti.edu
MMI-Phoenix	2844 W. Deer Valley Road Phoenix, AZ 85027	800-528-7995 tchakos@uti.edu
Manufacturer- Specific Advanced Training Programs	16220 N. Scottsdale Road, Suite 500 Scottsdale, AZ 85254	800-859-7249 mperez@uti.edu

For inquiries or reports related to discrimination or harassment on the basis of sex, contact the Title IX Coordinator. The Title IX Coordinator is the National Director of Student Services and can be reached at Universal Technical Institute, Inc., 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, mscheet@uti.edu.

For further information on notice of non-discrimination, you may contact the appropriate federal office by visiting the website <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and telephone number of the office that serves your area, or by calling 800-421-3481.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012  
TDD: 877-521-2172  
Email: OCR@ed.gov

## Students with Disabilities

Except where excused as a matter of law, UTI/NASCAR Tech/MMI is responsible for:

- Providing or arranging through the Director of Student Services or designee reasonable accommodations; reasonable modifications of policies, practices and procedures; and/or appropriate auxiliary aids and services for potential applicants, applicants and students with disabilities in connection with its courses, programs, services or activities, including examinations. These accommodations will be provided at no additional cost to the student.
- Ensuring the school will not make a pre-admission inquiry as to whether an applicant is a person with a disability.
- Ensuring social organizations do not discriminate against persons on the basis of disability.
- Ensuring the school will respond appropriately to incidents of misconduct or harassment (e.g., bullying, hazing, teasing) due to disability.
- Requesting an accommodation, modification or auxiliary aid or service when needed and seeking information, advice and assistance regarding a reasonable and appropriate accommodation, modification or auxiliary aid or service in a timely fashion.

The Institute, potential or active applicants, and students with disabilities may have rights or responsibilities that are not listed above.

## Procedure for Obtaining Modifications / Accommodations

UTI welcomes students with disabilities. UTI is committed to making reasonable, appropriate, and effective modifications (commonly called “accommodations”) in policies, practices, and procedures for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act, and applicable state and local laws. A qualified student with a disability must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. Qualified students with disabilities also must meet the academic and technical standards for admission or participation in UTI’s educational programs and services.

Qualified individuals with disabilities who comply with the process outlined below may receive reasonable modifications tailored to their individual needs to ensure equal access to UTI’s programs and services, provided such modification does not require an adjustment that would alter or waive essential academic requirements or constitute a fundamental alteration of a service, program, or activity. Some examples of modifications may include extended time, use of assistive technology, and assistance liaising with external agencies such as rehabilitative services, if applicable. To receive services, students must:

1. Identify the need for modifications through the Student Services Department.
  - a. Submit the Accommodation Request and Consent Form to the Department of Student Services.
  - b. Provide all requested documentation to the Student Services Department.
2. If found eligible for services, meet with the Director of Student Services or designee to discuss modifications. The Director of Student Services or designee will set up a mutually convenient time for an in-person or telephone conference to review the Accommodation Plan.

3. Provide the Student Services Department with a signed consent form.
4. It is the student's responsibility to provide the Accommodation Form to each instructor. Students must comply with this requirement to receive approved accommodations. Classroom accommodations are not retroactive but effective only upon the student sharing approved accommodations with the instructor. Students who wish to receive classroom accommodations are encouraged to complete the process promptly. They should not wait until after completing a course or activity, or receiving a poor grade to request services.

If a request for accommodations is denied, students may contact the Director of Student Services to discuss or utilize the ADA/Section 504 grievance procedure.

Students are encouraged to submit all requested documentation promptly; ideally, requests for accommodations should be submitted approximately six weeks prior to the start date of the class for which accommodations are requested. This will allow the Student Services Department to ensure that approved accommodations are provided in a timely manner.

## Documentation Requirements

To assist UTI in evaluating requests for accommodations, students with disabilities who seek modifications must provide documentation of the reported disability to the Director of Student Services or designee. Students should provide the Director of Student Services or designee with:

1. Copies of any IEP and Section 504 or other individualized plans. The Student Services Department will evaluate these documents on a case-by-case basis; however, additional and more current documentation may be required; or
2. Signed and dated certification that is on letterhead from an appropriately licensed health care provider, which (a) describes any physical or mental impairment that substantially limits a major life activity; (b) identifies the major life activity(ies) impacted; (c) describes how the impairment affects the student's ability to participate in UTI's courses, programs, services and/or activities; and (d) specifically describes any accommodation or modification recommended and the relationship between the requested modification and the impairment.

If UTI requires additional documentation, the Student Services Department will notify the student. Upon request, students may be required to provide the Director of Student Services or designee with the following from an appropriately licensed or credentialed professional that is on letterhead, dated, and signed:

- An evaluation by an appropriately licensed or credentialed professional stating the nature of the impairment and the current impact of the impairment on the student's ability to participate in postsecondary educational programs and services (also known as "functional limitations").
- A list of recommended accommodations for the student and an explanation of the relationship between the requested accommodations and the impairment.

Students bear the cost of obtaining this documentation. Some students may not need documentation if the disability is permanent, observable, and stable. Documentation provided must be current, generally less than three years old. For conditions that are more permanent, documentation may be less recent. However, more current documentation may be required for chronic or changing conditions. Please consult with the Student Services Department about the need for, and appropriateness of, documentation.

Requests for certain accommodations such as note takes, sign language interpreters, and course materials in alternative format may take several weeks to fulfill. Students should obtain necessary documentation 6-8 weeks in advance of the applicable start date to avoid delays in participating in UTI's programs and activities.

UTI will give primary consideration to the auxiliary aid or service that a student requests but may decide to provide alternative aids or services if they are effective. In addition, an effective alternative may be provided if the requested auxiliary aid or service would fundamentally alter the nature of a service, program or activity.

## STUDENTS WHO ARE DEAF OR HARD OF HEARING AND ARE REQUESTING ACCOMMODATIONS

An IEP or Section 504 plan generally will be sufficient to establish the need for accommodations. However, additional information may be required to determine the appropriate accommodations to be provided. The Student Services Department will make this determination on a case-by-case basis. Upon request, students should provide documentation to support a request for accommodations from appropriate professionals qualified to diagnose and treat hearing impairments, such as audiologists, otolaryngologists, and other speech/hearing specialists.

Documentation should be on letterhead and include:

- The credential of the professional providing the evaluation;
- A diagnosis of deafness or hearing loss and a statement regarding whether the student's hearing is static or changing;
- A discussion of the student's condition and current level of functioning, and how it may impact her/him in a postsecondary educational environment;
- Specific recommendations for accommodations in the academic setting that explain how the recommendations are related to the student's current functional limitations; and
- A summary of assessment procedures and evaluation instruments used to diagnose the student and a narrative summarizing the evaluation results (for students with permanent, lifelong impairments such as deafness, documentation may not need to be as recent).

## SPECIAL NOTE FOR STUDENTS ATTENDING MANUFACTURER-PAID TRAINING PROGRAMS

Students attending manufacturer-paid training programs are eligible to request disability-related accommodations by following the procedure outlined in the ADA/504 policy unless otherwise noted in this paragraph. To request an accommodation, UTI graduates who have an existing accommodation plan should contact the CTG Manager of Support Services at 800-859-7249 or mperez@uti.edu. The Manager of Support Services will review the accommodation request on file as well as the accommodation plan prepared previously. An individualized evaluation of the student's needs, and the nature and requirements of the manufacturer-paid training program will occur to determine the accommodations the student is eligible to receive and to ensure the student remains eligible to receive previously granted accommodations. The Manager of Support Services will review the plan with the student, including any necessary modifications. As described above, students are responsible for providing the plan to the instructor. Students entering these programs from other schools and UTI graduates who do not have a prior accommodation plan must submit an accommodation request and required paperwork to the Manager of Support Services, as outlined in the ADA/504 policy.



## Section 504 / ADA Grievance Procedure

This procedure applies to complaints of discrimination and/or harassment based on disability, including complaints regarding student requests for accommodations or modifications.

1. Filing a complaint: Any individual who believes he or she has been discriminated against based on disability in UTI's programs or activities is encouraged to immediately contact the Director of Student Services. Complaints generally should be filed within 180 days of the date of the alleged discrimination. Complaints filed after this date may be eligible for a discretionary waiver. Requests for a waiver should be made to the Director of Student Services. If there is a conflict of interest with the Director of Student Services, the Campus President will assume all duties assigned to the Director of Student services under this procedure.
2. Optional informal resolution of complaints: A complainant may choose to resolve a complaint informally by participating in a facilitated meeting with the respondent and the Director of Student Services within two weeks of the filing of the complaint. A complainant may end the informal process at any time and request formal resolution of the complaint.
3. Formal resolution of complaints: Unless a complainant elects to participate in the optional informal resolution process, complaints will be addressed through the formal resolution process.
  - a. Within 45 business days of the filing of the complaint or the conclusion of the optional informal resolution process, the Student Services Department will investigate the complaint. The investigation generally will consist of an assessment of the complaint, the gathering and review of relevant documentation, and, if necessary, interview of the complainant, respondent and other relevant witnesses. UTI uses the preponderance of the evidence or "more likely than not" standard of review during its investigation and resolution of complaints.
  - b. If the investigative phase will take longer than 45 days, the Director of Student Services will provide the parties with an explanation for the delay.
  - c. Within one week of the conclusion of the investigation, the Student Services Department will provide the parties with written notice of the outcome of the investigation.
4. This procedure provides for the prompt, adequate, reliable, and impartial resolution of the complaints, including an equal opportunity for the parties to access, review, and present witnesses and other evidence.
5. UTI will provide to the complainant interim measures as appropriate (e.g., arranging for changes in class schedules) and will strive to keep the complaint and investigation confidential to the extent possible. UTI will take steps to prevent the recurrence of any discrimination or harassment and to correct discriminatory effects on the complainant and others, as necessary.
6. UTI does not tolerate retaliation against complainants, witnesses, or any person who participates in the investigatory process or otherwise exercises rights under Section 504 or the ADA. Any retaliatory conduct should be promptly reported to the Director of Student Services.

## Service / Support Animal Policy

Service animals assisting persons with disabilities are welcome in areas open to the public on UTI's campuses. A service animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. In some instances, similarly trained miniature horses

may qualify as service animals. Examples of work or tasks that service animals may perform include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, reminding a person with a mental illness to take prescribed medications, or alerting and protecting a person who is having a seizure. If necessary to determine what service a dog provides, UTI staff may only ask: (1) whether the dog is a service animal required because of a disability and (2) what work or task the dog has been trained to perform. UTI staff will not ask about the individual's disability, require medical documentation or documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. UTI may require additional information with respect to miniature horses.

Service animals may be excluded from UTI's premises if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken. A service animal must be kept under control by a harness, leash or other tether unless the person is unable to hold those or if such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals or other effective means. The person with the disability may remain on campus without the animal if the animal is excluded for the aforementioned reasons. Service animals in training are welcome on UTI's campuses in the same manner and subject to the same requirements as service animals that are fully trained.

UTI will allow support animals on its campuses on a case-by-case basis. Support animals are used by individuals with disabilities for emotional support, well-being or comfort. Because they are not individually trained to perform work or tasks, support animals are not service animals. Students who request to have a support animal on campus must submit the request in writing to the Student Services Department and provide appropriate supporting documentation upon request.

Support animals can be excluded from UTI's premises if the animal is out of control or the animal is not housebroken. They can also be excluded if the animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services. A support animal generally must be kept under control by a harness, leash or other tether unless the person is unable to hold those, or if such use would interfere with the service animal's performance of work or tasks. If such means cannot be used to control the animal, the support animal must be kept under control by voice, signals or other effective means.

Questions regarding service animals should be directed to the Student Services Department. Individuals in Florida, Massachusetts and North Carolina are also covered by their respective state law definitions of "service animal."

## Guidelines For Applicants With Disabilities

UTI does not discriminate against individuals with disabilities seeking to apply to its programs. The admissions application process for students with disabilities is the same as for other students. Applicants with disabilities who may need accommodations in the application process should contact the Student Services Department. Contacts with the Student Services Department are strictly confidential and this information will not be shared with the Admissions Office. UTI is aware that some prospective students with disabilities may choose to disclose their disabilities during the application process (for example, to help UTI understand adverse information in their educational records). Such disclosure is entirely voluntary and optional. UTI will not use any information provided in a discriminatory manner.

# HARASSMENT

All students and employees have the right to learn and work in an environment free from intimidation and harassment because of their gender, race, age, religion, national origin, disability, marital status, sexual orientation and any other legally protected basis. Universal Technical Institute, Inc., and its subsidiaries (collectively, “the Institute”) prohibit harassment by employees and students on the basis of any legally protected characteristics. Such harassment is unlawful, violates the Institute’s policies and will not be tolerated.

Harassment is verbal, written, visual or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his or her race, religion, age, gender, national origin, disability, marital status, sexual orientation or any other legally protected characteristic and that creates an intimidating, hostile or offensive environment, or unreasonably interferes with an individual’s academic or work performance or ability to participate in or benefit from the services, activities or opportunities offered by the Institute.

Harassment may include verbal acts and name-calling; graphic and written statements, including the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment may include activity not intended to harm, not directed at a specific target or not involving repeated incidents. Examples of activities that may constitute harassment are epithets, slurs, negative stereotyping, threatening or intimidating acts, and displaying or circulating denigrating jokes or visual or graphic materials that relate to legally protected characteristics.

Individuals who believe they are victims of or have observed harassment by a student, instructor or staff member should bring the matter to a school official’s attention. The Institute will take immediate and appropriate action to investigate or otherwise determine what occurred in a prompt, thorough and impartial manner. If an investigation reveals unlawful harassment occurred, the Institute will take prompt and appropriate steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and address its effects.

## Sexual Harassment

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. UTI/NASCAR Tech/MMI prohibits sexual harassment, including sexual violence.

## Sexual Misconduct Policy Information

### I. TITLE IX NOTICE OF NON-DISCRIMINATION

Universal Technical Institute (UTI) is dedicated to maintaining safe learning and working environments for students, employees, and third parties. UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI’s policies specifically prohibit dating violence, domestic violence, sexual assault, and stalking, consistent with the Violence Against Women Act (VAWA) amendments to the Clery Act.

UTI has designated the National Director of Student Services and Employment Services to coordinate its compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex. Questions or comments about sexual misconduct, which includes sex discrimination and sexual harassment, can be directed to: National Director of Student Services and Employment Services, Title IX Coordinator, 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, 321-281-9755, or mscheet@uti.edu.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at: U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave., SW, Washington, DC 20202-1100, Telephone: 800-421-3481, FAX: 202-453-6012, TDD: 877-521-2172, Email: OCR@ed.gov.

UTI has identified the Student Services Director at each campus as a Deputy Title IX Coordinator for student-related complaints. These individuals can be contacted as follows:

#### Avondale

10695 W. Pierce Street  
Avondale, AZ 85323  
800-859-1202  
likingsley@uti.edu

#### Houston

721 Lockhaven Drive  
Houston, TX 77073  
800-325-0354  
mcode@uti.edu

#### Lisle

2611 Corporate West Drive  
Lisle, IL 60532  
800-441-4248  
kstamp@uti.edu

#### Rancho Cucamonga

9494 Haven Avenue  
Rancho Cucamonga, CA 91730  
888-692-7800  
jdismukes@uti.edu

#### Exton

750 Pennsylvania Drive  
Exton, PA 19341  
877-884-3986  
disidori@uti.edu

#### Sacramento

4100 Duckhorn Drive  
Sacramento, CA 95834  
877-884-2254  
rgarti@uti.edu

#### NASCAR Tech

220 Byers Creek Road  
Mooresville, NC 28117  
866-316-2722  
amason@uti.edu

#### Norwood

1 Upland Road, Building 200  
Norwood, MA 02062  
866-753-6553  
jcorreia@uti.edu

#### MMI Phoenix

2844 W. Deer Valley Road  
Phoenix, AZ 85027  
800-528-7995  
tchakos@uti.edu

#### MMI/UTI Orlando

9751 Delegates Drive  
Orlando, FL 32837  
or  
2202 Taft Vineland Road  
Orlando, FL 32837  
800-342-9253  
tjohnson@uti.edu

#### Dallas/Fort Worth

5151 Regent Boulevard  
Irving, TX 75063  
877-873-1083  
rdoyal@uti.edu

#### Long Beach

4175 E. Conant Street  
Long Beach, CA 90808  
844-308-8838  
jramirez@uti.edu

#### Bloomfield

1515 Broad Street  
Bloomfield, NJ 07003  
833-207-6077  
rtrickett@uti.edu

Staff may contact a member of the People Services team as outlined below:

#### Karen Mourad

Regional People Services  
Director  
California & Arizona  
Regions 1, 2, 3, 7 & Military  
Ext. 10615  
KMourad@uti.edu

#### Kara Shropshire

People Services Manager  
California & Arizona  
Ext. 14193  
KShropshire@uti.edu

#### Gretchen Elmore

People Services Director  
Home Office  
Ext. 10774  
GElmore@uti.edu

#### Ashley Sharp

Regional People  
Services Director  
Texas, Exton, Lisle  
Regions 4, 5, 6, 8, 12, 13, 16  
Ext. 19062  
ASharp@uti.edu

**Anthony Bernal**  
People Services Manager  
Texas, Exton, Lisle  
Ext. 13125  
anbernal@uti.edu

**Leigh Ann Palone**  
Regional People Services  
Director  
Orlando, NASCAR Tech,  
Norwood, Bloomfield,  
BrokenMyth  
Regions 9, 10, 11, 14  
Ext. 21125  
LPalone@uti.edu

**Jen Semetko**  
People Services Sr. Generalist  
Orlando, NASCAR Tech,  
Norwood, Bloomfield,  
BrokenMyth  
Ext. 21030  
JSemetko@uti.edu

*For cases involving California campuses, the following will not excuse a failure to obtain consent: a respondent's own intoxication or recklessness and a respondent's failure to take reasonable steps to ascertain whether the complainant affirmatively consented.*

**Coercion:** Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** (i) A felony or misdemeanor crime of violence committed—(A) By a current or former spouse or intimate partner of the complainant; (B) By a person with whom the complainant shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Incapacitation:** A person may be unable to give consent due to incapacitation as a result of drug or alcohol use, use of medication, or disability status (for example, a person may be unable to communicate due to a mental or physical condition). A person who is passed out, asleep, or unconscious is incapacitated and cannot consent to sexual activity. In evaluating whether a complainant was incapacitated due to the consumption of alcohol, UTI will consider the totality of the circumstances, including factors such as the presence of slurred speech, an unsteady gait/stumbling, unfocused eyes, and impaired memory.

**Inducing Incapacitation:** To provide alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or incapacitation.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Respondent:** The individual accused of the alleged sex discrimination, sexual harassment, or sexual misconduct.

## II. ANTI-DISCRIMINATION AND ANTI-HARASSMENT STATEMENT

UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI takes prompt, effective action to address sexual misconduct, including sexual harassment and sex discrimination, of which it has notice. This includes taking appropriate steps to determine what occurred, end a hostile environment if one was created, prevent the recurrence of a hostile environment, and provide any necessary remedies. UTI utilizes fair, impartial processes to address allegations of sexual misconduct. If UTI finds that a violation of this policy has occurred, it imposes discipline, provides remedies to affected parties, and implements other corrective actions, as appropriate. UTI strongly prohibits retaliation against individuals who make a complaint of sex discrimination, sexual harassment, or sexual misconduct, participate in Title IX investigations, or otherwise assert rights protected by Title IX. UTI also does not tolerate other forms of "covered conduct," as described below.

## III. SCOPE AND JURISDICTION

This policy applies to students, employees, and third parties, regardless of sex, gender, gender identity, or sexual orientation. It covers sex discrimination that occurs on campus or in, or has a continuing effect on, UTI's programs or activities.

## IV. COVERED CONDUCT— DEFINITIONS AND EXAMPLES

(Additional definitions, including state law definitions and definitions required under the Violence Against Women Act amendments to the Clery Act, are set forth in Appendix A, which can be obtained in Student Services or online at [www.uti.edu/titleix](http://www.uti.edu/titleix).)

**Complainant:** The individual who experienced the alleged sex discrimination, sexual harassment, or sexual misconduct. In certain instances, such as where there is a danger to the UTI community and the individual who experienced the alleged conduct is unable or unwilling to file a complaint, UTI reserves the right to proceed with the complaint based on the relevant details of the situation even if the reporting party does not want to continue.

**Consent:** Affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. A person who is incapacitated cannot consent (see discussion of incapacitation below). Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates consent.

**Retaliation:** Adverse conduct of which the institution is aware, where there is evidence of a causal connection between the conduct and a protected activity such as filing a Title IX complaint, participating in a Title IX investigation, or otherwise asserting rights under Title IX. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living or work environment, threatening, intimidating or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy.

**Sexual Assault:** Non-consensual physical contact of a sexual nature. This includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent. Examples: sexual intercourse with a person who is asleep or unconscious; digital penetration of a person without consent.

**Non-consensual sexual contact:** Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

**Non-consensual sexual intercourse:** Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Sex Discrimination:** Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any UTI program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as conduct that meets the definitions of sexual harassment, sexual assault, and sexual violence, as set forth below. Sex discrimination also includes discrimination on the basis of pregnancy and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).

**Sexual Exploitation:** When a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include invasion of sexual privacy, non-consensual video or audio-taping of sexual activity, voyeurism, going beyond the boundaries of consent, etc.

**Sexual Harassment:** Unwelcome conduct of a sexual nature that unreasonably interferes with an individual's work or educational performance; limits a student's ability to participate in or benefit from the Institute's programs, activities, or opportunities; or creates an intimidating, hostile or offensive work or educational environment. A single or isolated incident of sexual harassment may create a hostile environment if the conduct is sufficiently severe.

In determining whether a hostile environment exists, UTI will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the victim's participation in UTI's programs and activities, the nature and

severity of the conduct at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, unnecessary touching, graphic verbal or visual commentaries about an individual's body, sexually suggestive objects or pictures, sexually explicit jokes, and other verbal, visual or physical conduct of a sexual nature when it is pervasive, persistent, or severe enough to deny access to UTI's programs and activities.

**Sexual Misconduct:** This is an umbrella term that covers the types of conduct covered by this policy, including sex discrimination, sexual harassment, sexual assault, sexual violence, dating and domestic violence, and stalking

**Sexual Violence:** Sexual violence is a particularly severe form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes acts such as rape, sexual assault (forcible and non-forcible), sexual battery and sexual coercion.

**Stalking:** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## V. MAKING A REPORT

Individuals with knowledge of sexual misconduct in UTI's programs or activities are encouraged to immediately make a report to the Title IX or Deputy Title IX Coordinator. Individuals identified in the "Responsible Employees" section below must report incidents of possible sexual misconduct to the Title IX or Deputy Title IX Coordinator within 24 hours of becoming aware of such conduct.

Where to file: Reports can be made in person, or by sending a written complaint to the Title IX and/or Deputy Title IX Coordinator via email or regular mail using the contact information set forth above. A complaint form is available at [www.uti.edu](http://www.uti.edu). If the actions of the Title IX Coordinator are at issue or there is otherwise a conflict of interest, reports should be sent to the Director – Regional People Services, 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, [lpalone@uti.edu](mailto:lpalone@uti.edu). The Title IX Coordinator and all Deputies are campus security authorities and will report applicable data about covered conduct (e.g., date, time, location) for inclusion in UTI's Annual Security Report, which is provided to the campus community and made available to the public, as required by the Clery Act. These disclosures are made without including personally identifying information, including the name of the complainant. In cases involving California campuses, reports of certain sexual misconduct made to campus security authorities will be disclosed to local law enforcement.



When to file: UTI encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit UTI's ability to investigate and respond to the reported.

Contacting local law enforcement: For immediate assistance following an incident, an alleged victim can dial 911 to make a report to local law enforcement, though such a report is not required. The Title IX Coordinator, Deputy Title IX Coordinator, or designee can assist in making such a report. A complainant may pursue simultaneous complaints with UTI and local law enforcement.

Confidentiality: UTI respects the privacy of students, employees, and third parties and shares reports of sexual misconduct on a limited, "need-to-know" basis, consistent with applicable state and federal laws.

If a complainant requests that UTI handle a complaint on a confidential basis, UTI will honor that request where possible. UTI's Title IX Coordinator, Deputy Title IX Coordinator, or designee, reviews requests for confidentiality and determines whether such requests can be honored in light of factors such as the safety of the campus and the number of complaints against a respondent. UTI reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct, where the alleged perpetrator may pose a continuing threat to the UTI community, or in other circumstances where UTI deems appropriate. UTI will promptly notify the complainant of its determination regarding a request for confidentiality.

Individuals who wish to speak with someone in confidence about an experience of sexual misconduct may contact one of the following off-campus resources. UTI does not employ practicing licensed counselors or pastoral counselors, and therefore, does not have any confidential reporting resources on campus.

#### **All Campuses**

- Rape, Abuse, and Incest National Network: [www.rainn.org](http://www.rainn.org)
- National Sexual Assault Hotline: 1-800-656-HOPE
- The National Domestic Violence Hotline: 800-799-7233
- Love is Respect: 866-331-9474; text "loveis" to 22522

#### **Avondale**

- Crisis Response Network, 602-222-9444, [www.crisisnetwork.org](http://www.crisisnetwork.org)
- Community Bridges, 877-211-8661; [www.communitybridgesaz.org](http://www.communitybridgesaz.org)
- West Valley Advocacy Center; 623-930-3720; [www.glendaleaz.com/police/wvac/index.cfm](http://www.glendaleaz.com/police/wvac/index.cfm)

#### **Houston**

- Houston Area Women's Center; 713-528-2121; [www.hawc.org](http://www.hawc.org)
- Family Time Crisis & Counseling Center; 281-446-2615

#### **Lisle**

- YWCA, Rape Crisis Hotline; 630-971-3927
- Sexual Assault Hotline; 815-730-8984
- Rape Crisis Hotline; 888-293-2080

#### **Rancho Cucamonga**

- Cucamonga Counseling; 909-962-7323
- Project SISTER; 909-626-4357 (24 hour hotline)

#### **Exton**

- The Crime Victims' Center of Chester County, Inc; 610-692-7273; [www.cvcofcc.org](http://www.cvcofcc.org)
- Victim Services Center of Montgomery County; 610-277-5200; [www.victimservicescenter.org](http://www.victimservicescenter.org)

#### **Sacramento**

- WEAVE, Inc.; 916-920-2952; [www.weaveinc.org](http://www.weaveinc.org)
- Planned Parenthood; 916-446-6921; <https://www.plannedparenthood.org/>

#### **NASCAR Tech**

- Fifth Street Ministries/My Sister's House; 704-872-4045, Crisis Line 704-872-3403; [www.fifthstreetministries.com](http://www.fifthstreetministries.com)
- Safe Alliance, Inc.; 704-332-9034, Crisis Line 704-375-9900; [www.safealliance.org](http://www.safealliance.org)
- Esther House, 704-961-7502, Crisis Line 704-961-7500; <https://stanlyestherhouse.weebly.com>

#### **Norwood**

- Sexual Assault Prevention & Survivor Services; 617-624-5457; [www.mass.gov/dph/sexualassaultservices](http://www.mass.gov/dph/sexualassaultservices)
- <http://www.mass.gov/eohhs/consumer/physical-health-treatment/health-care-facilities/rape-crisis-centers.html>

#### **MMI Phoenix**

- West Valley Advocacy Center; 623-930-3720; [www.glendaleaz.com/police/wvac/index.cfm](http://www.glendaleaz.com/police/wvac/index.cfm)
- Crisis Response Network, 602-222-9444, [www.crisisnetwork.org](http://www.crisisnetwork.org)
- Community Bridges, 877-211-8661; [www.communitybridgesaz.org](http://www.communitybridgesaz.org)

#### **UTI/MMI Orlando**

- Devereux Florida; 800-338-3738
- Victim Service Center of Central Florida; 407-797-6701; [www.victimservicecenter.com](http://www.victimservicecenter.com)

#### **Dallas/Fort Worth**

- Dallas Area Rape Crisis Center (DARCC) – 972-641-7273
- The Turning Point Rape Crisis Center – 1-800-886-7273
- Parkland Victim Intervention Program/Rape Crisis center – 214-590-2926 or 214-590-0430 (24 hour hotline)
- Victims Outreach – 214-358-5173
- Brighter Tomorrows – 972-262-8383
- TX Council on Family Violence: 512-794-1133

#### **Long Beach**

- YWCA of Greater Los Angeles County; 877-943-5778
- Peace Over Violence: 213-626-3393
- The Domestic Violence Resource Center: 562-437-7233 or 562-437-4663 (hotline)
- 1736 Family Crisis Center; 562-388-7652; <http://www.1736familycrisiscenter.org/>
- CA Partnership to End Domestic Violence; 916-444-7163

#### **Bloomfield**

- New Jersey Coalition Against Sexual Assault; 800-601-7200
- Essex County Sexual Violence Program/Rape Crisis Center; 877-733-2273 or 973-746-0800
- The Safe House; 973-759-2378 or 973-759-2154
- My Sister's Lighthouse Resource Center; 866-768-7987; [www.mysisterslighthouse.org](http://www.mysisterslighthouse.org)
- Women Rising; 201-333-5700; [www.womenrising.org](http://www.womenrising.org)
- Montclair Counseling Center; 973-783-6977

Written notification of resources for reports involving dating violence, domestic violence, sexual assault, and stalking: In cases of dating violence, domestic violence, sexual assault, and stalking, UTI will provide written notification to the complainant and respondent, which includes an explanation of their rights, outside resources, information on preserving evidence, as well as how to request interim measures, including requests to change academic situations or request for “no contact” directives. In addition, the notification contains information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants, both within UTI and in the community whether the offense occurred on or off campus. Information is provided regardless of whether the incident occurred on or off campus.

Amnesty: UTI encourages the reporting of incidents of sexual misconduct and recognizes that some students may be reluctant to make such reports as a result of their personal consumption of drugs or alcohol at the time of the incident. UTI generally will not discipline complainants, respondents, or witnesses for personal consumption of drugs or alcohol in violation of UTI’s policies where such conduct occurred at the time of the incident and did not endanger the health or safety of others. Educational responses to the conduct may be implemented, as appropriate. Note that UTI’s commitment to amnesty in these situations does not prevent action by police or legal authorities against an individual who has illegally consumed alcohol or drugs.

*In California, complainants and witnesses are protected from sanctions for violations of student conduct policies that occurred around the time of the reported incidents, unless UTI finds the violations egregious.*

Interim measures: Interim measures may be available to parties involved in an investigation of sexual misconduct. Interim measures may include no contact orders, changes to academic situations for students, leave for employees, housing transfer for students who are participating in Collegiate Housing Services shared housing, if available, changes in working situations, transportation, or other actions. Such measures, if reasonably available, may be provided regardless of whether the complainant chooses to report the incident to local law enforcement. Interim measures will be administered in an individualized and appropriate manner based on available information, with an intent to preserve the fundamental fairness of the process. Requests for interim measures should be made to the Title IX Coordinator, Deputy Title IX Coordinator, or designee, using the contact information provided above. The Title IX Coordinator, Deputy Title IX Coordinator, or designee, may also, at any point during an investigation, determine that interim measures will be implemented without a request for such being made. UTI will maintain as confidential any interim measures provided, to the extent that maintaining such confidentiality would not impair UTI’s ability to implement the measure.

*Orders of protection: If a party has obtained an ex parte order of protection, full order of protection, or any other restraining order or no contact order against another from a criminal, civil or tribal court, the order should be provided to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. UTI will take all reasonable and legal action to implement such an order. If an order is violated, local law enforcement can also be contacted for assistance.*

Preservation of evidence: The preservation of evidence is crucial in sexual misconduct cases. Regardless of whether the individual chooses to report the incident, UTI encourages individuals of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat injuries, test for and treat sexually transmitted diseases, test for pregnancy, and provide emergency contraception (if requested). If a complainant chooses to obtain a forensic examination following a sexual assault, the complainant may wish to avoid the following activities prior to the examination to preserve evidence: showering, drinking, eating, douching, brushing teeth or hair, or changing clothes. In addition, hospitals can also test for the presence of alcohol or drugs and perform a rape evidence collection procedure or coordinate these services with another provider if needed. It is also important to take steps to preserve other types of evidence such as pictures, emails, text messages, social media posts, etc., rather than evidence of physical contact and violence.

## VI. RESPONSIBLE EMPLOYEES

Responsible employees must report to the Title IX Coordinator and/or Deputy Title IX Coordinator all information about the incident of possible sexual misconduct of which they are aware. This may include the names of the parties, the date, time, and location of the incident, and available facts about what occurred. Responsible employees should not undertake any investigation of the incident unless specifically directed to do by the Title IX or Deputy Title IX Coordinator or designee.

Responsible employees include employees who have the authority to take action to redress sexual misconduct; who have been given the duty of reporting incidents of sexual misconduct or other student misconduct; or whom a student could reasonably believe has this duty. UTI has designated the following personnel as responsible employees: Student Services Directors, Student Services Supervisors, Senior Student Affairs Advisors, Student Affairs Advisors, Education Directors, Education Managers, and People Services staff.

UTI employees who have not been designated as responsible employees are strongly encouraged to report to the Title IX Coordinator incidents of sexual misconduct of which they are aware.

## VII. INFORMAL RESOLUTION

Parties may agree to participate in the informal resolution of a complaint that does not involve a full investigation and adjudication. Informal resolution, such as mediation, may only be attempted if voluntarily agreed to by both parties after receiving a full disclosure of the allegations and their options for formal resolution, and with the Title IX Coordinator, Deputy Title IX Coordinator, or designee determining that the particular complaint is appropriate for an informal process. UTI will not require that a complainant informally resolve a complaint directly with the respondent.

If informal resolution is pursued, either party may terminate the process and elevate the complaint to or continue with the formal process. In addition, the Title IX Coordinator, Deputy Title IX Coordinator, or designee has the discretion to discontinue an informal process at any time if, for example, one or both parties are not adequately and timely participating.

If an informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.

## VIII. PROCEDURE ONCE A REPORT IS RECEIVED

Standard of review: UTI uses the preponderance of the evidence or “more likely than not” standard of review during the investigation and resolution of complaints of sexual misconduct.

Response by the Title IX/Deputy Title IX Coordinator:

Evaluation: The Title IX Coordinator, Deputy Title IX Coordinator or designee will review all reports of sexual misconduct within 7 calendar days of receipt and will determine the appropriate response. If there are jurisdictional considerations that preclude Title IX consideration, the complainant will be notified of such limitations. If the complaint is dismissed at this stage, the complainant will receive written notice of the outcome and has the opportunity to appeal the determination using the appeal procedure below.

Investigation: Within 10 calendar days of receiving the report, the Title IX Coordinator, Deputy Title IX Coordinator, or designee will commence an investigation of the allegation(s), if appropriate. If an investigation is commenced, a prompt written notice will be provided to the respondent of the allegations constituting a potential violation of this policy, including the identities of the parties involved, the specific section of this policy allegedly violated, the precise conduct constituting the potential violation, and the date and location of the alleged incident.

The investigation may include contacting the complainant, respondent, and relevant witnesses to obtain additional information about the allegation(s), and the parties will receive written notice in advance of such a meeting so that they have sufficient time to prepare for meaningful participation. UTI has developed trauma-informed protocols for interviewing complainants that include follow-up and support, as appropriate. Similarly, UTI ensures that respondents receive a fundamentally fair process that is sensitive to the possibility that a respondent may be facing simultaneous criminal charges.

The complainant and respondent will have an equal opportunity to provide witnesses and evidence throughout the process; the Title IX Coordinator and/or Deputy Title IX Coordinator will assist the parties in locating and identifying witnesses, as appropriate. Both parties will have meaningful access to evidence and opportunity to respond. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

The Title IX and/or Deputy Title IX Coordinator generally will conclude the investigation within 30 calendar days. This timeframe may be extended in extenuating circumstances (e.g., school breaks). The Title IX and/or Deputy Title IX Coordinator will notify the parties of any delays and the reasons for the delays.

Investigatory report: At the conclusion of the investigation, the Title IX Coordinator, Deputy Title IX Coordinator or designee will prepare a preliminary investigatory report that summarizes the evidence, makes factual findings and determines whether sexual misconduct has occurred. Both parties will be provided with an opportunity to review the preliminary report and allowed to respond to it, in writing, within 3 calendar days. Upon consideration of the parties’ written comments to the preliminary report, if any, the Title IX Coordinator, Deputy Title IX Coordinator, or designee may find the respondent responsible or not responsible for the alleged violation, or may find that there is insufficient evidence to make such a finding. If the Title IX Coordinator, Deputy Title IX Coordinator, or designee finds the respondent responsible, the Title IX Coordinator, Deputy Title IX Coordinator or, designee will

impose an appropriate sanction and determine whether any remedies should be provided to the complainant and/or campus community.

Notice of the outcome: Within 15 calendar days of the conclusion of the investigation, the complainant and respondent will receive concurrent/simultaneous written notice of the outcome, including any sanction imposed, consistent with applicable state and federal privacy laws, as well as notification of the applicable appeal procedures.

Advisor of choice: In cases of sexual misconduct, the complainant and respondent may choose to have an advisor of their choice present during meetings or disciplinary proceedings. If a party selects an advisor who is an attorney, the party must notify the Title IX Coordinator or Deputy Title IX Coordinator at least 24 hours prior to the first meeting or disciplinary proceeding in which the advisor will be in attendance. During a meeting or proceeding, the advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved, and must agree to maintain the confidentiality of the process. The complainant and respondent have the same opportunity to have an advisor present during meetings and other aspects of the disciplinary proceeding. Advisors are present to support their advisees and must refrain from interrupting or disrupting interviews or other meetings with campus officials or their designees. Advisors may not speak during interviews or meetings unless invited to do so by a campus official or designee. One warning will be given if an advisor attempts to actively participate without being invited to do so or otherwise becomes disruptive. If the behavior continues, the advisor will be asked to leave the meeting or interview. Meetings or interviews generally will not be re-scheduled because an advisor is unavailable to attend.

Timeframes: The investigation and resolution of the complaint will be done in a timely manner. The Title IX Coordinator, Deputy Title IX Coordinator, or designee will provide regular status updates to the parties. All timeframes identified in this policy may be extended for good cause or if UTI determines in its discretion that a deadline should be extended, in which case UTI will notify the parties in writing of the extension and the rationale for it.

Training: The Title IX Coordinator and others with responsibilities under this policy receive training, including trauma-informed training, on at least an annual basis.

Recordkeeping: UTI maintains records related to complaints of sexual misconduct consistent with its record retention policy and federal and state laws.

## IX. SANCTIONS AND REMEDIES

Sanctions for students may include sexual assault or other related training, no contact directives, bans from specific areas of campus, professionalism infractions, removal from a course, requirement to change sessions, suspension, or termination from school. For employees, sanctions may include a final warning with sexual assault training or termination. As to third parties, UTI will implement available sanctions, such as bans from campus, as appropriate. UTI will also abide by and support any sanctions imposed by law enforcement. UTI will also provide remedies or other corrective actions to the complainant and campus community, as appropriate, such as educational programming, policy review and revision, and counseling.

## X. APPEAL PROCEDURE

The complainant and respondent have an equal right to appeal outcome decisions made by the Title IX Coordinator, Deputy Title IX Coordinator, or designee. Appeals may be made on the following bases: (1) a party obtains new relevant evidence that was unavailable at the time of the investigation and could change the outcome of the investigation; (2) there is evidence of procedural error significant enough to call the outcome of the investigation into question; or (3) the sanction was substantially disproportionate to the findings. Appeals must be made to Rhonda Turner, SVP People Services, at 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, rturner@uti.edu. Appeals must be filed within 7 calendar days of the date that written notice of the outcome was provided. The SVP People Services will decide the appeal promptly but generally within 30 calendar days and provide the respondent and complainant with concurrent/simultaneous written notice of the final determination within 7 calendar days of making the final determination, including any changes to the previous determination and/or the sanctions imposed. The appeal decision is final and not subject to further appeal.

## XI. RESOURCES

In addition to the resources provided above, additional on- and off-campus resources are listed on UTI's webpage at [www.uti.edu](http://www.uti.edu). Written information about resources and services also may be obtained by contacting the Title IX Coordinator, Deputy Title IX Coordinator, or in the Student Services Department.

## XII. PREVENTION AND AWARENESS PROGRAMS

UTI is committed to having in place sexual misconduct, including dating violence, domestic violence and stalking, prevention and awareness programs for students and employees. UTI implements prevention and awareness programming during new student and new employee orientation. Informational prevention and awareness materials also are available on an on-going basis.

## XIII. NON-FRATERNIZATION

UTI has a Non-Fraternization Policy set forth in its Course Catalog and Employee Handbook. UTI employees may not engage in conduct of a sexual nature with any students or with employees where there is supervisory or evaluative relationship, regardless of whether such conduct is consensual. Conduct in violation of the Non-Fraternization Policy also may be addressed under the Title IX Policy if the conduct meets one of the definitions above (e.g., sexual harassment, dating or domestic violence, stalking).

## XIV. PROHIBITION AGAINST RETALIATION

Retaliation in any form (including acts of intimidation or harassment) against any person who makes a Title IX report, witnesses or experiences harassment, or asserts rights under Title IX will also not be tolerated. Reports of retaliatory conduct should be made to the Title IX Coordinator and/or Deputy Title IX Coordinator using the contact information set forth above.

## XV. FALSE REPORTING

Allegations of discrimination and harassment are extremely serious and must be made honestly and in good faith. Knowingly providing false information to a school official may result in disciplinary action up to and including termination for employees, and suspension or termination for students.

## Statement of Non-Discrimination on the Basis of Gender Identity or Expression

Universal Technical Institute is committed to maintaining safe learning and working environments for students, employees and third parties. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI welcomes students who are transgender and does not discriminate based on gender identity or expression. UTI provides the following information to help ensure an inclusive experience for students, regardless of their gender identity or expression:

### NAMES AND PRONOUNS

Students who wish to use names and pronouns that reflect their gender identity or expression rather than their birth names may contact Student Services to discuss their needs. The Student Services Director reviews requests and works with students and UTI administrators to address students' requests. For example, if a student wishes to use the name "Jane Doe" rather than the birth name "John Doe," the Student Services Director works with the student to complete a Preferred Name Change Request document.

### RESTROOMS

Transgender students may use the restroom of their choice, including the restroom that corresponds to the students' gender identity or expression. For example, a student who is transitioning from male to female may use the women's restroom. On some UTI campuses, a limited number of gender-neutral restrooms may be available.

### DRESS CODE

UTI has in place certain dress code standards to ensure the safety of students in the laboratory environment. Transgender students may follow the dress code that corresponds to their gender identity or expression.

### ON-CAMPUS SUPPORT

Transgender students who have questions about this notice may contact the Student Services Department on campus.

### HOW TO RAISE CONCERNS

Students who have concerns about possible discrimination or harassment based on gender identity or expression in UTI's programs or activities are encouraged to contact UTI's Title IX Coordinator. UTI takes prompt and appropriate action to address discrimination or harassment in its programs and activities, including taking steps to end discrimination or harassment, eliminating a hostile environment if one has been created, and preventing the recurrence of future discrimination or harassment. UTI's Title IX Coordinator may be reached at:

National Director of Student Services  
Title IX Coordinator  
16220 N. Scottsdale Road, Suite 500  
Scottsdale, AZ 85254  
800-859-7249  
mscheet@uti.edu

UTI's Title IX Policy—which sets forth UTI's prohibition against discrimination, harassment and retaliation based on sex, including gender identity or expression—is available at [www.uti.edu](http://www.uti.edu) or in the Student Services Department. The Policy also explains how to obtain interim remedies and the procedure for resolving complaints.



## Campus Sexual Assault Victims' Bill of Rights

In accordance with the Campus Sexual Assault Victims' Bill of Rights Act of 1991, the following rights shall be accorded, by all campus officers, administrators and employees of this Institution, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims:
  - a. Not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or
  - b. Report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because:
  - a. Victims are somehow "responsible" for the commission of crimes against them;
  - b. Victims were contributorily negligent or assumed the risk of being assaulted; or
  - c. By reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the Institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the Institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.
10. In addition to the above rights, sexual assault victims have a right to be free from sexual or physical intimidation in campus housing and in campus accommodations for which the college receives any compensation, direct or indirect.

## NON-FRATERNIZATION POLICY

### Purpose

Relationships between individuals in inherently unequal positions should be conducted so as to avoid conflicts of interest, exploitation or personal bias. Such relationships may undermine the integrity of the supervision and evaluation process as well as affect the trust inherent in the educational environment. It is the policy of Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") that social or business relationships between individuals in unequal positions not be conducted if such relationships have the potential to threaten the integrity of the supervision and evaluation process.

### Policy

Institute faculty, administration and staff shall not establish inappropriate intimate, sexual, business, contractual or other social relationships with any student, subordinate or colleague upon whose academic or work performance he or she will be required to make professional judgments. The Institute considers it a violation of this policy for any member of Institute faculty, administration or staff to offer or request sexual favors, make sexual advances, engage in sexual conduct, propose or engage in inappropriate business relationships, enter contractual arrangements, purchase or sell goods or services, hire or employ, or inappropriately socialize with any person who is:

- Enrolled in a class at the Institute.
- Receiving academic advising or mentoring at the Institute.
- Working in a capacity at the Institute where the faculty, administrator or staff member is in a position to evaluate the work of such person.
- Subject to any form of evaluation by the faculty member, administrator or staff member.

The list above is not exhaustive and other situations of fraternization may also result in a violation of this policy. In all circumstances, consent may not be considered a defense to engaging in sexual advances, sexual conduct, or sexual harassment, or engaging in contractual relationships or other inappropriate business relationships with a person whose academic or work performance he or she will be required to evaluate. The determination of what constitutes inappropriate fraternization depends on the specific facts and circumstances in which the conduct occurs. Violations of this policy may result in disciplinary action, up to and including employment termination.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following guidelines represent the policy of the Universal Technical Institute, Inc., and its subsidiaries (collectively, the "Institute") concerning the rights of students with respect to their education records under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g et seq; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is Institute policy to annually inform individuals attending educational institutions of students' rights under FERPA. Students' rights include the right to inspect and review their education records; to request the amendment of their education records; to provide written consent before the Institution discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education.

### **I. Students' Rights to Inspect and Review Education Records**

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the Institution receives the request for access.

A student is any person who is or has been in attendance at an educational institution.

Education records are any records that are directly related to the student and maintained by an educational institute or an agent of the Institution. Such records include information recorded in any way, such as typewritten, handwritten, computer-generated, video, audio, film, microfilm, microfiche or e-mail.

Students do not have the right to inspect and review the following information:

- Records kept in the sole possession of the maker thereof that are used only as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record.
- Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his or her professional capacity and created, maintained, or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing that treatment. However, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.
- Grades on peer-graded papers before they are collected and recorded by an instructor.
- Records relating to a student who is employed by an educational agency or institution as long as the individual is not employed as a result of his or her status as a student. The records must be made and maintained in the normal course of business and relate exclusively to the individual in that individual's capacity as an employee.
- Records created for a law enforcement purpose by a law enforcement unit of an educational institution and maintained by the law enforcement unit.
- Records created or received by an educational institution after the individual is no longer attending the institution and that are not directly related to the individual's attendance as a student.
- Financial records, including any information those records contain, of the parents of a student.
- Those portions of a student's records that contain information on other students.
- Confidential letters and statements of recommendation placed in a student's education records before July 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendation placed in the student's education records after July 1, 1975 and to which the student has waived the right to review and access as long as the waiver is made in writing and signed by the student. The waiver may be used for confidential letters or statement of recommendation

that relate to the student's admission to the Institution, application for employment, or receipt of an honor or honorary recognition.

- The Institution may not require the waiver as a condition for admission to or receipt of any service or benefit from the Institution. If the student chooses to waive his or her right of access, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked by the student in writing at any time and the revocation will apply to all subsequent recommendations.

### **II. Procedure with Respect to Inspection and Review of Records**

A student's request to inspect and review his or her records shall be made in writing (whether or not the student personally appears) and shall identify the record(s) the student wishes to inspect. The request should be addressed to the Director of Student Services at the relevant educational institution.

The Institution will provide access within a reasonable period of time but not more than forty-five (45) days after it has received the request. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

The Institution may require the presence of an Institution official during the inspection and review of a student's records. If circumstances effectively prevent the parent or eligible student from being able to inspect and review the records, a copy of the record may be provided or other arrangements may be made for the individual to inspect the records. A fee of 25 cents per page may be assessed unless UTI determines such cost would prevent the student's access to the records. In such cases, the fee may be reduced or waived.

The Institution will respond to reasonable requests from the student for explanations and interpretations of records inspected and reviewed.

The Institute will not destroy any education records if there is an outstanding request to inspect and review the records.

No fees will be charged to search for or to retrieve the education records of a student in response to requests made in accordance with this policy.

### **III. Students' Rights to Request Amendment of Their Education Records**

A student who believes that information contained in his or her educational records is inaccurate or misleading, or violates his or her privacy may request that the Institution amend the records. The Institution will decide whether to do so within a reasonable period of time. If the Institution declines to amend the student's records, it will inform the student of that decision and the student's right to a hearing. A hearing may not be requested by a student to contest the assignment of a grade unless the grade was recorded inaccurately in the student's record.

If as a result of a hearing the Institution determines that a student's record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution will inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the Institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

If as a result of a hearing the Institute determines a student's record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution shall amend the record accordingly and inform the student of the amendment in writing.

#### **IV. Student's Rights to Consent Before the Institution Discloses Personally Identifiable Information Contained in the Student's Education Records, Except to the Extent That FERPA Authorizes Disclosure Without Consent**

Generally, the Institution may not disclose education records or personally identifiable information from education records to anyone other than the student without prior consent of the student. The consent must be written, signed and dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

The Institution may only disclose education records without prior written student consent if it redacts all personally identifiable information such that the student's identity is not personally identifiable or, under certain limited circumstances, to include:

- Disclosures to school officials with legitimate educational interests. School officials of an educational institution include instructional or administrative personnel, attorneys, accountants, and any other individuals or parties with whom the Institution has contracted to provide services to or on behalf of the Institution (such as an auditor or collection agent). A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her instructional, supervisory, advisory, administrative, or other authorized professional responsibilities or duties for the educational Institution.
- Disclosures to officials of other schools in which a student seeks or intends to enroll or is enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- Disclosures to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities, but only in connection with an audit or evaluation of federally or state-supported educational program, or for the enforcement of or compliance with federal legal requirements relating to those programs.
- Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of the aid, the conditions of aid or enforcement of terms or conditions of the aid.
- Disclosures to state and local officials to which such information is specifically required to be reported by effective state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. With respect to such laws adopted after Nov. 19, 1974, the recipients of the information shall certify in writing to the Institute that the information will not be disclosed to any other party (except as provided under state law) without the prior written consent of the student.

- Disclosures to organizations conducting studies for or on behalf of an institution to develop, validate or administer predictive tests; administer student aid programs or improve instruction. The studies must be conducted in a manner that does not permit data access by anyone other than representatives of the organization with legitimate interests in the information. The information must be destroyed when no longer needed for the purposes of the study and the Institution must enter into a written agreement with the organization limiting the use of the information.
- Disclosures to accrediting organizations for purposes necessary to carry out their functions.
- Disclosures to parents of a student who is a dependent for income tax purposes.
- Disclosures to comply with a judicial order or lawfully issued subpoena, but only after the Institution makes a reasonable effort to notify the student of the order or subpoena so the student may seek protective action unless the order or subpoena prohibits such notification.
- Disclosures to appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
- Disclosures in connection with Institutional disciplinary proceedings. The Institution must not disclose the final results of the disciplinary proceeding unless it determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the Institution's rules or policies.
- Disclosure to the parent or legal guardian of a student under the age of 21 information regarding any violation of Institutional policy or state, federal or local law governing the use or possession of alcohol or a controlled substance if the school determines the student has committed a disciplinary violation with respect to that use or possession.
- Disclosures concerning sex offenders and other individuals required to register under the Violence Crime Control and Law Enforcement Act of 1994.
- Disclosures of directory information as described in this Catalog.

Generally, an educational institution may only make disclosures without the student's prior consent under one of the exceptions above on the condition the recipient will not disclose the information to any other party without the prior consent of the student and the information may only be used for the purposes for which disclosure was made. Failure to obey the limitations on redisclosure of personally identifiable information may result in a party being prohibited from receiving further information for at least five (5) years.

## DIRECTORY INFORMATION

Educational institutions may disclose to anyone, without prior student consent, information designated as directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Under this policy, directory information includes:

- Student's full name
- Addresses
- E-mail address
- Telephone listing
- Date of birth
- Field of study
- Degrees and awards received
- Most recent previous school attended
- Photograph
- Dates of Attendance
- Enrollment status

Directory information never includes:

- Social Security Number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender
- Class schedule
- Next-of-kin information

The Institute will give annual public notice to students of additional categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the Institute that he or she does not wish any or all of the information designated as directory information to be disclosed.

Students may prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Student Services Director. The request should be dated and signed by the student.

## RECORDS OF DISCLOSURE

The Institute generally must maintain a record for each request for access to and each disclosure of personally identifiable information from the education records of each student. The record must be maintained with the education records of the student for as long as the education records are maintained. This record of the request for access and disclosure must include the identity of the requester, the identity of the recipient and the requester's legitimate interests. Disclosures in response to a health or safety emergency must include a record of the articulable and significant threat to the health of a student or other individual that formed the basis of the threat as well as the parties to whom the information was disclosed. Records of requests for access and disclosure of information are not required to be made for certain disclosures.

## REVISIONS TO POLICIES AND PROCEDURES

At its discretion, the school reserves the right to revise all terms, provisions, policies, requirements and procedures contained in this Catalog and Catalog Addendum. Each student will be bound and must comply with all terms, provisions, policies, requirements and procedures contained in this Catalog and Catalog Addendum.

**Note:** If discrepancies are found between the Catalog and Catalog Addendum, the Catalog Addendum prevails.

# VOTER REGISTRATION

UTI/NASCAR Tech/MMI encourages eligible students to register to vote. Voter registration forms are available in the Student Services Department. For more information, see the Student Services team members. Students can also register at [www.uti.edu/student-services/rock-the-vote](http://www.uti.edu/student-services/rock-the-vote).

# UTI/NASCAR TECH/MMI PROGRAM DISCLOSURE

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.uti.edu/disclosure](http://www.uti.edu/disclosure).

# FINANCIAL AID AND GENERAL FINANCE

## Federal Financial Aid

UTI/NASCAR Tech/MMI Institutions are designated by the U.S. Department of Education (ED) as eligible for participation in federal programs of student financial assistance under Title IV of the Higher Education Act of 1965 as amended (federal financial aid programs). UTI/NASCAR Tech/MMI participates in federal financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant (IASG)
- William D. Ford Federal Direct Student Loan Program
- Federal Direct PLUS Loan Program

Assistance from the federal financial aid programs is available to those who qualify. Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

## GENERAL REQUIREMENTS

General eligibility requirements for financial aid program funds include the following:

- Student must be a U.S. citizen or eligible noncitizen.
- Student must be enrolled in an eligible program of study.
- Student cannot also be enrolled in elementary or secondary school.
- Student must have a high school diploma or general educational development (GED) credential or prior to July 1, 2012, have met alternative Ability to Benefit testing admission requirements consistent with UTI policies.
- Student must make satisfactory academic progress (SAP).
- Student must meet enrollment status requirements.
- Student must have resolved any drug conviction issue. Certain charges or convictions for drug offenses may limit a student's ability to receive federal student loans and grants.
- Student must have a timely registration for Selective Service, if required by law.

To apply for assistance from the various federal financial aid programs, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). The UTI/NASCAR Tech/MMI Financial Aid Staff will guide and assist the family with this application process.



To receive federal financial aid program funds for each academic year of a program of study, the completion of a new FAFSA is required for each federal award year, which starts on July 1 and ends the following June 30. Various components of the FAFSA data are used by the U.S. Department of Education to derive an Expected Family Contribution (EFC), which in turn determines eligibility for various federal Title IV aid program funds. UTI/NASCAR Tech/MMI makes financial aid advisement available to all students and their families throughout the student lifecycle—from prospective inquiry to graduation and beyond. Federal, private, state and institutional loans must be repaid by the student or parent borrower. Dissatisfaction with or non-receipt of the educational services offered by UTI/NASCAR Tech/MMI will not release the borrower from repayment responsibility for any educational loan made for enrollment or attendance at UTI/NASCAR Tech/MMI.

## Verification

Following procedures established by federal regulations, a federal financial aid applicant may be selected for the verification process by the U.S. Department of Education. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on the FAFSA. An asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement Report identifies applicants selected for verification. For those selected, UTI/NASCAR Tech/MMI requires verification to be complete prior to the award and disbursement of federal financial aid funds.

If an applicant is selected for verification, UTI/NASCAR Tech/MMI will request appropriate documentation, which may include an IRS tax transcript from the student and parent (and spouse, if applicable) and a completed verification worksheet. Additional documents may be requested by UTI/NASCAR Tech/MMI to complete the application process. A student will receive written notification from UTI/NASCAR Tech/MMI of the verification requirements and deadlines for completion of the process. Failure to comply with any request for verification documents can result in disqualification for federal financial aid program funds. Based on the documentation provided to achieve an accurate FAFSA output and expected family contribution for aid awarding purposes, UTI/NASCAR Tech/MMI will perform corrections to FAFSA data and submit it to the U.S. Department of Education as needed.

## Professional Judgment

UTI/NASCAR Tech/MMI may use “professional judgment” to exercise discretion to accommodate special circumstances with respect to some aspects of eligibility for federal financial aid program funds. The use of professional judgment allows UTI/NASCAR Tech/MMI to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. UTI/NASCAR Tech/MMI uses professional judgment strictly on a case-by-case basis and requires stringent documentation to support decisions made.

Special circumstances include conditions that differentiate an individual student from a whole class of students. UTI/NASCAR Tech/MMI will not accept professional judgments made for a student by another school, but will review the circumstances and, if appropriate, document the professional judgment decision. The decision made by UTI/NASCAR Tech/MMI regarding professional judgment is final and cannot be appealed to the U.S. Department of Education.

Where applicants have also been selected for verification, UTI/NASCAR Tech/MMI will complete verification before exercising professional judgment.

## Financial Aid Awarding

The law requires financial aid administrators to determine whether a student is eligible for Federal Pell Grant funds prior to awarding federal loan programs, thereby reducing the student’s need for borrowing. Federal Pell Grant eligibility is determined before originating a subsidized or unsubsidized Federal Direct Loan for the student. In addition, an unsubsidized Direct Loan is not originated without first determining the financial need for a subsidized Federal Direct Loan. However, if the amount of the subsidized Federal Direct Loan is \$200 or less and that amount can be included as part of an unsubsidized Federal Direct Loan, UTI/NASCAR Tech/MMI is not required to originate a separate subsidized Federal Direct Loan. For a dependent student, UTI/NASCAR Tech/MMI cannot originate a PLUS and disburse PLUS funds without first determining the Federal Pell Grant and subsidized Federal Direct Loan eligibility for the student.

Prior to students receiving private non-federal loans, UTI/NASCAR Tech/MMI requires the exhaustion of all less expensive federal aid eligibility available to the student, to assist in encouraging wise debt management. In no case will a combination of federal, state and private aid be permitted to exceed the student’s cost of attendance as determined by UTI/NASCAR Tech/MMI.

Federal grants and loans are processed in academic year increments, which for the purposes of federal aid is defined as a minimum of 24 credits and 30 weeks of instructional time. An academic year is divided into two payment periods during which financial aid funds are ordinarily disbursed. A student is generally eligible to receive funds shortly after attendance has begun during the first payment period at the beginning of the academic year and during the second payment period after the midpoint of the academic year. An estimated disbursement schedule is provided in an award notification. To meet eligibility standards for second and subsequent federal aid disbursements, the student must successfully complete both the credits attempted and the instructional weeks in the first payment period of the academic year as well as maintain satisfactory academic progress (SAP) according to UTI/NASCAR Tech/MMI policy. Leaves of absence as well as course failures may delay the timing of scheduled disbursements.

## Application of Financial Aid Funds

UTI will apply funds received from a Title IV financial aid disbursement to unpaid allowable charges for the current payment period. Any remaining Title IV credit balance will be disbursed in the form of a stipend check to the student or parent, in the case of a PLUS loan, the disbursement will occur no later than the end of the academic year for which it was received. Receipt of a stipend does not signify all balances due for other periods have been paid in full. Students and/or parents are advised that any stipend check generated as a result of Title IV funds will be voided if it remains uncashed for 90 days or more, and the funds will be returned to the U.S. Department of Education.

### FEDERAL PELL GRANT

The Federal Pell Grant is a need-based grant that generally does not have to be repaid. For eligible students, Federal Pell Grants are the foundation upon which all other financial aid awards are built. Current award year amounts range up to \$6,095. The amount a student may receive depends on financial need as determined by the student’s EFC, the student’s cost of attendance and the percentage of the student’s enrollment at UTI/NASCAR Tech/MMI that is within the current federal award year.

## FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

Federal SEOG is a need-based grant that generally does not require repayment. SEOG awards are made to students who are also Federal Pell Grant recipients with exceptional financial need. UTI/NASCAR Tech/MMI is allocated a limited amount of SEOG funds from the U. S. Department of Education each year to award to eligible students, so no assurance of an award can be made. Current awards of SEOG at UTI range up to \$1,000.

## IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

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

- Under 24 years of age, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

## WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Federal Direct Student Loans are made by the U.S. Department of Education. Federal Direct Student Loans may be subsidized (need-based) or unsubsidized (non-need-based). Depending on financial need, UTI/NASCAR Tech/MMI students often receive a combination of both subsidized and unsubsidized loans each academic year. As required by federal regulation, UTI/NASCAR Tech/MMI will report information about borrowers' loans to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders and guarantors for specific purposes as authorized by the U.S. Department of Education.

## SUBSIDIZED FEDERAL DIRECT STUDENT LOANS

The interest rate for new subsidized Federal Direct Student Loans first disbursed after July 1, 2017, is fixed at 4.45%. Subsidized Federal Direct Student Loans are interest-free while the student is enrolled in school at least half-time. Loan repayment follows a six-month grace period that starts the day after the borrower graduates, drops below half-time or withdraws from school. Repayment begins after the end of the grace period.

Upon completion of the financial aid application process, UTI/NASCAR Tech/MMI will recommend the Federal Direct Student Loan amounts to be borrowed based on a student's need and will also advise on next steps. A student may choose to borrow an amount up to financial need but not more than the annual maximum eligible loan amount based on student grade level and dependency status. Other terms and conditions for Federal Direct Student Loans can be reviewed online at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

## FEDERAL DIRECT PLUS LOAN PROGRAM

The Federal Direct PLUS Loan is for parent borrowers of dependent students and provides additional funds for educational expenses. PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need but must complete the FAFSA to ensure all potential federal grant aid is first determined and undergo a credit check by the Department of Education. Currently, the interest rate for new PLUS loans is fixed at 7.0%. Interest is charged during all enrollment, deferment and forbearance periods. Repayment begins within 60 calendar days of disbursement, with deferments available under certain conditions. Federal Direct PLUS loans cannot exceed the cost of education minus other financial aid. Parents may request to borrow up to this amount. More information, including other terms and conditions,

can be reviewed at <https://studentaid.ed.gov/sa/types/loans/plus> or with a Campus Financial Aid Advisor.

## Loan Payment Calculator

Loan payment calculators for students or potential students to calculate monthly payments under the standard and extended repayment plans are available at [finaid.org/calculators/loanpayments.phtml](http://finaid.org/calculators/loanpayments.phtml). Additional information regarding various repayment plans such as standard, extended, graduated, income contingent, and income based plans is also available at [www2.ed.gov/offices/OSFAP/DirectLoan/calc.html](http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html).

## Federal Student Loan Counseling

### ENTRANCE COUNSELING

UTI/NASCAR Tech/MMI requires Federal Direct Student Loan borrowers to complete loan entrance counseling prior to a first disbursement of loan funds. Entrance counseling must be completed online at [www.studentloans.gov](http://www.studentloans.gov). Students lacking outside computer access may use the computer lab in the campus learning center. Members of the campus financial aid staff are available to answer any questions. Entrance counseling generally includes the following:

- explanation of the use of a master promissory note (MPN)
- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- other terms and conditions

### EXIT COUNSELING

UTI/NASCAR Tech/MMI ensures loan exit counseling is conducted prior to graduation or via mail within 30 days of withdrawal from enrollment. Graduating students must complete their required exit counseling online at [www.studentloans.gov](http://www.studentloans.gov). Withdrawn students will receive a Federal Exit Counseling Guide through regular mail and be encouraged to complete the online counseling. Exit counseling generally includes the following:

- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- payment deferment and forbearance options
- other terms and conditions

## Student Rights and Responsibilities

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) for their federal loan(s), the student has the right to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower.
- A copy of the MPN, either before or at the time loan is disbursed.
- A grace period and an explanation of what this means.
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender.

- A disclosure statement received before repayment begins that includes information about interest rates, fees, balance owed and a loan repayment schedule.
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested.
- Prepayment of loan in whole or in part anytime without an early-repayment penalty.
- Documentation the loan is paid in full.

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student is responsible for the following:

- Completing exit counseling before leaving school or dropping below half-time enrollment.
- Repaying loan according to repayment schedule even if the student has not completed academic program, is dissatisfied with the education received or is unable to find employment after graduation.
- Notifying the lender or loan servicer if the student:
  - moves or changes address
  - changes telephone number
  - changes name
  - changes Social Security Number
  - changes employers, or employer's address or telephone number changes
- Notifying UTI/NASCAR Tech/MMI Financial Aid and Student Services representatives if the student is charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI/NASCAR Tech/MMI.
- Making monthly payments on loan after grace period ends, unless a deferment or forbearance is in effect.
- Notifying the lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance.

## Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the applicant (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify UTI/NASCAR Tech/MMI if he or she has defaulted on a federal student loan, and (5) will not receive a federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal income tax forms for the parent or student if required to file. Also, the applicant certifies he or she understands the U.S. Secretary of Education has the authority to verify information reported on the FAFSA with the IRS and other federal agencies. If electronically signing any document related to the federal financial student aid programs using the FSA ID, the applicant certifies being the person identified by the FSA ID and has not disclosed that FSA ID to anyone else. If the applicant purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both.

## Referrals to the Office of Inspector General

UTI/NASCAR Tech/MMI is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

## State Grants

The amount of state grant awards is contingent on the availability of funds from the applicable state. UTI/NASCAR Tech/MMI is unable to guarantee any funding based upon changes in state law or regulation. Students should contact the financial aid department at the campus for additional information on eligibility criteria and application information.

## Veterans Affairs Chapter 33 Benefits Grants

The U.S. Department of Veterans Affairs requires Chapter 33 benefits be applied to tuition only. These funds cannot be released to the student unless the VA assesses an overpayment to the student and excess Chapter 33 benefits exist on the student's account.

## Financial Aid Contact Information

### UTI (AVONDALE, BLOOMFIELD, DALLAS, LONG BEACH, ORLANDO, RANCHO CUCAMONGA AND SACRAMENTO CAMPUSES)

Students are encouraged to contact the Financial Aid Department at the campus where they attend classes.

Universal Technical Institute (UTI)	
UTI – Avondale, AZ	866-224-8162 F.A.DeptUTIPhoenix-internet@uti.edu
UTI – Bloomfield, NJ	833-207-6074 F.A.DeptUTIBloomfield-internet@uti.edu
UTI – Dallas/Fort Worth (Irving, TX)	877-873-1084 F.A.DeptUTIDallas-internet@uti.edu
UTI – Long Beach, CA	844-308-8838 longbeachfinancialaid@uti.edu
UTI-Orlando, FL	866-247-1928 F.A.DeptMMIOrlando-internet@uti.edu
UTI-Rancho Cucamonga, CA	866-246-2151 F.A.DeptRanch-internet@uti.edu
UTI – Sacramento, CA	866-246-3432 Sacramento-FinancialAid@uti.edu

### UTI/NASCAR TECH (EXTON, HOUSTON, LISLE, MOORESVILLE AND NORWOOD CAMPUSES)

Universal Technical Institute (UTI)	
UTI-Exton, PA	866-246-3072 F.A.DeptUTIExton-internet@uticorp.com
UTI-Houston, TX	866-246-1249 F.A.DeptHouston-internet@uticorp.com
UTI-Lisle, IL	866-246-2111 F.A.DeptLisle-internet@uti.edu
UTI-Norwood, MA	866-246-9599 Norwood-FinancialAid@uti.edu
NASCAR Technical Institute	
NASCAR Tech-Mooresville, NC	866-416-2722 NASCAR-FutureFinancialAid@uti.edu

## MMI

Motorcycle Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu
MMI-Phoenix, AZ	866-247-1942 F.A.DeptMMIPhx-internet@uticorp.com
Marine Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu

## Code of Conduct for Education Loans

### INTRODUCTION

This policy is applicable to UTI/NASCAR Tech/MMI officers, employees and agents, and prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of UTI/NASCAR Tech/MMI commitment to the highest ethical standards and conduct by its employees. It applies specifically to conduct related to financial aid.

UTI/NASCAR Tech/MMI expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

### UTI / NASCAR Tech / MMI Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, UTI/NASCAR Tech/MMI will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of UTI/NASCAR Tech/MMI.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which UTI/NASCAR Tech/MMI recommends a lender or its products in exchange for a fee or other material benefits from the lender.
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, a specified loan volume of such loans or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. UTI/NASCAR Tech/MMI will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

### RESPONSIBILITIES OF UTI OFFICERS, EMPLOYEES AND AGENTS

Any officer, employee or agent of UTI/NASCAR Tech/MMI who is employed in the financial aid office of UTI/NASCAR Tech/MMI or who otherwise has responsibilities with respect to educational loans or other financial aid of UTI/NASCAR Tech/MMI is prohibited from:

- Soliciting or accepting as a gift from a lender, guarantor or servicer of educational loans any item or service having more than a \$10 value other than standard materials (e.g., brochures, training aids) related to topics such as default prevention or financial literacy.
- Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders.

### REPORTING VIOLATIONS OF THIS POLICY

UTI/NASCAR Tech/MMI expects officers and employees covered by this policy to report violations of this policy to the Vice President & Assistant General Counsel – Corporate Compliance. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Vice President & Assistant General Counsel – Corporate Compliance.

### Collection of Delinquent Fees and Payments

The outstanding balance is an extension of credit and, as such, constitutes a Qualified Education Loan under section 523(a)(8) of the U.S. Bankruptcy Code, which is not dischargeable in bankruptcy. If the entire outstanding balance cannot be paid in full, there is an option of creating a payment plan at a one-time cost of \$25. The monthly payment will be, at minimum, \$100. If the payment is more than ten (10) days late, late fees not to exceed 20% of the monthly amount due or the maximum amount allowed by law will be incurred. The account will incur late fees until the account is paid in full. If a deferment on payments is required, a deferment for no more than two (2) months in any calendar year may be requested, and it will be subject to a \$25 rescheduling fee and a deferment fee not to exceed 20% of the total monthly amount due or the maximum amount allowed by law. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Any returned checks will incur a \$25 return check fee. If the student leaves school under any circumstance with a balance due, he or she hereby authorized UTI and/or its agents, including attorneys and/or collection agencies, to contact the student at the current or any future number that the student provides for his or her cellular phone or other wireless device using automated dialing equipment or pre-recorded voice or text messages and/or electronic technology to collect such outstanding debt, unless the student notifies such party in writing to cease such communication.



## General Refund Policy Provisions

Under the provisions of the Higher Education Act of 1965, as amended, (HEA) Amendments of 1998, institutions must first determine the amount of any federal financial aid program funds that the student and the institution have earned and are permitted to retain. See the section entitled Return of Federal Student Aid (Title IV Funds) in this guide for details on the Return of Title IV calculation.

Tuition and fee refund policies as required by applicable state law are contained in the Catalog and Catalog Addendum that accompanies the Catalog. The student's initial obligation to UTI/NASCAR Tech/MMI is determined using the amount calculated under (1) the requirements of an applicable state law, or (2) the applicable Institutional policy if no state policy exists. Where both a state and Institutional policy exist, UTI/NASCAR Tech/MMI will perform both calculations and provide the student the greatest refund and lowest possible obligation.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and Institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

## Return of Federal Student Aid (Title IV Funds)

Circumstances may necessitate withdrawal from UTI/NASCAR Tech/MMI. A student who received or is eligible to receive federal financial aid funds provided certain criteria are met and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations. The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy and any applicable State Refund Policy. Therefore, a student may still owe funds to the school for unpaid Institutional charges after application of the R2T4 calculation.

Federal regulations specify how the school must determine the amount of federal financial aid earned when a student withdraws from enrollment. The percentage earned applies to Title IV financial aid that has been or could have been disbursed directly to the student or on their behalf to the Institution. The percentage of federal financial aid a student earned in a payment period is calculated as follows:

$$\frac{\text{Total Number of Calendar Days Completed in Enrollment Period} \div \text{Total Number of Calendar Days in Enrollment Period}}{\text{Percent Earned}}$$

The amount of federal financial aid a student earned is determined on a pro-rata basis up to the 60% point. That is, a student who completes more than 60% of the enrollment period will earn 100% of the Title IV disbursed (or that could have been disbursed) for that enrollment period. For example:

The enrollment period for aid purposes for students John and Mary began on March 2, 2015, and was expected to end on June 15, 2015, for a total of 105 calendar days.

John completed 21 days prior to withdrawal. Federal aid totaling \$6,000 had been disbursed to John for the enrollment period.

- John's percentage of aid earned is calculated as  $21/105 = 0.2$ , or 20%.
- John earned 20% of the aid disbursed, or \$1,200.
- The remaining \$4,800 was returned to the federal aid programs.

Mary completed 84 days prior to withdrawal. Federal aid totaling \$7,500 had been disbursed to Mary for the enrollment period.

- Mary's percentage of aid earned is calculated as  $84/105 = 0.8$ , or 80%.
- Mary completed greater than 60% of the period, so she earned 100% of the \$7,500 disbursed.

UTI/NASCAR Tech/MMI will notify the student of any eligible post-withdrawal disbursement within 30 days after the date the school determines the student has withdrawn.

Any required return of funds will be made to the federal financial aid programs no later than 45 days after the date UTI/NASCAR Tech/MMI determines that the student has withdrawn. The U.S. Department of Education specifies the order of return to the federal financial aid programs. UTI/NASCAR Tech/MMI will return unearned funds to the federal financial aid programs in the order specified by regulation as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal PLUS Loan
- Federal Pell Grant or IASG
- Federal SEOG

# INSTRUCTOR ROSTERS/PROGRAMS/QUALIFICATIONS

UTI/NTI/MMI instructors all have a minimum of five years practical work experience

## Universal Technical Institute of Arizona, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Allman, David	GED	East High School	Automotive/Diesel
Arneson, Gregory L.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Atkisson Jr., James M.	Associates	Universal Technical Institute	Automotive/Diesel
Avalos, Leonardo	Diploma	Del Valle High School	Automotive/Diesel
Bachrodt III, Fred C.	Diploma	Maine South High School	Automotive/Diesel
Bonenberger, John	Masters	University of Phoenix	Automotive/Diesel
Borkman, Terry W.	Certificate	Albuquerque Technical Vocational Institute	Automotive/Diesel
Butler, Patrick	Bachelors	Northern Arizona University	Automotive/Diesel
Campbell, Jesse	Associates	Universal Technical Institute	Automotive/Diesel
Carter, Dennis	Associates	University of Northwestern Ohio	Automotive/Diesel
Combs, Jon R.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Conlin, Tyler G.	Associates	Universal Technical Institute	Automotive/Diesel
Crayton, Ricky J.	Associates	City University	Automotive/Diesel
Cubillas, David	Associates	Oxnard College	Automotive/Diesel
Dewyer, Stephen P.	Diploma	Cactus High School	Automotive/Diesel
Dougherty, Dennis P.	Associates	Wyoming Technical Institute	Automotive/Diesel
Egli, Robert E.	Certificate	Williamsport Area Community College	Automotive/Diesel
Frank, Cory J.	Associates	Universal Technical Institute	Automotive/Diesel
Gallardo, Juan P.	Diploma	Bell High School	Automotive/Diesel
Grubick, Daniel C.	Diploma	Weir Sr. High School	Automotive/Diesel
Hagin, Joshua	Associates	Universal Technical Institute	Automotive/Diesel
Helvy, Charley E.	Bachelors	DeVry University	Automotive/Diesel
Herman, Anthony T.	Diploma	Allen Park High School	Automotive/Diesel
Hershman, Christopher J.	Certificate	National Welding Inspection School	Welding
Holland, James D.	Diploma	Marshfield High School	Automotive/Diesel
Johannsen, Peter C.	Associates	Canton AG Tech College	Automotive/Diesel
Kuba, Nathaniel D.	Diploma	Lancaster High School	Automotive/Diesel
Landry, John P.	GED	Edutek Professional College	Automotive/Diesel
Logan, Michael D.	Diploma	E.L. Bowsher High School	Automotive/Diesel
Meyer, Clarence L.	Diploma	The Master's Mission	Automotive/Diesel
Miele, Steven R.	Diploma	Teaneck High School	Automotive/Diesel
Mosler, Jason E.	Associates	Universal Technical Institute	Automotive/Diesel
Nichol, James A.	Associates	Universal Technical Institute	Automotive/Diesel
Norris, Robin K.	Bachelors	Northern Arizona University	Automotive/Diesel
Reina, Salvatore	Bachelors	Pima College	Automotive/Diesel
Reynolds, Courtney	GED	State of Arizona	Welding
Rhodes, Samuel T.	Associates	Universal Technical Institute	Automotive/Diesel
Robison, James M.	Bachelors	Drury University	Welding
Rogers, Brent L.	Associates	Universal Technical Institute	Automotive/Diesel
Roles, Marshall	Associates	Universal Technical Institute	Automotive/Diesel
Rose, Steven S.	Certificate	Delta College	Welding
Sargent, Jonathan R.	Associates	Universal Technical Institute	Automotive/Diesel
Shoemaker, Aneurin R.	Diploma	American Technical Center	Automotive/Diesel
Simpson, Victor J.	GED	Waheawa Adult High School	Automotive/Diesel
Skalski, Andrew S.	Diploma	Depew High School	Automotive/Diesel
Smith, Drexel D.	Masters	Masters Divinity School	Automotive/Diesel
Statzer, Michael W.	Diploma	Alhambra High School	Automotive/Diesel
Strmic, James L.	GED	Rio Salado	Automotive/Diesel
Taylor, Adam R.	Associates	New England Institute of Technology	Automotive/Diesel
Thompson, Christopher R.	Diploma	Universal Technical Institute	Automotive/Diesel
Throckmorton, Christopher R.	Associates	Universal Technical Institute	Automotive/Diesel
Toney, Audie L.	Diploma	Salina Vo-Tech	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Torres, Kerry L.	Certificate	American Tech Center	Automotive/Diesel
Verdugo, Mario F.	Associates	Universal Technical Institute	Automotive/Diesel
Westfall, Timothy J.	Diploma	LaCrescenta High School	Automotive/Diesel
Wigglesworth, Daniel L.	Diploma	Wayne High School	Automotive/Diesel
Williams, John W.	Certificate	California Trade Schools	Automotive/Diesel
Xavier, Robert B.	Diploma	Mayfield High School	Automotive/Diesel
Young, James E.	Associates	Triangle Tech	Welding

## Universal Technical Institute of Texas, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Adams, Garry D.	Diploma	Bullard High School	Automotive/Diesel
Bailey Jr., Earl J.	Diploma	De La Salle	Automotive/Diesel
Beaulier, Kevin R.	Diploma	Vinal Tech High School	Collision
Beckham III, Oliver J.	Associates	Universal Technical Institute	Collision
Berry, Timothy D.	Certificate	Wyoming Technical Institute	Automotive/Diesel
Bresnan, Joseph L.	Certificate	Universal Technical Institute	Automotive/Diesel
Buckner, Tommy R.	Diploma	Willis High School	Automotive/Diesel
Burt Jr., Eddie L.	Diploma	Spring High School	Automotive/Diesel
Butts, Timothy C.	Diploma	John H. Reagan Sr. High	Collision
Caballero, Louis	Bachelors	University of Houston	Automotive/Diesel
Chalifoux, Gregory	Certificate	Wyoming Technical Institute	Collision
Chatman, Charles H.	Diploma	Willis High School	Automotive/Diesel
Culver, Darren M.	Certificate	Universal Technical Institute	Automotive/Diesel
Dotson, Brandon	Diploma	Zachary High School	Automotive/Diesel
Elliott Jr., Edwin L.	Certificate	Universal Technical Institute	Automotive/Diesel
Ferre Jr., Robert R.	GED	Texas Education Agency	Automotive/Diesel
Gerlach, William J.	Diploma	Alert Lea Area Vo-Tech	Automotive/Diesel
Glass, Frank J.	Diploma	John H. Reagan Sr. High	Collision
Golding III, Charles	Diploma	Allentown High School	Automotive/Diesel
Hamill Jr., Richard E.	Diploma	Port Huron High School	Collision
Hamilton Jr., George	Certificate	Universal Technical Institute	Automotive/Diesel
Henson, Danny K	Certificate	Texas State Technical Institute	Automotive/Diesel
Holland, Nick W	Diploma	Sam Houston High School	Automotive/Diesel
Jenkins, Mark T.	Certificate	Texas State Technical College	Automotive/Diesel
Jolley, Victor G.	Bachelors	Athens State University	Automotive/Diesel
Keefer, Martin T.	Certificate	San Jacinto College	Automotive/Diesel
Keel, Scotty A.	Certificate	Universal Technical Institute	Automotive/Diesel
Kemmerer, Jeffrey D.	Diploma	Klein High School	Automotive/Diesel
Linville IV, Thomas E	Diploma	Wyoming Technical Institute	Automotive/Diesel
Lott, Paul R.	GED	Texas Education Agency	Automotive/Diesel
Matthiesen, Scott A.	Diploma	Evergreen High School	Automotive/Diesel
McGee, Dennis L.	Diploma	Clear Creek High School	Automotive/Diesel
McGee, Kevin B.	GED	Texas Education Agency	Collision
McGill, Lloyd T.	Associates	North Harris Community College	Automotive/Diesel
McGinty, Randolph E.	Certificate	Indiana Vocational Technical College	Collision
Meder, Robert C.	GED	Texas Education Agency	Automotive/Diesel
Meiners, David C.	GED	Texas Education Agency	Automotive/Diesel
Miles, Daniel L.	Diploma	Oak Park High School	Automotive/Diesel
Miller, Don K.	Certificate	Universal Technical Institute	Automotive/Diesel
Moore, Larry W.	Diploma	James Madison High School	Collision
Olivares, Joseph A.	Diploma	Whittier High School	Collision
Pannell, Thad R.	Associates	San Jacinto College	Automotive/Diesel
Reed, Sean D.	Masters	Ashford University	Collision
Ritchie, Brian D	Diploma	Cooper City High School	Automotive/Diesel
Ryder, Charles E.	Associates	North Harris Community College	Automotive/Diesel
Schane, Emmett	Certificate	Texas State Technical Institute	Automotive/Diesel
Schieffer, Keith F.	Associates	Northeast Nebraska Technical College	Collision

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
TenBrook, James R.	Certificate	Universal Technical Institute	Automotive/Diesel
Teters, Allen F.	GED	Texas Education Agency	Automotive/Diesel
Ullery, Richard E.	Certificate	Troy State University	Automotive/Diesel
Vasquez, Francisco	Associates	Universal Technical Institute	Automotive/Diesel
Wright, Randall L.	Associates	Wyoming Tech	Automotive/Diesel

### Universal Technical Institute of Illinois, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Anderson, Peter S.	Certificate	DAVEA	Automotive/Diesel
Cinardi, Giuseppe	Diploma	College of DuPage	Automotive/Diesel
Cross, Gregory M.	Diploma	Green River	Automotive/Diesel
Cubberley, James	Associates	Triton College	Automotive/Diesel
Doerries, Justin P.	Diploma	Universal Technical Institute	Automotive/Diesel
Eckert, Gerald W.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Fleming, Daniel	Certificate	Triton College	Automotive/Diesel
Gagnon, Sean A.	Diploma	Universal Technical Institute	Automotive/Diesel
Garza, David	Certificate	American Airlines Maintenance Academy	Automotive/Diesel
Hill, Allen T.	GED	Cook County	Automotive/Diesel
Jordal, Ernest M.	Diploma	Kishwaukee College	Automotive/Diesel
Josefik, Donald J.	Diploma	Riverside Brookfield High School	Automotive/Diesel
Klingsick, Ty A.	Associates	Wyoming Technical Institute	Automotive/Diesel
Lietza, Thomas P.	Associates	Triton College	Automotive/Diesel
Liss, Stephen L.	Associates	Wright College	Automotive/Diesel
MacMillan, James	Diploma	Lane Tech High School	Automotive/Diesel
Mathis, Cory S.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Meanor, Roger D.	Diploma	Duanesburg Central	Automotive/Diesel
Mellenthin, James M.	Certificate	Greer Tech	Automotive/Diesel
Nilles, Eric D.	Diploma	Glenbard East High School	Automotive/Diesel
Oertel, Andre	Diploma	Wyoming Technical Institute	Automotive/Diesel
Pair, Michael W.	Diploma	Beebe High School	Automotive/Diesel
Potter, George	Diploma	Glenbard North High School	Automotive/Diesel
Steiner III, Wilbert J.	Diploma	Universal Technical Institute	Automotive/Diesel
Steiner, Robert	Associates	Wright College	Automotive/Diesel
Thompson, Jonathan B.	Certificate	Universal Technical Institute	Automotive/Diesel
Tsevis, Ted	Diploma	Lincoln Technical Institute	Automotive/Diesel
Vicich, James J.	Diploma	Lockport Central High School	Automotive/Diesel
Wiltgen, Mike J.	Diploma	Montana High School	Automotive/Diesel
Winterstein, David E.	Certificate	Denver Automotive & Diesel College	Automotive/Diesel
Woods, Michael R	Diploma	Driscoll Catholic High School	Automotive/Diesel

### Universal Technical Institute of California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Alvarez, Robert B.	Certificate	Universal Technical Institute	Automotive/Diesel
Baker, Randy L.	Diploma	California State Department of Education	Automotive/Diesel
Bayless, Steven P.	Diploma	Fontana High School	Automotive/Diesel
Bolender, Eric	Associates	Universal Technical Institute	Automotive/Diesel
Buchanan Jr., Charles E.	Associates	Cerritos College	Automotive/Diesel
Burnette Jr., Roosevelt	Diploma	Anaheim High School	Automotive/Diesel
Carillo, Miguel	Certificate	Mt. San Antonio College	Welding
Ceja, Adrian V.	Associates	Universal Technical Institute	Automotive/Diesel
Chang, James W.	Diploma	Verdugo Hills High School	Automotive/Diesel
Cutsinger, David L.	Certificate	Wyotech	Welding
Davis, Jairus L	Associates	Victor Valley College	Automotive/Diesel
Davis, Ryan	Associates	Universal Technical Institute	Automotive/Diesel
De Silva, Lakshman K.	Certificate	Guzman Institute of Technology	Automotive/Diesel



<b>Name</b>	<b>Highest Degree Earned – Major Field of Study</b>	<b>Awarding Institution</b>	<b>Program(s) Taught</b>
Delaney, Matthew C.	Certificate	Wyotech	Automotive/Diesel
Hixon, Jamie C.	Diploma	Norco High School	Automotive/Diesel
Horn, Harrison	Certificate	Tulsa Technology Center	Welding
Jared, Charles E.	Diploma	Arlington High School	Automotive/Diesel
Jones, William R.	Associates	Riverside Community College	Automotive/Diesel
Kane, James T.	Diploma	Gary High School	Automotive/Diesel
Kazoyan, Lawrence S.	Diploma	Walnut High School	Automotive/Diesel
Lopez, Arturo	Certificate	Arizona Automotive Institute	Automotive/Diesel
Lopez, Edward	Certificate	Mt. San Antonio College	Welding
Martinez, Joe	Diploma	La Puente High School	Automotive/Diesel
Masumoto, Brian J.	Diploma	Bonita Vista High School	Welding
Mata, Pedro	Associates	Arizona Automotive Institute	Automotive/Diesel
McBride III, James L.	Associates	Victor Valley College	Automotive/Diesel
McKiernan, David R.	Diploma	California State Department of Education	Automotive/Diesel
Mendonca, Jeffrey D.	Diploma	G.E.D. Moreno Valley, CA	Automotive/Diesel
Meza, Juan L.	Associates	L.A. Trade Technical College	Automotive/Diesel
Nelson, Barry D.	Associates	Cerritos College	Automotive/Diesel
Pettit, Randy S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Reed Jr., William J.	Diploma	Fullerton High School	Automotive/Diesel
Rittenhouse, Scott M.	Diploma	Charter Oak High School	Automotive/Diesel
Rohe, Paul W.	Diploma	Lancaster High School	Automotive/Diesel
Ruff, Charles F.	Diploma	California State Department of Education	Automotive/Diesel
Trejo, Ramses	Associates	Universal Technical Institute	Automotive/Diesel
Trout, Ronald C.	Diploma	Monroe High School	Automotive/Diesel
Troxler, Bob T.	Diploma	Don Bosco Technical Institute	Automotive/Diesel
Vasquez, Robert J.	Diploma	Riverside Adult School	Automotive/Diesel
Wallan, Michael K.	Associates	Citrus College	Automotive/Diesel
Zuniga, Martin J.	Associates	Glendale Community College	Automotive/Diesel

## Universal Technical Institute of Pennsylvania, Inc.

<b>Name</b>	<b>Highest Degree Earned – Major Field of Study</b>	<b>Awarding Institution</b>	<b>Program(s) Taught</b>
Albright, Jason	Diploma	Universal Technical Institute	Automotive/Diesel
Amici, Christopher W.	Certificate	Automotive Training Center	Automotive/Diesel
Beam, William H.	Bachelors	Ursinus College	Automotive/Diesel
Benfield, Benjamin W.	Diploma	Owen J. Roberts High School	Automotive/Diesel
Benningfield, Roy E.	Associates	University of Phoenix	Automotive/Diesel
Boyle, Bryan L.	Certificate	Universal Technical Institute	Automotive/Diesel
Brown, Thomas C.	Diploma	State University of New York	Automotive/Diesel
Clark, Edward D.	Diploma	Parkland High School	Automotive/Diesel
Coll, James C.	Associates	Penn State University	Automotive/Diesel
Coombes, James	Bachelors	Wayland Baptist University	Automotive/Diesel
Dean, Bryan P.	Diploma	Penn Co. Tech	Automotive/Diesel
Elliott, Charles A.	Associates	North Hampton Community College	Automotive/Diesel
Flannery Jr., Martin R.	Diploma	Automotive Training Center	Automotive/Diesel
Geske, Jason M.	Diploma	Universal Technical Institute	Automotive/Diesel
Ginther Sr. Bruce A.	Diploma	Pottsville Area High	Automotive/Diesel
Hall, Kyle U.	Diploma	Ridge High School	Automotive/Diesel
Kulp, Nathan J.	Associates	North Hampton Community College	Automotive/Diesel
McAfee, Michael A.	Associates	Williamsport Area Community College	Automotive/Diesel
McCorkell, Robert L.	Associates	Lincoln Technical Institute	Automotive/Diesel
McManus, Kyle C.	Diploma	Universal Technical Institute	Automotive/Diesel
Mondi, Anthony R.	Diploma	North Hampton Community College	Automotive/Diesel
Niggel, Thomas C.	Diploma	Ohio Technical College	Automotive/Diesel
Oakes, Donald A.	Diploma	Kutztown High School	Automotive/Diesel
Parker Jr., Ronald E.	Diploma	Automotive Training Center	Automotive/Diesel
Pascoe, Dexter J.	Diploma	Universal Technical Institute	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Peck, James E.	Diploma	Schoolcraft High School	Automotive/Diesel
Reinhardt, Bernard J.	Certificate	Bucks County Technical School	Automotive/Diesel
Robinson, Charles M.	Certificate	Welder Training & Technical Institute	Automotive/Diesel
Sands, John E.	Diploma	James Grove High School	Automotive/Diesel
Seccurro, William B.	Diploma	Maryland High School	Automotive/Diesel
Secundo, Andrew J.	Diploma	Ridley High School	Automotive/Diesel
Shefman, Brian H.	Diploma	Lincoln High School	Automotive/Diesel
Shilling, Scott S.	Associates	Vale Technical Institute	Automotive/Diesel
Smith III, William W.	Diploma	Burlington Twp High School	Automotive/Diesel
Spadafora Jr., Joseph S.	Diploma	CHI Institute	Automotive/Diesel
Staas, John S.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Tumminello, Samuel A.	Diploma	Automotive Training Center	Automotive/Diesel
Vita III, Hal A.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Welling Jr., Arthur D.	Diploma	Marple Newtown Senior High School	Automotive/Diesel
Williams, Christopher G.	Diploma	Automotive Training Center	Automotive/Diesel
Williams, Sean M.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Yankowski, Zak	Certificate	Western Montgomery Career & Technology Center	Automotive/Diesel
Zucker, Stanton H.	Certificate	Automotive Training Center	Automotive/Diesel

## Universal Technical Institute of Northern California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Acevedo, George	Associates	Heald College	Automotive/Diesel
Allen, Brian J.	Diploma	Yuba Jr. College	CRRT
Armstrong, Wallace A.	Diploma	San Antonio High School	Automotive/Diesel
Bailey, James J.	Certificate	Sacramento State University	Automotive/Diesel
Blanchard, Vince	Diploma	Sequoia Institute	Automotive/Diesel
Cardin, Phillip A.	Associates	Chaffey College	Automotive/Diesel
Childs, Gregory A.	Diploma	La Vista High School	CRRT
Clark, Andrew	Certificate	Universal Technical Institute	CRRT
Clark, Harold G.	Diploma	State of California	Automotive/Diesel
Clements, Keith J.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Cutajar, Frank L.	Diploma	Cordova High School	CRRT
Dahl, Stephen O.	Diploma	San Francisco Unified School District	CRRT
Davis, John E.	Diploma	Tri-Community Adult School	Automotive/Diesel
Erwin, Donald G.	Certificate	US Air Force	Automotive/Diesel
Garner, Steven M.	Diploma	State of California	Automotive/Diesel
Giel, Gerald J.	Diploma	Universal Technical Institute	Automotive/Diesel
Gillming, Jeffrey B.	Bachelors	Union Institute and University	Automotive/Diesel
Gula III, George R.	Associates	Cosumnes River College	Automotive/Diesel
Hayes, Dennis W.	Diploma	Corona Senior High School	Automotive/Diesel
Hale, Daniel	Certificate	Cosumnes River College	Automotive/Diesel
Hutchens, Wayne F.	Associates	Universal Technical Institute	Automotive/Diesel
Kaysen, Gregory G.	Associates	Arizona Automotive Institute	Automotive/Diesel
Lawrence, Robert K.	Diploma	Fairfield High School	Automotive/Diesel
Le, Miller H.	Certificate	Universal Technical Institute	Automotive/Diesel
Mansu, Leo	Diploma	State of California	Automotive/Diesel
Marz, Robbe D.	Diploma	Sacramento State Preparatory School	Automotive/Diesel
Muller, Michael F.	Certificate	Ford Asset Program	Automotive/Diesel
Olayo Lopez, Carlos G.	Certificate	Universal Technical Institute	Automotive/Diesel
Pauling, Alpha L.	Diploma	Universal Technical Institute	CRRT
Phipps, Charles M.	Diploma	Galt Union High School	Automotive/Diesel
Polanco, JB J.	HS Diploma	King City High School	Automotive/Diesel
Reaves, Timothy	Associates	Cosumnes River College	Automotive/Diesel
Reid, James J.	Diploma	Watsonville High	Automotive/Diesel
Robinson III, Arthur L.	Certificate	Universal Technical Institute	Automotive/Diesel
Schmeel, Adam H.	Certificate	Universal Technical Institute	Automotive/Diesel
Smith, Steve	Bachelors	Sacramento State	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Stamos, Jeremy J.	Diploma	Ponderosa High School	Automotive/Diesel
Suggs, Douglas E.	Associates	Heald College	Automotive/Diesel
Thao, Bobby	Associates	Fresno City College	Automotive/Diesel
Thao, Sak	Associates	WyoTech	Automotive/Diesel
Thompson, Lauren J.	Associates	Shasta College	Automotive/Diesel
Trask, Jerome	Diploma	Mills High School	CRRT
Vargas, Vicente	Associates	Universal Technical Institute	Automotive/Diesel
Watson, Jeffery N.	Associates	McPherson College	CRRT

## NASCAR Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Armas, Nathan A.	Certificate	NASCAR Technical Institute	Automotive/Diesel
Baumgartner, William B	Diploma	State of Florida	Automotive/Diesel
Behrend, William A.	Associates	Vermont Technical College	Automotive/Diesel
Bowmaster, Timothy S.	Diploma	Center County Vocational Tech School	CNC Machining
Brittain, Ronnie L.	Associates	Catawba Valley Community College	CNC Machining
Bucholtz, Michael S.	Diploma	Milwaukee Lutheran High School	CNC Machining
Bunk, Benson H.	Bachelors	Rochester Institute of Technology	Automotive/Diesel
Carrier, Kevin L.	Certificate	Northwestern Business College Technical Center	Automotive/Diesel
Collier, Andrew W.	Associates	Rowan Cabarrus Community College	CNC Machining
Cooper, Phillip H.	Diploma	Livingston State Vocational School	Automotive/Diesel
Coultrup, Warren L.	Certificate	Centennial College of Applied Arts/Technology	Automotive/Diesel
Covington, Jeffrey L.	Diploma	South Iredell High School	Automotive/Diesel
Curtis, Benjamin L.	Diploma	Renton Technical College	Automotive/Diesel
Daniel, David L.	Certificate	Spartan School of Aeronautics	Automotive/Diesel
Demers, Andre A.	Diploma	Woodstock Academy	Automotive/Diesel
Goin, Mark J.	Certificate	Davidson Community College	Automotive/Diesel
Greider, Wayne L.	Certificate	Management Success	Automotive/Diesel
Grzech, Todd	Certificate	GM Training Center	Automotive/Diesel
Harris, Steven L.	Certificate	Rockingham Community College	Automotive/Diesel
Hibdon, Craig W.	Associates	Spokane Community College	Automotive/Diesel
Highfill, Sidney L.	Diploma	Sequoia Automotive	Automotive/Diesel
Hoffman, Darrell A.	Diploma	BTHS West High School	Automotive/Diesel
Larson, Scott A.	Diploma	Canoga Park High School	Automotive/Diesel
Lessig, Michael S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Monsam, John D.	Bachelors	Westfield State College	Automotive/Diesel
O'Dell, Donald W.	Diploma	Max S. Hayes Vocational High School	Automotive/Diesel
Palmer, Scott A.	Diploma	Deland Senior High School	Automotive/Diesel
Pino, Steven A.	Certificate	Miami Lakes Tech	Automotive/Diesel
Poltorak, Scott D.	Diploma	University of Northwestern Ohio	Automotive/Diesel
Rex, Kenneth M.	Diploma	Windsor Central High	Automotive/Diesel
Rosbach Jr, David A.	Diploma	Nashua Senior High School	Automotive/Diesel
Sawyer Evans, Stacey L.	Diploma	College of the Alberbarle	Automotive/Diesel
Seene, Donald C.	Diploma	Hoover High School	Automotive/Diesel
Shimko, Donald J.	Diploma	Polaris Career Center	Automotive/Diesel
Sinon III, Everett J.	Diploma	Automotive Training Center	Automotive/Diesel
Slade, Howard R.	Diploma	Teterboro School of Aeronautics	Automotive/Diesel
Smith, Aaron E.	Diploma	Northern Virginia Community College	Automotive/Diesel
Smith, Marvin R.	Diploma	Stanley Technical Institute	Automotive/Diesel
Snyder, Harry M.	Diploma	Boonton High School	Automotive/Diesel
Taylor Sr, Clinton A.	Certificate	North Florida Junior College	Automotive/Diesel
Taylor, Jasen B.	Diploma	Griffin High School	Automotive/Diesel
Ware, Jeremy A.	Diploma	Smithville High School	Automotive/Diesel
Whitley, Jackie L.	Diploma	Mt. Pleasant High School	Automotive/Diesel
Whyte, Robert B.	Diploma	Bedford County Evening High School	Automotive/Diesel
Whyte, Robert B.	Diploma	Bedford County Evening High School	Automotive/Diesel
Whyte, Robert B.	Diploma	Bedford County Evening High School	Automotive/Diesel

## Universal Technical Institute of Massachusetts, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Addington-May, Warren H.	Diploma	Amherst Regional High School	Automotive/Diesel
Cabral, Timothy F.	Certificate	U.S. Coast Guard Machinery Technical School	Automotive/Diesel
Callahan, Sean A.	Diploma	Universal Technical Institute	Automotive/Diesel
Cardoso, Antonio J.	Diploma	Greater New Bedford Regional Vocational Technical High School	Automotive/Diesel
Diethelm, John C.	GED	Brockton High School	Automotive/Diesel
Fowler, Mark A.	Diploma	Oliver Ames High School	Automotive/Diesel
Franchetti, Matthew	Certificate	Rhode Island Trade Shops	Automotive/Diesel
Goulart, Steven M.	Diploma	Dighton-Rehoboth Regional High School	Automotive/Diesel
Horton, David J.	Diploma	Attleboro High School	Automotive/Diesel
Kelley, Sean C.	Associates	New England Institute of Technology	Automotive/Diesel
Lowell, Kenneth A.	GED	Cranston School Systems	Automotive/Diesel
Mogayzel, David A.	Diploma	Tolman High School	Automotive/Diesel
Moniz, Peter J.	Certificate	TAD Technical Institute	Automotive/Diesel
O'Meara, Christopher D.	Diploma	Ipswich High School	Automotive/Diesel
Pernock Jr., Paul A.	Diploma	Canton High School	Automotive/Diesel
Santa Cruz, Edwin A.	Certificate	ITT Technical Institute	Automotive/Diesel
Steinkrauss, David P.	Diploma	Weymouth High School	Automotive/Diesel
Steinkrauss, Neal F.	Diploma	Weymouth High School	Automotive/Diesel
Strocky, David J.	Certificate	Daytona Beach Community College	Automotive/Diesel
Supple III, Albert T.	Certificate	Franklin Institute of Boston	Automotive/Diesel
Suslowicz Jr., John C.	Associates	New England Institute of Technology	Automotive/Diesel
Tetreault, Timothy W.	Associates	University of Northwest Ohio	Automotive/Diesel
Treanor, Jason J.	Certificate	New England Tech	Automotive/Diesel

## Motorcycle Mechanics Institute, a division of Universal Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Barton, Bruce O.	Diploma	Paradise Valley High School	Motorcycle
Beach, Troy A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Bergstrom, Tim S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Botsford, Ian F.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Champlitto, Curran D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chaney, Timothy G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chipley II, Lawrence T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Collins, William T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Conner III, William E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Dahl, Thomas	Bachelors	University of Wisconsin	Motorcycle
Deuel, Curtis G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Dyck, David S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Echelle, Marvin W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ferlitto, Thomas J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grant, Jason B.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grubb, John D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Hague, Jordan C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Iversen Jr., Choppy V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jasper, Terrill W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Kupferschmidt, Bruce	Certificate	Motorcycle Mechanics Institute	Motorcycle
Lancaster, Brian J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Landa, Adam	Diploma	Bothell High School	Motorcycle
Langdon, Donald A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Macias, Manuel V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Mennie, Stewart G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Milonas, Stephen J.	Diploma	Burlington Township High School	Motorcycle
Montejo, Alexander A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Montgomery, Jason S.	Certificate	Motorcycle Mechanics Institute	Motorcycle



Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Murphy, Jason R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Nitzel, Jeffery D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Osborn, Thomas M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Pleasant, Jody D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rolando, Paul A.	Diploma	Auburn High School	Motorcycle
Roll, Chad	Certificate	Motorcycle Mechanics Institute	Motorcycle
Roppe, Jon L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ross, Michael D.	Diploma	Brophy College Prep	Motorcycle
Sisco Sr., Rick C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Skillings, Dustin D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Suckling, Jeffrey S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Trivisonno, Steven P.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Trujillo, David D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Wallace Jr., Donald R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ziolkowski, Zbigniew E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Zucker, Scott R.	Certificate	Motorcycle Mechanics Institute	Motorcycle

## Universal Technical Institute (Motorcycle Mechanics, Marine Mechanics and Automotive Divisions)

### MOTORCYCLE INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Anderson, Jacob A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Atallian, Ronald	Certificate	National Technical Institute	Motorcycle
Carlson, Glenn M.	Diploma	Granite Falls Area Vo Tech	Motorcycle
Chmielewski, Gerald D.	Diploma	Grass Lake Community School	Motorcycle
Costello, Thomas M.	GED	Illinois State Board of Education	Motorcycle
Davis, Robert J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Degraw, George C.	Certificate	Lincoln Technical Institute	Motorcycle
Duray, Steven P.	Certificate	Universal Technical Institute	Motorcycle
Estill, Richard T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Freeman, Michael C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Graef, Anton H.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grafstrom, Gerald G.	Diploma	St. Ignatius High School	Motorcycle
Greer Jr., Robert H.	Certificate	American Motorcycle Institute	Motorcycle
Hynson, James L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jackson, Fabian	Diploma	Motorcycle Mechanics Institute	Motorcycle
Lohlein, Robert E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
McMillan, James M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Mentzel, Dale C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Nelson, David P.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Noel, Paul D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Olson, Michael H.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Phillips, Greg A.	Diploma	Hanover Horton High School	Motorcycle
Reinke, Kevin A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rogers, Scott D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rommel, David D.	Certificate	BMW of North America	Motorcycle
Rowe, Edward L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Sanchez, Mark A.	Diploma	Stafford Senior High	Motorcycle
Simonton, Andrew J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stein, Richard A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stellato, Michael D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Taylor, Marianne R.	Bachelors	University of Phoenix	Motorcycle
Womack Jr., Jimmy O.	GED	Paulding Co. High School	Motorcycle

## MARINE INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Brubaker, Brian E.	Certificate	American Marine Institute	Marine
Burns, Craig A.	Diploma	Northside High School	Marine
Crosby, Billy W.	GED	State of Tennessee	Marine
DiLeonardi, Joseph	Certificate	Marine Mechanics Institute	Marine
Falta, Craig S.	Diploma	Nashville Auto Diesel College	Marine
Farley, David A.	Diploma	Lake Gibson High School	Marine
Hutt, Arthur L.	Certificate	Lake County Vo-Tech	Marine
Kantak, Kelly L.	Certificate	Marine Mechanics Institute	Marine
Little, Bruce E.	Certificate	North Baldwin Center of Technology	Marine
Lynch, David E.	Certificate	Kaw Area Vocational Technical School	Marine
Richards, David N.	Diploma	Eagle High School	Marine
Smith, Richard F.	Certificate	Seminole Community College	Marine

## AUTOMOTIVE/DIESEL INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Albertson, Jacob D.	Bachelors	University of Colorado	Automotive/Diesel
Aldrich, Jeffrey	Bachelors	Baptist College of America	Automotive/Diesel
Anderson, David S.	GED	Career Assistance Center	Automotive/Diesel
Bambling, Jeffrey S.	Certificate	Parkway West Vo-Tech	Automotive/Diesel
Beltzer, Carl L.	Certificate	Mid-Florida Technical Institute	Automotive/Diesel
Cannistra, Richard M	Associates	SUNY Delhi	Automotive/Diesel
Carpenter, Michael A.	Diploma	Osceola High School	Automotive/Diesel
Clarke, Clive A.	GED	University of the State of New York	Automotive/Diesel
Coon, Neil E.	Diploma	Faribault Senior High School	Automotive/Diesel
Feltman, Eric J.	Certificate	Auburn University	Automotive/Diesel
Flannery, Ryan J.	Diploma	West Scranton High School	Automotive/Diesel
Gadacz, David C.	Diploma	La Salle High School	Automotive/Diesel
Glusica, John J.	Bachelors	Washington & Jefferson College	Automotive/Diesel
Gonzalez, Alan M.	GED	Leesburg High School	Automotive/Diesel
Gonzalez, Rene F.	Diploma	Liceo de Curridabat	Automotive/Diesel
Greene, Jason A.	Associates	Community College of Baltimore County	Automotive/Diesel
Klobucar, Arthur K.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Myers Sr., Scott G.	GED	Deptford High School	Automotive/Diesel
New, Tracey A.	Diploma	Highland High School	Automotive/Diesel
Parks, Herbert D.	Certificate	Mid Florida Tech	Automotive/Diesel
Payne, Scott	Diploma	Nashville Auto Diesel College	Automotive/Diesel
Poppo, David B.	Bachelors	Andrews University	Automotive/Diesel
Robitaille, David W.	GED	State of Connecticut	Automotive/Diesel
Rolf, Shane C	Diploma	Thomas Edison State College	Automotive/Diesel
Sadowski Jr., George J.	Certificate	Central Falls Jr. & Sr. High School	Automotive/Diesel
Simmons, Ronnie E.	Diploma	Richmond Senior High School	Automotive/Diesel
Smiley, Joe W.	Certificate	Seminole C. College	Automotive/Diesel
Tollstrup, Justin W.	Certificate	Universal Technical Institute	Automotive/Diesel
Torres, Martin	Diploma	Automotive High School	Automotive/Diesel
Walker, Joseph B.	Associates	Central Florida Community College	Automotive/Diesel
Watkins, David C.	Certificate	Muskingum Area Joint Vocational School	Automotive/Diesel

## Universal Technical Institute of Northern Texas, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Adams IV, John W.	Certificate	Penn Foster Career School	Automotive/Diesel
Baker Jr., Ronald M.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Beckley, Sean	Bachelors	Texas A & M University	Automotive/Diesel
Buscemi, Nicholas E.	Associates	Universal Technical Institute	Automotive/Diesel
Campbell, Vernon	Associates	Phillip Jr. College	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Carrillo, Richard			Automotive/Diesel
Childs, Michael A.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Christie, Michael	Diploma	Zion Benton High School	Automotive/Diesel
Cline, Ethan	Diploma	Warren High School	Automotive/Diesel
Cornett, David A	Certificate	Universal Technical Institute	Automotive/Diesel
Fout, Daniel L.	Certificate	Southern Methodist University	Automotive/Diesel
Francisco, Larry S.	Bachelors	Amberton University	Automotive/Diesel
Franco, Pedro	Diploma	Mission High School	Automotive/Diesel
French, John D.	Diploma	ICS Intext	Automotive/Diesel
Gonzalez, Michael T.	Associates	Community College of the Air Force	Automotive/Diesel
Gorry, Daniel R	Associates	Texas State Technical College	Automotive/Diesel
Gwin, Jeremy R.	Associates	Broward Community College	Automotive/Diesel
Lemmond, Brandon F.	Diploma	Universal Technical Institute	Automotive/Diesel
McFarland, Marty A.	Diploma	Irving High School	Automotive/Diesel
Metzler, Arthur M.	Diploma	James Madison High School	Automotive/Diesel
Miramontes, Marco	GED	State of Texas	Automotive/Diesel
Mitchell, Richard E.	Certificate	Universal Technical Institute	Automotive/Diesel
Moreno, Jorge A.	Certificate	Universal Technical Institute	Automotive/Diesel
Phelps Jr., Gerald L.	Associates	Tarrant County College	Automotive/Diesel
Ramirez, Thomas	Diploma	Sunset High School	Automotive/Diesel
Redin, Danny T.	Diploma	Anadarko High School	Automotive/Diesel
Shackelford, Joseph A.	Associates	North Lake College	Automotive/Diesel
Smith II, Aaron	Bachelors	Dallas Baptist University	Automotive/Diesel
Stuckey, David M.	Diploma	Holdenville High School	Automotive/Diesel
Sutton, Brian D.	Associates	Texas State Technical College	Automotive/Diesel
Tiner, Tristin S	Associates	Universal Technical Institute	Automotive/Diesel
Tobias, Ronnie	Associates	Florida Community College at Jacksonville	Automotive/Diesel
Williams Jr., Richard L.	Diploma	Lynhaven Technical School	Automotive/Diesel
Wolf, Timothy J.	Associates	Ferris State University	Automotive/Diesel

## Universal Technical Institute of Southern California, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Aguilar, Michael E.	Certificate	Harbor Occupational Center	Automotive/Diesel
Arellano, Juan M.	HS Diploma	Universidad Autonoma de Baja California	Collision
Arias III, Nicholas	Diploma	Bishop Montgomery High School	Automotive/Diesel
Cline, Ethan W.	Certificate	Universal Technical Institute	Automotive/Diesel
Conradson, Bruce A.	Diploma	Southfield High School	Automotive/Diesel
Davila, Omar B.	Diploma	Universal Technical Institute	Automotive/Diesel
Elias, Ricardo M.	Associates	Abram Friedman Occupational	Automotive/Diesel
Englert, Michael J.	Certificate	WyoTech	Collision
Fabrizio Jr., Charles J.	Diploma	Colton/Slover Mt. High School	Collision
Falgien, Nicholas C.	Certificate	Universal Technical Institute	Automotive/Diesel
Flores III, Diego	HS Diploma	Paramount High School	Automotive/Diesel
Fuentes, Salvador J.	Diploma	Universal Technical Institute	Automotive/Diesel
Gunter, DeShaun	Diploma	Lincoln Technical Institute	Automotive/Diesel
Jordan Jr., John J.	Diploma	Los Altos High School	Collision
Klinke, Leslie A.	Diploma	Universal Technical Institute	Automotive/Diesel
Lamas, Geronimo	Certificate	Universal Technical Institute	Automotive/Diesel
Lopez, Victor	Diploma	Santa Ana High School	Automotive/Diesel
Ludka, Richard	Diploma	Glendale High School	Automotive/Diesel
Ohm Jr., Gustavo	Associates	Cerritos Community College	Collision
Reum, Ratana	Associates	Universal Technical Institute	Automotive/Diesel
Rico, Hans B.	Diploma	Phoenix Institute of Technology	Automotive/Diesel
Rodriguez (Soto), Stephanie	Associates	Universal Technical Institute	Automotive/Diesel
Salomon, Hector	Diploma	Universal Technical Institute	Automotive/Diesel
Santos Velasquez, Victor D.	Bachelors	California State University Long Beach	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Sunbury, Mathias	Diploma	St. Bernards High School	Automotive/Diesel
Vu, Jim D.	Associates	Universal Technical Institute	Automotive/Diesel
Yamamoto, Taku	Certificate	Universal Technical Institute	Collision
Ziemer, David	Diploma	Edmond Memorial High School	Automotive/Diesel
Ziemer, David	Diploma	Edmond Memorial High School	Automotive/Diesel

## Universal Technical Institute Northeast, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Conk, Daniel	Certificate	Lincoln Technical Institute	Automotive/Diesel
Crespo, Luis	Certificate	Universal Technical Institute	Automotive/Diesel
Della Serra, Carlo	Certificate	Universal Technical Institute	Automotive/Diesel
Della Serra, Carlo R.	Certificate	Universal Technical Institute	Automotive/Diesel
Espallat, Juan	Certificate	Lincoln Technical Institute	Automotive/Diesel
Fedynich, Pete D.	Diploma	NC State High School	Automotive/Diesel
Fedynich, Peter	GED	NC State High School	Automotive/Diesel
Frawley, John	Associates	Morris County College	Automotive/Diesel
Frawley, John A.	Associates	Morris County College	Automotive/Diesel
Lozano, Daniel	Certificate	Universal Technical Institute	Automotive/Diesel
Mendez Jr., Gerardo	Certificate	Universal Technical Institute	Automotive/Diesel
Mendez, Gerardo	Certificate	Universal Technical Institute	Automotive/Diesel
Olsen, Kirk	Diploma	North Brunswick HS	Automotive/Diesel
Osborne, Gregory	Certificate	Teterboro School of Aeronautics	Automotive/Diesel
Osborne, Gregory J.	Certificate	Teterboro School of Aeronautics	Automotive/Diesel
Rauch, Justin	Diploma	West Milford High School	Automotive/Diesel
Rauch, Justin	High School Diploma	West Milford High School	Automotive/Diesel
Redzia, Ronald	Certificate	Lincoln Technical Institute	Automotive/Diesel
Riccio, Stefano	Certificate	Lincoln Technical Institute	Automotive/Diesel
Tolocka, Frank	Certificate	Lincoln Technical Institute	Automotive/Diesel

## Academic Freedom

Universal Technical Institute is committed to assuring academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the Institution encourages them to offer their individual experiences regarding content of assigned courses, organization of topics and instructional methods, providing these judgments only are made within the context of the course descriptions as currently published and the instructional methods are those officially sanctioned by the Institution and methods for which the Institution has received oversight approval. The Institution has a process to change curriculum based on faculty feedback.

Universal Technical Institute encourages instructors and students to engage in discussion and dialogue students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines. Teachers and students are entitled to freedom in discussing their subjects in the classroom, but they should be careful not to introduce into their discussions controversial matter with no relation to their subject.

Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty and the administration shall maintain an educational climate conducive to the free exploration of all ideas and varying points of view. Any faculty member who finds a possible violation of academic freedom cannot be resolved informally with the Campus President may submit such a question in writing to the Vice President of New Campus Operations & Education Programs. This will initiate a review to ascertain the facts of the alleged violation and make recommendations for the resolution.

When students and faculty speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational leaders, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate they are not speaking for the Institution.



# STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Students are encouraged to first seek assistance for any type of concern or problem from an appropriate department Director or the President at their campus. Contact information can be found on pages S-1 and S-2 of this document. These individuals are identified in the administration rosters preceding this section. As required by the Accrediting Commission of Career Schools and Colleges, UTI has procedures and an operational plan for handling student complaints. Students may further consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA, 22201, 703-247-4212, [www.accsc.org](http://www.accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Student Services or online at [www.accsc.org](http://www.accsc.org).

Each UTI, NASCAR Tech and MMI school is licensed in the state in which it is located. Students may choose to file a complaint with his or her home state agency listed below. Students must contact their respective agencies directly for further details.

In addition to accreditation by ACCSC and each school's home-state licensing agency, UTI, NASCAR Tech and MMI are also licensed in many additional states. If the student's home state is listed below, the student may seek additional assistance with an unresolved concern by contacting the agency listed. State agencies not listed may be obtained by calling Universal Technical Institute (ask for Licensing and Compliance) toll-free at 800-859-7249. Nothing in this policy prevents a student from contacting his or her respective state agency with concerns or complaints.

## State Contact Information for Student Complaints / Grievances

### ALABAMA

Alabama Community College System  
P. O. Box 302130, Montgomery, AL 36130-2130  
or  
135 S. Union St., Montgomery, AL 36104-4340  
[www.accs.cc/index.cfm/school-licensure/complaints/](http://www.accs.cc/index.cfm/school-licensure/complaints/)

### ALASKA

Alaska Commission on Postsecondary Education  
P.O. Box 110505, Juneau, AK 99811-0505  
[http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary\\_Institutions/Consumer\\_Protection](http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection)  
To request a complaint form, please send an email to: [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov).

### ARIZONA

If a student has a complaint against the school and exhausts all available grievance procedures, including all appeals established by the school, the student may file a written complaint with the Arizona State Board of Private Postsecondary Education. For more information, please contact the Board:  
1740 W. Adams St., Suite 3008  
Phoenix, AZ 85007  
Telephone: 602-542-5709

### ARKANSAS

Arkansas Department of Higher Education  
423 Main Street, Little Rock, AR 72201  
Phone: 501-683-8000  
<http://www.sbpce.arkansas.gov/complaint-process>

### CALIFORNIA

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 completing a complaint form, which can be obtained on the bureau's website at [www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml).  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
telephone: 916-431-6924, fax: 916-263-1897

### COLORADO

Colorado Department of Higher Education complaints may be filed online with the Division of Private Occupational Schools. Complaints or claims may be filed in writing with the Board within two years after the student discontinues their training, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date of the alleged injury and its cause were known or should have been known. All complaints must be filed in writing. No action regarding third-party complaints is required.  
Web address: <http://highered.colorado.gov/dpos/>  
Phone: 303-862-3001

### CONNECTICUT

To request a complaint form, please navigate to:  
<http://www.ctohe.org/POSA/StudentInfo.shtml#Complaint>  
or request a complaint form from the Education & Employment Information Center via email: [edinfo@ctohe.org](mailto:edinfo@ctohe.org).  
Connecticut Office of Higher Education  
450 Columbus Boulevard, Suite 510, Hartford, CT 06103  
860-947-1816

### DELAWARE

Delaware Department of Education  
Private Business and Trade Schools  
35 Commerce Way, Suite 1, Dover, DE 19901  
Complaints must be made in writing and verified by the signature of the person making the complaint. The Complaint Form and complaint process can be found on the website at:  
<http://www.doe.k12.de.us/Page/3061>

### DISTRICT OF COLUMBIA

Office of the State Superintendent of Education  
Education Licensure Commission  
810 First St. NE, 9th Floor, Washington, DC 20002  
202-727-6436  
<http://osse.dc.gov/service/public-complaints>

### FLORIDA

Commission for Independent Education  
325 W. Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
Phone: 850-245-3200  
Fax: 850-245-3238  
[cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)  
[www.fldoe.org/policy/cie/file-a-complaint.shtml](http://www.fldoe.org/policy/cie/file-a-complaint.shtml)

**GEORGIA**

Nonpublic Postsecondary Education Commission  
2082 E. Exchange Place, Suite 220  
Tucker, GA 30084-5305  
770-414-3300  
<https://gnpec.georgia.gov/student-complaints>

**HAWAII**

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
808-586-3334  
<http://boe.hawaii.gov>

**IDAHO**

Idaho State Board of Education  
Executive Director of the State Board of Education  
650 West State St., 3rd Floor  
Boise, ID 83702  
[http://www.boardofed.idaho.gov/priv\\_proprietary/student\\_complaint.asp](http://www.boardofed.idaho.gov/priv_proprietary/student_complaint.asp)

**ILLINOIS**

Complaints against this school may be registered with the Illinois Board of Higher Education and may be submitted to:  
Illinois Board of Higher Education  
Attn: Student Complaint Division  
1 N. Old State Capitol Plaza, Suite 333,  
Springfield, IL 62701  
217-782-2551, Fax: 217-782-8548  
<http://complaints.ibhe.org>

**INDIANA**

Indiana Department of Workforce Development  
Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 308  
Indianapolis IN 46204  
OCTS@dwd.in.gov  
<http://www.in.gov/dwd/2731.htm>  
317-234-8338 or 317-232-1732

**INDIANA (FOR UTI-AVONDALE ONLY)**

Indiana Commission for Higher Education  
Attention: Complaints  
101 West Ohio Street, Suite 550  
Indianapolis, IN 46204-1984  
<http://www.in.gov/che/2744.htm>  
For questions on the complaint process or form, please contact:  
[complaints@che.in.gov](mailto:complaints@che.in.gov) and/or 317-464-4400

**IOWA**

Iowa College Student Aid Commission  
430 E. Grand Ave., 3rd Floor, Des Moines, IA 50309  
515-725-3400  
<https://www.iowacollegeaid.gov/sdrf-start>

**KANSAS**

Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368  
785-430-4240  
[http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

**KENTUCKY**

[Filing a Complaint with the Kentucky Commission on Proprietary Education](#)

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education by mail to  
300 Sower Boulevard, 4th Floor, Frankfort, KY 40601.

This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

**LOUISIANA**

Board of Regents

Complaints relative to actions of school officials may be made and must be in writing addressed to the Louisiana Board of Regents, Proprietary School Section, as follows:

P.O. Box 3677  
Baton Rouge, LA 70821-3677  
225-342-4253

Such complaints may only be made after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school officials. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, addressed to the:

Board of Regents  
Proprietary School Section  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
225-342-7084

<http://www.regents.la.gov/page/proprietary-schools>

**MAINE**

Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023  
PH: 207-624-6600; FAX: 207-624-6700

**MARYLAND**

Maryland Higher Education Commission  
6 N. Liberty St., 10th Floor, Baltimore, MD 21201  
Fax: (410) 332-0270  
[PCS.MHEC@maryland.gov](mailto:PCS.MHEC@maryland.gov)  
[http://mhec.maryland.gov/institutions\\_training/Pages/career/pcs/complaint.aspx](http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx)

**MASSACHUSETTS**

Massachusetts Office of Occupational School Education  
Division of Professional Licensure  
1000 Washington Street, Suite 710  
Boston, MA 02118  
617-727-7406  
<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/have-a-complaint-about-a-licensee.html>

**MICHIGAN**

Michigan Department of Licensing and Regulatory Affairs  
CSCL/Enforcement Division  
P.O. Box 30018  
Lansing, MI 48909  
517-241-9202  
[www.michigan.gov/cscl](http://www.michigan.gov/cscl)  
Complaint must be in writing and signed.

## MINNESOTA

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227  
800-657-3866  
[info.ohe@state.mn.us](mailto:info.ohe@state.mn.us)

## MISSISSIPPI

Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road, Jackson, MS 39211-6453  
601-432-6185  
<http://www.sbcjc.cc.ms.us/pdfs/pg/PSComplaintForm.pdf>

## MISSOURI

Missouri Department of Higher Education  
205 Jefferson St., 11th Floor  
P.O. Box 1469, Jefferson City, MO 65102-1469  
[info@dhe.mo.gov](mailto:info@dhe.mo.gov)

## MONTANA

Montana University System  
Office of Commissioner of Higher Education  
2500 Broadway St., P.O. Box 203201  
Helena, MT 59620-3201  
406-444-6570 or  
Department of Justice  
Office of Consumer Protection  
PO Box 200151  
Helena, MT 59620-0151  
406-444-4500 or 800-481-6896  
[ContactOCP@mt.gov](mailto:ContactOCP@mt.gov)  
<https://media.dojmt.gov/wp-content/uploads/100-Consumer-Complaint-Form.pdf>

## NEBRASKA

Students may contact the Program Director of Private  
Postsecondary Career Schools at the Nebraska Department  
of Education  
Nebraska Department of Education  
Private Postsecondary Career Schools  
301 Centennial Mall So., P.O. Box 94987  
Lincoln, NE 68509-4987  
[www.education.ne.gov/PPCS/](http://www.education.ne.gov/PPCS/)

## NEVADA

Commission on Postsecondary Education  
8778 S. Maryland Parkway, Suite 115  
Las Vegas, NV 89123  
702-486-7330  
[www.cpe.state.nv.us/CPE%20Complaint%20Info.htm](http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm)

## NEW HAMPSHIRE

New Hampshire Department of Education  
Division of Higher Education – Higher Education Commission  
Office of Career School Licensing  
101 Pleasant Street  
Concord, N.H. 03301  
Phone: 603-271-0256; Fax: 603-271-1953

## NEW JERSEY

New Jersey Department of Labor & Workforce Development  
Center for Occupational Employment Information  
Attn: Conflicts  
P.O. Box 057  
Trenton, NJ 08625-0057  
Conflict Resolution Questionnaire can be found on the website at  
<http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>

## NEW MEXICO

New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
<http://www.hed.state.nm.us/institutions/complaints.aspx>

## NEW YORK

Bureau of Proprietary School Supervision  
Investigations and Audit Unit  
116 W. 32nd St., 5th Floor  
New York, NY 10001  
212-643-4760  
E-mail: [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov); [www.acces.nysed.gov/bpss/students](http://www.acces.nysed.gov/bpss/students)  
Access complaint form: <http://www.acces.nysed.gov/common/acces/files/bpss/ComplaintForm.pdf>

## NORTH CAROLINA

North Carolina Community College System  
Office of Proprietary Schools  
5001 Mail Service Center  
Raleigh, NC 27699-5001  
Telephone: 919-807-7061  
Fax: 919-807-7169  
Form can be found on the website at  
<http://www.nccommunitycolleges.edu/proprietary-schools>

## NORTH DAKOTA

North Dakota Department of Career and Technical Education  
State Capitol – 15th Floor  
600 E. Boulevard Ave., Dept. 270, Bismarck, ND 58505-0610  
701-328-3180  
[www.nd.gov/cte/](http://www.nd.gov/cte/)  
[cte@nd.gov](mailto:cte@nd.gov)

## OHIO

Ohio State Board of Career Colleges and Schools  
30 E. Broad St., Suite 2481  
Columbus, OH 43215-31414  
614-466-2752, Toll Free 877-275-4219  
<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

## OKLAHOMA

Oklahoma Board of Private Vocational Schools  
3700 NW. Classen Blvd., Suite 250,  
Oklahoma City, OK 73118-2864  
405-528-3370

## OREGON

Oregon Higher Education Coordinating Commission  
Private Career Schools/Office of Degree Authorization  
255 Capitol St., NE, Salem, OR 97301  
Students aggrieved by action of the school should attempt to  
resolve these problems with appropriate school officials. Should this  
procedure fail, students may contact the Oregon Higher Education  
Coordinating Commission.  
Grievance regarding discrimination:  
Any person unlawfully discriminated against, as described in ORS  
345.240, may file a complaint under ORS 659A.820 with the  
Commissioner of the Bureau of Labor and Industries.  
Policies of UTI, NASCAR Tech and MMI governing employees  
will be enforced in situations where instructional staff or  
other school personnel have been found to have engaged in  
discriminatory behavior.

## PENNSYLVANIA

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12th Floor  
Harrisburg, PA 17126-0333  
Student complaint form link: [http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Private-Licensed-Schools.aspx#.Vjj\\_c02FNaJ](http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Private-Licensed-Schools.aspx#.Vjj_c02FNaJ)  
For questions, call 717.783.8228 or e-mail [ra-pls@pa.gov](mailto:ra-pls@pa.gov).

## RHODE ISLAND

Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington St., Providence, RI 02903  
401-456-6000  
[www.ribghe.org](http://www.ribghe.org)

## SOUTH CAROLINA

South Carolina Commission on Higher Education  
1122 Lady St., Suite 300  
Columbia, SC 29201  
[www.che.sc.gov/Portals/0/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/Portals/0/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

## SOUTH DAKOTA

Office of Attorney General, Division of Consumer Protection  
1302 E. Hwy 14, Suite 3  
Pierre, SD 57501-8053  
605-773-4400  
<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

## TENNESSEE

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization  
Attn: Complaints  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Telephone: 615-741-5293  
Fax: 615-532-8845  
Form can be found under the Consumer Services section of the website at [https://www.tn.gov/content/dam/tn/thec/bureau/student\\_aid\\_and\\_compliance/dpsa/Complaint](https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/Complaint)

## TEXAS

Texas Workforce Commission  
Career Schools & Colleges – Room 226-T  
101 E. 15th St., Austin, TX 78778-0001  
<http://www.twc.state.tx.us/jobseekers/career-schools-colleges-students#howToSubmitAComplaintAgainstASchool>

### Texas Higher Education Coordinating Board (For Degree Programs)

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution's complaint procedures. Further information regarding the rules governing student complaints can be found in the Texas Administrative Code: Title 19, Sections 1.110-1.120  
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Complaints may be submitted online, via email or can be mailed. Please navigate to the website listed below for further information on how to submit a student complaint and the supporting documentation required.

Texas Higher Education Coordinating Board  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788  
Email: [studentcomplaints@thecb.state.tx.us](mailto:studentcomplaints@thecb.state.tx.us)  
Website: <http://www.thecb.state.tx.us/index.cfm?objectid=AC6FA0BC-F5DB-16DE-6B667C083DFB5B98>

## UTAH

Utah Division of Consumer Protection  
160 E. 300 S., 2nd Floor, Box 146704  
Salt Lake City, UT 84111  
801-530-6601  
[consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<http://consumerprotection.utah.gov/complaints/index.html>

## VERMONT

Vermont Agency of Education  
219 N. Main Street, Suite 402  
Barre, VT 05641  
802-479-1030

## VIRGINIA

State Council of Higher Education for Virginia  
101 N. 14th St., 10th Floor  
James Monroe Building  
Richmond, VA 23219  
804-225-2100

## WASHINGTON

*For AOS degree program students:*  
Washington Student Achievement Council  
917 Lakeridge Way SW  
Olympia, WA 98502  
360-753-7800  
[info@wsac.wa.gov](mailto:info@wsac.wa.gov)  
[www.wsac.wa.gov/student-complaints](http://www.wsac.wa.gov/student-complaints)

*For diploma program students:*  
Inquiries or complaints regarding this private vocational school may be made to the:  
Workforce Training and Education Coordinating Board  
128 10th Ave. SW  
Olympia, WA 98501  
360-709-4600  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)  
[wtb.wa.gov](http://wtb.wa.gov)

## WEST VIRGINIA

West Virginia Council for Community and Technical College Education  
West Virginia Higher Education Policy Commission  
Attn: Executive Vice Chancellor for Administration  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301  
Fax: 304-558-5719  
Complaint Process and Form can be found on the website at <http://wwctcs.org/student-complaints/>



## WISCONSIN

Educational Approval Program  
Department of Safety and Professional Services  
P.O. Box 8366  
Madison, WI 53708-8366  
608-266-7703  
dpsap@wisconsin.gov  
<http://eab.state.wi.us/resources/complaint.asp>

## WYOMING

Wyoming Department of Education  
2300 Capitol Ave., Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-2060  
307-777-7675

### Students' Rights to File a Complaint with the U.S. Department of Education

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. Such complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

Students are encouraged to bring their complaints regarding the implementation of company policy to the attention of the appropriate Director of Student Services.

### Veterans and Service Members Complaint Procedures

The Federal Trade Commission, U.S. Department of Defense and U.S. Department of Veterans Affairs have created customized online reporting forms in collaboration with the U.S. Department of Justice and the Consumer Financial Protection Bureau that veterans and service members can use to file consumer complaints about education institutions. Students can directly file complaints with the VA ([www.benefits.va.gov/gibill/feedback.asp](http://www.benefits.va.gov/gibill/feedback.asp)) and Department of Defense ([www.militaryonesource.mil/voluntary-education](http://www.militaryonesource.mil/voluntary-education)) about the cost of attendance, marketing, graduation rates, program quality, employment prospects and course credit. The Department of Education will take e-mail complaints on these topics ([Compliancecomplaints@ed.gov](mailto:Compliancecomplaints@ed.gov)).

# REFUND POLICY PROVISIONS

## Minimum Cancellation and Refund Policy

The state and Institutional policies below are applied in the event that a student cancels his or her enrollment or withdraws from school. In these circumstances, the student's total financial obligation will be determined utilizing (1) the requirements of an applicable state law or (2) the applicable Institutional policy if no state policy exists or applies. UTI/NASCAR Tech/MMI will apply the lower obligation determined from the state (if applicable) and Institutional policies to provide the student with the most favorable outcome.

If the student has also received federal Title IV financial aid, a separate calculation will be performed in accordance with the Return of Title IV Funds policy as stated in this catalog. Also, in some cases, other funds such as those received from an agency will be returned to that provider in accordance with their program requirements. As federal regulations require that aid must first be applied to Institutional charges, any Title IV funds together with any other remaining funds paid on account will be deducted from the balance owed to the school. A complete copy of the obligation calculation together with the Return of Title IV Funds calculation if applicable will be mailed to the student. The student will then separately receive any remaining refund due or be billed for outstanding charges.

## UTI Arizona Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.

- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

**Institutional Policy**

% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
  7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
  8. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

**MMI Arizona and Florida Institutional Policy**

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of the student's enrollment agreement.
  2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. Washington residents please refer to the Notice of Buyer Section for Washington Residents Only.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

**Institutional Policy**

% Attended	% Retained
> 0-40%	Prorated
> 40%	100%

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
  7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
  8. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of \$25 or less.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
  - G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
  - H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date of determination.
  - I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
  - J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
  - K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

## Illinois Institutional Policy

- A. Students shall be notified of acceptance/rejection in writing. If the applicant is not accepted by UTI, all monies received will be refunded to the applicant.
- B. If by midnight of the third business day from the date of acceptance the applicant cancels by giving written notice, all monies paid to the UTI or its representatives will be returned to the applicant. Applicants should deliver or send this notice to Universal Technical Institute, 2611 Corporate West Drive, Lisle, IL 60532.
- C. If an applicant withdraws after midnight of the fifth day following enrollment but prior to the close of business on the student's first day of class attendance by means of written notice, charges made by the Institute to the student will not exceed a \$50 registration fee plus the cost of the meter if issued prior to cancellation.
- D. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three business days following attendance at the regularly scheduled New Student Orientation or tour of the Institute. Such cancellation results in a return of all monies paid for the Institute's registration fee.

## TUITION REFUND POLICY

Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed below:

- A. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:

% Attended	% Retained
> 0%-10%	10%
(First-time students see #1 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%, or a refund in an amount determined by the Institution

1. For first-time students withdrawn during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #2.
2. In all instances of a student terminating or being withdrawn, UTI will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above. Refunds due to the student as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable. A student who does not attend classes for a period of fifteen (15) days and does not give the Institute, prior to or during that period, an explanation regarding absences is considered to have withdrawn from the Institute. The withdrawal date for refund computation purposes is the last date of actual attendance by the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date that the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
3. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period.
4. Students who withdraw with tuition or other fees due the Institute are requested to make arrangements for payment at the time of withdrawal. The Institute will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 30 days after the student leaves the Institute, the account will be submitted to a commercial collection agency.
5. If, during a program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
6. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute, at its determination, may make a refund more favorable to the student.

## Massachusetts Institutional Policy

### REFUND POLICY (PER M.G.L. CHAPTER 255, SECTION 13K AND 230 CMR 15.04)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Pursuant to 230 CMR 15.04, you have the right to cancel this enrollment contract before the completion of five school days or 5% of this Program, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment. If you begin participation in a Program while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that student loan or financial aid amount, you may terminate the enrollment agreement with a full refund of all monies paid, less actual reasonable administrative costs. For the purposes of this Policy, actual reasonable administrative costs is defined under M.G.L. c. 255, § 13K(7).

### REFUND POLICY FOR VETERANS

#### Military Service Refund Policy

A student who enrolls in an academic course but is unable to complete the course because that student is called to or enlists in active duty, and who provides an Active Duty Order or Stop Loss Order to the Institution, will be given the option to:

- Complete the course at a later date without penalty
  - If the course is no longer available upon the student's return from active duty, the student shall be permitted to complete a replacement course for equivalent credit without penalty
- Or, withdraw from the course with a full refund of fees and tuition paid

If the student chooses to withdraw from the course, the student's record shall reflect that the withdrawal is due to active duty, military service.

**Administrative Costs Equal: \$50.00 Application Fee**

## New Jersey Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance.
- C. Students shall be notified of their acceptance/rejection in writing. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. Universal Technical Institute's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:
  1. Cancellation may be oral and followed in writing by the student, parent or guardian of a minor student.
  2. All monies paid by an applicant will be refunded if requested within (5) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the first page of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.



4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Time of Withdrawal	Student's Responsibility
Within first 3 business days of signing this contract	0% of total tuition plus the registration fee
During the first week	10% of total tuition plus the registration fee
During weeks two and three	20% of total tuition plus the registration fee
After three weeks, but prior to 25%	45% of total tuition plus the registration fee
After 25% of program and before 50%	70% of total tuition plus the registration fee
After 50% of program is completed	100% of total tuition plus the registration fee

- F. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 10 business days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.
- G. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- H. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## North Carolina Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state or accrediting body, or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes, with the following conditions:
  1. Cancellation must be in writing by the student, parent or guardian. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement.

2. All monies paid by an applicant will be refunded if the program in which the student is enrolled is canceled due to a lack of sufficient enrollment.
3. An applicant requesting cancellation prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.

- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:

1. Students are charged by the enrollment periods detailed on the front of this Agreement.
2. For each enrollment period the student has completed, the student is responsible for those charges in full.
3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted using the percentages shown below.

### Institutional Policy

Completed	Retained
0%	0%
>0-10%	25%
>10-25%	25%
>25%	100%

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
7. In all instances of a student terminating or being withdrawn, NASCAR Technical Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
8. Refunds of less than \$25 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of \$25 or less.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. Refunds will be totally consummated within 30 days after the effective date of termination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.

- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, NASCAR Technical Institute shall make a settlement that is reasonable and fair to both.

## Pennsylvania Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation may be oral and followed in writing by the student, parent, guardian, or guarantor.
  - 2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
  - 3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
  - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.

- 4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.
- 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Calculations using both weeks and clock hours will be performed. The result that provides the greater benefit to the student will be applied.
- 6. For first-time students during the first week of the first enrollment period, the school will retain \$350 plus the registration fee of \$50.

Pennsylvania State Policy	
% Attended	% Retained
Within first 7 calendar days	25%
>7 calendar days	45%
25%-50%	70%
50%	100%

- F. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- G. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 30 days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.
- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## Texas Institutional Policy

### TUITION REFUND POLICY AND BUYER'S RIGHT TO CANCEL

The Institute reserves the right to amend the terms of its Refund and Cancellation Policy in order to comply with all applicable Federal, State, and accrediting body or any other regulatory agency statutes, guidelines or regulations in effect at the time an applicant cancels this agreement, or a student withdraws or is terminated from the Institute. The policy below applies to all students unless a different policy in effect from the student's home state of residence, as listed in the Course Catalog provided at the time of enrollment. In the event of the existence of a separate home-state policy, the Institute will apply the policy that is most favorable to the student.

When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining.

The Enrollment Agreement, if accepted by the Institute, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

An applicant accepted for enrollment at UTI must meet the school's admissions requirements prior to beginning classes. In Texas, a student who does not satisfy the school's admissions requirements will forfeit acceptance and will be entitled to a refund as outlined below.

1. If the Enrollment Agreement is rejected by UTI, the applicant will be notified and a full refund of all monies paid will be made.
2. An applicant may cancel enrollment at any time before the commencement of classes. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
  - a. A full refund will be made to any student who cancels this Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the Enrollment Agreement is signed by the prospective student. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.
  - b. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  - c. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within 72 hours following a tour of the Institute and equipment. Cancellation must be in writing by the student, parent, guardian, or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement. Such cancellation results in a refund of all monies paid.
  - d. A full refund will be provided to a student if the course of instruction is discontinued by the school and this prevents the student from completing the course.
- e. A full refund of all tuition and fees is due and refundable if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentation by the owner or representative of the school.
- f. An enrolled student that does not start class by the second day of the scheduled start date and does not contact the school to reschedule or does not cancel in writing as required will be considered to have abandoned the agreement resulting in the forfeiture of the registration fee.
- g. If, during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with this refund policy.
- h. Special Cases – In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both. In such cases when the student is fully obligated for the tuition and intends to return to school within one year of withdrawal, there will be no additional tuition charge. Students may request grade of incomplete per Section 132.061 of the Texas Education Code.
- i. Title IV refunds will be totally consummated within 45 days after the effective date of termination. See #2 under Refund Policy for the effective date of termination.

## Texas Cancellation and Refund Policy

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### REFUND POLICY

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

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.  
Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

#### **Refund Policy for Students Called to Active Military Service**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

## **STATE REFUND POLICIES**

### **Alabama Residents**

The following policy applies to Alabama residents:

Students may cancel enrollment at any time complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination:

- A. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid except the registration fee.
- C. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.
- D. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

### **Alaska Residents**

- A. An applicant who is not accepted by an Institution shall be given a refund of all tuition and fees paid. The student may be charged a non-refundable application fee. The application fee may not exceed \$75.
- B. A deposit or down payment may be required only if it is credited toward tuition.
- C. The Institution will acknowledge a student's cancellation or withdrawal, in writing, within five business days after receipt of notification.



- D. All refunds to a student will be made no later than 30 days after receipt of notification of the student's withdrawal or last recorded date of physical attendance, whichever is earlier.
- E. The Institution will provide a "cooling-off" period, which expires at the close of business on the first day of a student's scheduled attendance, and during which a student, upon submitting written notice to the Institution, may cancel the enrollment contract and receive a 100 percent tuition refund, less any application fee.
- F. The Institution may charge a student who withdraws or otherwise fails to complete the course of study, after the cooling off period in (e) of this section, a withdrawal fee, not to exceed \$100.

#### Alaska State Policy

% Attended	% Retained
<2 days	0%
>2 days-10%	10%
>10%-20%	20%
>20%-25%	45%
>25%-50%	70%
>50%	100%

- G. For an institution that has courses of study for which tuition is charged on a pay-as-you-go basis, the institution may not commit the student to pay for instruction that has not been received by the student.
- H. An institution that has courses of study for which tuition is charged on a pay-as-you-go basis and that holds unearned tuition money on behalf of a student must place that money in a non-interest-bearing trust account that contains only tuition money. The tuition money may be withdrawn only as it is earned by the institution as a result of the student's enrollment and attendance under the terms of the institution's enrollment agreement. The commission may, and upon written application, waive the trust account requirements of this section for a public institution. If a student enrolls but fails to attend or otherwise withdraws from the institution, the balance of the student's tuition money remaining on account with the institution, if any, must be refunded to the funding source.
- I. This section does not apply to refunds due to a student because the institution has closed or the program in which the student is enrolled has ceased operating.

## Arkansas Residents

The following policy applies to Arkansas residents. Schools shall publish and adhere to a cancellation and refund policy that provides not less than:

- 1. A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.
- 2. If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25).
- 3. If the student has contracted with a school to pursue a distance education program or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction, whichever comes first.
- 4. If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.

- 5. All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank, such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund.
- 6. At the time of completion of home solicitation sale:
  - a. The seller shall furnish the buyer with a fully completed receipt, AND
  - b. A copy of any contract or agreement pertaining to such sale at the time of its execution, which shall show the name and address of the seller, the date of transaction, AND
  - c. Contain in boldface type of a minimum size of ten (10) points a statement in substantially the following form: ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION. This statement shall be in immediate proximity to the space reserved for the signature of the buyer, in the contract, agreement or receipt.
  - d. The buyer may cancel by written notice mailed to the seller, preferably by certified or registered letter.
  - e. In the event the buyer cancels, the seller shall return to the buyer within thirty (30) calendar days of the cancellation:
    - i. Any payments made,
    - ii. Any goods or other property received as a trade-in (or a sum equal the trade-in allowance given therefore), AND
    - iii. Any note or other evidence of indebtedness given by the buyer to the seller pursuant to or in connection with the sale.
  - f. After cancellation the seller shall have thirty (30) calendar days to take possession of any property left with the buyer.
- 7. The effective date of the termination, for refund purposes, shall be the last day of attendance.
- 8. The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed.
- 9. In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.
- 10. Schools shall publish and adhere to a refund policy:
  - a. The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.
  - b. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.

- c. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - i. At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a pro rata basis.
  - ii. At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
  - iii. At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
  - iv. At completion of 75% or more of the program no refund is due the student.
- 11. Students shall be refunded immediately when a course is canceled and there is not a course required for their program of study available.

## California Residents

The following applies to California residents:

- A. The refund policy will be calculated as follows:
  - 1. A \$50 registration fee will be deducted from the total period of attendance tuition charge. The period of attendance is defined in the California Education Code as the entire educational program if measured in clock hours ("period of attendance").
  - 2. The remaining period of attendance tuition is divided by the total hours in the period of attendance. The result of the calculation is the hourly charge for the period of attendance.
  - 3. The tuition amount owed by the student is derived by multiplying the total hours attended by the hourly charge for the period of attendance.
  - 4. The refund would be any amount in excess of the \$50 registration fee and the tuition amount owed.
  - 5. The refund amount will be adjusted, if applicable, for returned equipment.
- B. The Institution's refund policy for other institutional charges is as follows:

A student who cancels their enrollment or withdraws after receiving any supplies is required to return these supplies in reasonable condition within thirty (30) days after the date of withdrawal or within ten (10) days after the WRITTEN notice of cancellation is sent. If not returned to the Institution within the allowable thirty (30) days, the Institution is entitled to retain the documented cost of these items from any payment received prior to refunding. If payment received does not cover the cost of the items the student received, the Institution will bill the student for the amount owed.

The \$95 lab fee is charged for the entire program length (not just an enrollment period). If a student withdraws before completing the entire program, the Institution will retain a pro rata amount of the lab fee. The pro rata amount is determined by multiplying the \$95 by a fraction. The fraction is the number of hours attempted in the program (the numerator) and the denominator is the total number of hours in the program. Any refund amount will be credited to the student's tuition account. Refunds (if any) will be processed as tuition refunds.

- C. If any portion of your tuition was paid from the proceeds of a loan(s) and a refund is required, the refund will be sent to the lender or to the agency that guaranteed your loan. Any remaining amount of refund will first be used to repay any federal, then state or local organizations (student financial aid programs from which you received benefits). Any remaining amount will be paid to you.
- D. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or additional enrollment period(s) will be assessed according to section (C) through (F).
- E. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 calendar days after the later of the Institute dismissing the student, receiving notice of withdrawal, last date of attendance or cancellation.
- F. In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute, at its determination, may make a refund more favorable to the student.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

In addition to financial aid for which the student may be eligible, cash payment plans are available with no interest or finance charge. If a student elects a financial aid or cash payment plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements (Regulation Z). Payment plans elected will become an addendum to this enrollment agreement and is legally binding.

## Colorado Residents

- 1. As a condition for granting a certificate of approval or an agent's permit to represent a school located outside this state, a school shall maintain a policy for the refund of tuition and fees in the event, and within thirty (30) days of the date, a student fails to enter the course, withdraws, or has been discontinued therefrom at any time prior to completion. The policy shall provide for at least the following:
  - a. A full refund of all money paid if the applicant is not accepted by the school;
  - b. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment if the applicant has not commenced training;
  - c. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the school ceases operation;
  - d. That the school use a method of determining the official termination date of the student that complies with the established criteria of the state board for community colleges and occupational education;

- e. That except for retention of a cancellation charge not to exceed \$150 or 25% of the contract price, whichever the policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

**Colorado State Policy:**

% Attended	% Retained
>0 to 10%	10%
>10 to 25%	25%
>25 to 50%	50%
>50 to 75%	75%
>75%	100%

## Connecticut Residents

State of Connecticut Department of Higher Education regulation § 10a-22k-14 provides that the institution shall have a reasonable and equitable refund policy. As such, please refer to the Institutional Refund Policy.

## Delaware Residents

The following policy applies to Delaware residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The student will receive 100% of all monies paid if the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
- E. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15 percent of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- F. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods based on the period of enrollment computed on the basis of course time expressed in clock hours.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.

3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.

For purposes of the refund calculation, the effective date of the termination will be the earliest of the following:

- i. The last date of attendance, if the student is terminated by the school;
  - ii. The date of receipt of written notice from the student;
  - iii. Ten school days following the last date of attendance;
4. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

**Delaware State Policy**

% Attended	% Retained
> 0-4.9%	20%
> 5-9.9%	30%
> 10-14.9%	40%
> 15-24.9%	45%
> 25-49.9%	70%
> 50%	100%

5. For programs more than 12 months in length, the refund shall be applied to each 12-month period or part thereof separately.
6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
8. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner.
- G. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- H. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- I. The Institute shall determine the date of withdrawal as the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## Georgia Residents

The following policy applies to Georgia residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement or making an initial payment if no Enrollment Agreement is signed.
  3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended (last date of attendance).
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

### Georgia Policy

% Attended	% Retained
>0-5%	5%
>5-10%	10%
>10-25%	25%
>25-50%	50%
>50%	100%

6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. Should the school change or cancel a program or change the time or location of a course, every effort will be made to accommodate the needs of each student. If arrangements mutually satisfactory to the school and the student cannot be made, the school will then refund all money paid for the program.

## Hawaii Residents

- A. Should a student decide not to attend the school or leave the school prior to or during training, the Institution shall retain a registration fee not to exceed \$100.
- B. The minimum refund of tuition, fees, and other charges paid in advance that the Institution pays to registrants or students who withdraw shall be a sum which does not vary more than ten per cent from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. This proration shall be determined by the ration of the number of days of instruction completed by the student to the total number of instructional days in the course.

## Idaho Residents

The Idaho State Board of Education and the Idaho Administrative Code 08.01.11(301)(02)(d) provide only that the refund policy must be given to students in writing. As such, please refer to the Institutional Refund Policy.

## Indiana Residents

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.



The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

## Iowa Residents

- A. Should a student determine to withdraw from the Institution, a pro rata refund will be determined in an amount that is not less than 90% of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.

- B. Notwithstanding subsection (a), the following tuition refund policy shall apply:

1. If a terminating student has completed sixty percent or more of a school period, the Institution is not required to refund tuition charges to the student. However, if, at any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- C. The refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program.
- D. A student who terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the postsecondary educational program, other than a reduction in tuition refund as specified in this policy.

## Kansas Residents

- A. A student will be reimbursed for any items for which the student was charged but did not receive.
- B. All advance monies, other than an initial, nonrefundable registration fee, paid by the student before attending class shall be refunded if the student requests a refund, in writing, within three days after signing an enrollment agreement and making an initial payment; and
- C. For institutions collecting a nonrefundable initial application or registration fee, the student shall be required to sign a written statement acknowledging that the initial application or registration fee is nonrefundable.
- D. Each student who has completed 25 percent or less of a course and withdraws shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed. After a student has attended at least 25 percent of the course, tuition and fees shall not be refundable.
- E. All monies due to the student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last day of attendance. In determining the official termination date and percentage of each course completed, the Institution may consider the week during which the student last attended to be an entire week of attendance completed.

## Kentucky Residents

Kentucky Revised Statute 165A.370(1)(o) provides only that the refund schedule shall be in published form prior to enrollment. As such, please refer to the Institutional Refund Policy.

## Louisiana Residents

The following policy applies to Louisiana residents.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  - 2. All monies paid by the applicant will be refunded if requested within three (3) business days after signing the Enrollment Agreement and making an initial payment.
  - 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee (up to \$50) of 15% of the contract price of the program but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation.
  - 4. A student who does not meet the minimum admission requirements or whose enrollment was procured as a result of a misrepresentation in the school's written materials is entitled to a full refund.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### **Louisiana State Policy**

##### **Prior to the second day of class registration fee**

<b>% Attended</b>	<b>% Retained</b>
2nd day of class to end of 1st week	10%
Weeks 2-4	25%
Week 5-the first 25%	45%
During the second 25%	70%
During the 3rd and 4th 25%	100%

- 6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
- 7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

## **Maine Residents**

The following policy applies to Maine residents:

- A. Each school shall establish and include with the license application a policy for the refund of the unused portion of tuition, fees and other charges in the event the student fails to enter the course or withdraws, or is terminated therefrom at any time prior to completion.
- B. In the case of a student who requests cancellation and/or refund within three (3) business days after signing of the contract, the school shall cancel the application and refund in full all monies paid to the school by the student.
- C. In the case of a student whose enrollment application is rejected by the school, the school shall refund in full all monies paid to the school by the student. However, the school may retain a portion of the application fee not to exceed twenty-five (\$25) dollars.
- D. In cases of termination or withdrawal after classes commence, the school may retain the registration fee (not to exceed \$150) and other charges as specified in the refund policy.
- E. If a student has paid any tuition, fees or other charges for enrollment periods or programs which extend beyond one school year, 12 calendar months, then any payments which do not apply to the school year when the student withdraws or terminates shall be refunded in full to the student.
- F. Refunds shall be made within thirty days after the effective date of withdrawal or termination.

## **Maryland Residents**

- A. A full refund will be made to any student who cancels the Enrollment Agreement within seven (7) calendar days after having signed the Enrollment Agreement. If the student cancels after the seven (7) calendar day cancellation period but before the first day of instruction, the school may retain an application fee not to exceed 10% of the program, or \$150, whichever is less.

- B. If, after the seven (7) calendar day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for program and shall include all fees, except the application fee and any charges for materials, supplies, or books which have been purchased by and are the property of the student.

#### **Maryland State Policy**

<b>% Attended</b>	<b>% Retained</b>
<10%	10%
10%-19.99%	20%
20%-29.99%	40%
30%-39.99%	60%
40%-50%	80%
>50%	100%

- C. The refund due to the student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- D. In case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

### **Michigan Residents**

- A. The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the applicant is denied.
- B. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the Institution.

#### **Institutional Policy**

<b>% Attended</b>	<b>% Retained</b>
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

- C. All refunds shall be returned within 30 days.

### **Minnesota Residents**

#### **BUYER'S RIGHT TO CANCEL AND REFUND POLICY**

**The following policy applies to Minnesota residents:**

**Note:** You may cancel via phone or via email to the Admissions Director at your campus.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.
- D. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following the day the contract was executed, a complete refund is given regardless of whether the program has started.

- E. If a student gives a written notice of cancellation after five business days of the execution of the written contract or day on which the student is accepted but before the start of the program, all tuition, fees and other charges except 15% of the total cost of the program by the school (not to exceed \$50) shall be refunded to the student.
- F. If a student gives notice of cancellation after the start of the period for which the student has been charged but before completion of 75% of the period of instruction, the student is assessed a pro rata portion of tuition, fees and other charges based on the number of days in the term plus 25% of the total program cost (25% not to exceed \$100). After completion of 75% of the period of instruction for which the student has been charged, no refunds are required.
- Students are charged by the Enrollment Periods shown on the front of the agreement.
  - For each enrollment period the student has completed, the student is responsible for those charges in full.
  - A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  - For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  - Tuition charges for the percentage of the enrollment period completed are based on the percentage of days attempted exclusive of any uncharged repeats.
- G. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.
- H. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to completion of 50% of the course.
- I. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance and if delivered by mail, the postmark date of the letter of acceptance.
- J. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- K. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- L. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

**Refund policy for programs that are 40 hours or less**

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. If the program is 40 hours or less and you withdrew from your program, your refund will be prorated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees and other charges, you must withdraw from your program before the scheduled start day of the program. You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution.

**Refund policy for programs greater than 40 hours**

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. You will be entitled to a full refund of tuition, fees and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, the effective day of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees and other charges minus 15% (up to \$50) of the total cost of the program. You will be provided a prorated tuition, fees and other charges refund minus a 25% administrative fee (up to \$100) if you give notice of your withdrawal after your program has begun but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

**Mississippi Residents**

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the Institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

- A. Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

- B. Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.
- C. Refund for Students Enrolled Prior to Visiting the Institution. Students who have not visited the Institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.
- D. Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:
  1. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the Institution shall refund at least ninety percent (90%) of the tuition;
  2. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the Institution shall refund at least fifty percent (50%) of the tuition;
  3. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the Institution shall refund at least twenty-five percent (25%) of the tuition; and
  4. After the first fifty percent (50%) of the period of financial obligation, the Institution may retain all of the tuition.

**Missouri Residents**

The following policy applies to Missouri residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled with the following conditions:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement. UTI shall provide a refund no later than 30 days following receipt of cancellation.



3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
  4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- E. When a student withdraws or is terminated after the commencement of classes and after three days from signing the Enrollment Agreement, whether initiated by the student or the Institute, a refund calculation will be performed:

1. Students are charged by the enrollment periods detailed on the front of this Agreement.
2. For each enrollment period the student has completed, the student is responsible for those charges in full.
3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

#### Refund Policy

% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100% or a refund in an amount determined by the institution

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
  7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
  8. Refunds of less than \$25 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.

- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

## Montana Residents

There are no governing regulations for proprietary schools. As such, please refer to the Institutional Refund Policy.

## Nebraska Residents

- A. If cancellation occurs within seventy-two hours of enrollment, all monies paid shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes begin, or home study materials are delivered, a refund shall be made of all tuition paid except a registration fee not to exceed one hundred fifty dollars (\$150).
- C. If cancellation occurs after resident classes have begun or after home study materials have been delivered, the school shall adhere strictly to the refund policy published in the school catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them shall be at the discretion of the school.
- D. A full refund is due students whose contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.
- E. A full refund is due an individual whose admission is denied by the school.
- F. The school shall make all refunds due within 60 days following a student's official drop date, or in the case of a student who does not return to the school at the expiration of an approved leave of absence, within 60 days following the last day of that leave of absence.
- G. The school shall maintain accurate records of attendance to assist in establishing the last day of attendance of any student enrolled at the school.

#### Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

## Nevada Residents

- A. Should the Institution substantially fail to furnish the training program agreed upon in the enrollment agreement, the Institute shall refund all the money the student has paid.
- B. If a student cancels his or her enrollment before the start of the training program, the Institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

- C. If a student withdraws or is expelled by the Institution after the start of the training program and before the completion of more than 60 percent of the program, the Institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- D. If a student withdraws or is expelled by the Institution after the completion of more than 60 percent of the training program, the Institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
- E. If a refund is due, the Institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - 1. Date of cancellation by a student of his or her enrollment;
  - 2. Date of termination by the Institution of the enrollment of a student;
  - 3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - 4. Last day of attendance of a student, whichever is applicable.
- F. Books, educational supplies or equipment for individual use are not included in the policy for refund and a separate refund must be paid by the Institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required on a case-by-case basis.
- G. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- H. The period of time for a training program is the period set forth in the enrollment agreement.
- I. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

#### **Institutional Policy**

<b>% Attended</b>	<b>% Retained</b>
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

### **New Hampshire Residents**

A school's refund policy shall provide for a full refund within 30 days of all money paid by the student if:

- A. The applicant or student cancels enrollment in writing within 3 business days.
- B. The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- C. The student withdraws from the program or course on or before the first day of instruction less an administrative fee not to exceed \$150.

#### **Partial Refunds:**

- A. A school shall provide a student with a partial refund of monies paid within 30 days if:
  - 1. A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350;
  - 2. A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
- B. All efforts shall be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

### **New Jersey Residents**

Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

- 1. The school may retain all or part of the registration fee;
- 2. The school may require that the student retain all books, equipment, and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale;
- 3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis;
- 4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
  - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
  - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
  - iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
  - iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
- 5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
  - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
  - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
  - iii. Calculated on the same basis as for full-time attendance pursuant to 4iii through iv above after 75 hours of scheduled attendance;
- 6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated;
- 7. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
- 8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student. (See N.J.A.C. 12:41-4.3)

## New Mexico Residents

The following policy applies to New Mexico residents:

Registration shall not be permitted unless the applying proprietary school agrees to adhere to the commission rules and regulations that provide for a tuition refund policy.

- A. Cooling-off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling-off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling-off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.
- B. Refunds prior to commencing instruction. Following the cooling-off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whoever is less, as registration charges.
  1. In case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whoever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
  2. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- C. Refunds following commencement of instruction. An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the Department or its designee.
- D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro rata amount according to the following schedule, as outlined by the U.S. Department of Education:

Date of Student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
First day of class	0%
Second day of class – 10%	10%
10.1-25%	50%
25.1-50%	75%
More than 50%	100%

- E. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- F. Upon request by a student or the Department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- G. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
- H. Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- I. In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate its tuition and fees for completing each program are reasonable.

## New York Residents

1. The tuition charge for programs approved for participation in student financial aid general award programs pursuant to articles 13 and 14 of this chapter shall be apportioned on the basis of terms, quarters or semesters. For the purposes of this section, the terms "term," "quarter" and "semester" shall be defined in regulations by the commissioner.
2. The tuition refund policy for the first term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
  - a. For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - i. 0% of the quarter's tuition if the termination is during the first week of instruction; or
    - ii. 25% of the quarter's tuition if the termination is during the second week of instruction; or
    - iii. 50% of the quarter's tuition if the termination is during the third week of instruction; or
    - iv. 75% of the quarter's tuition if the termination is during the fourth week of instruction; or
    - v. 100% of the quarter's tuition if the termination occurs after the fourth week of instruction.
  - b. For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - i. 0% of the term's tuition if the termination is during the first week of instruction; or
    - ii. 20% of the term's tuition if the termination is during the second week of instruction; or
    - iii. 35% of the term's tuition if the termination is during the third week of instruction; or
    - iv. 50% of the term's tuition if the termination is during the fourth week of instruction; or

- v. 70% of the term's tuition if the termination is during the fifth week of instruction; or
  - vi. 100% of the term's tuition if the termination occurs after the completion of the fifth week of instruction.
3. The tuition refund policy for the second term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
  - a. For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - i. 25% of the quarter's tuition if the termination is during the first week of instruction; or
    - ii. 50% of the quarter's tuition if the termination is during the second week of instruction; or
    - iii. 75% of the quarter's tuition if the termination is during the third week of instruction; or
    - iv. 100% of the quarter's tuition if the termination occurs after the third week of instruction.
  - b. For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
    - i. 20% of the term's tuition if the termination is during the first week of instruction; or
    - ii. 35% of the term's tuition if the termination is during the second week of instruction; or
    - iii. 50% of the term's tuition if the termination is during the third week of instruction; or
    - iv. 70% of the term's tuition if the termination is during the fourth week of instruction; or
    - v. 100% of the term's tuition if the termination occurs after the completion of the fourth week of instruction.
4. Notwithstanding the provisions of subparagraph one of this paragraph, the tuition refund policy set forth in paragraph b of this subdivision shall apply unless the school demonstrates that there are no significant educational changes in the educational program of the student, such changes as defined in regulations of the commissioner.
  - a. The tuition refund policy for the third and any subsequent term or quarter of any program licensed pursuant to section 5001 of this article shall be the policy set forth in subparagraph 1 of paragraph c of this subdivision.
  - b. No program shall have a term in excess of 18 weeks.
  - c. The amount of the refund shall be calculated based on the last day of student attendance.
5. Any refund due to a student shall be paid by the school within 45 days of the date on which the student withdraws from the program. For the purposes of this article, such date shall be the earliest of
  - a. the date on which the student gives written notice to the school or
  - b. the date on which the student is deemed to have withdrawn pursuant to subparagraph 2 of this paragraph.

## North Dakota Residents

- A. The Institute shall refund tuition and other charges, other than an application fee of \$50, when written notice of cancellation is given by the student in accordance with the following schedule:

### North Dakota State Policy

% Attended	% Retained
≤7th day of class	0%
>7th day of class-24.9%	25%
25%-49.9%	50%
>50%	100%

- B. Nothing in this policy prejudice the right of any student to recovery in an action against any postsecondary career school for breach of contract or fraud.

## Ohio Residents

The following policy applies to Ohio residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
  1. Cancellation must be in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
  3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within five (5) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
  1. Students are charged by the enrollment periods detailed on the front of this Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below.

### Ohio State Policy

Time Attended	% Retained
During the 1st week	25%
During the 2nd week	50%
During the 3rd week	75%
In the 4th week or more	100%



6. In all instances of a student terminating or being withdrawn from the Institute, a registration fee of \$50 will be charged.
7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. In the event the Institute discontinues a program during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees for the program will be paid.

## Oklahoma Residents

The following policy applies to Oklahoma residents:

- A. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment and any other monies received will be returned.
- B. An applicant may cancel this agreement at any time before the commencement of classes.
  1. All monies paid by an applicant will be returned if requested within three (3) days of signing the Enrollment Agreement and making an initial payment.
  2. An applicant subsequently requesting a cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$150 plus the cost of the meter if issued prior to the withdrawal or cancellation.
  3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a return of all monies paid.
- C. A student's termination date for refund purposes, once classes are attended, will be the last date of actual attendance.
- D. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed exclusive of the cost of uncharged repeats using the percentages listed in D1 through D4 below. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.
  1. For a student terminating training after starting school but within the first week, the school will retain 10% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal. The total is not to exceed \$350.
  2. For a student terminating training after completing the first week but within 25% of the program, the school will retain 25% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
  3. For a student terminating training after completing 25% but within 50% of the program, the school will retain 50% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
  4. For a student terminating training after completing more than 50% of the program, the school will retain 100% of the cost of the program.
- E. Any refund due as a result of withdrawal, dismissal or cancellation shall be made to the student within 30 calendar days after the Institute dismissed the student, received notice of withdrawal, last date of attendance or cancellation. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- F. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a refund that is reasonable and fair to both.
- G. Severability of refund policy. The provisions of this section are severable and the invalidity of one shall not impair the enforceability of the remaining provisions.
- H. If a class is discontinued by a school while students are still enrolled in that class and the school is still offering training in other areas, all monies (student loans, grants, etc.) paid to the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund. A school will have 30 days to restart the class or pay the refund.

## Oregon Residents (Arizona, Florida, North Carolina, Sacramento and Texas Campuses)

The following policy applies to Oregon residents:

### 715-045-0036 – CANCELLATION AND REFUND POLICY

- A. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  1. If cancellation occurs within five business days of the date of enrollment and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

2. If cancellation occurs after five business days of the date of enrollment and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost or \$150, whichever is less;
  3. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  4. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  5. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- B. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
  - C. The term "pro rata refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
  - D. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
  - E. When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
  - F. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks accrued according to the published class schedule as of the last date of attendance.
  - G. The term "tuition cost" means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees other than lab fees.
  - H. The school shall not charge a withdrawal fee of more than \$25.
  - I. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- J. When a cancellation, withdrawal, termination or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
    1. Within 40 days after notification of such cancellation, withdrawal, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
    2. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
    3. In the event payments to a student account are derived from a sponsoring public agency, private agency or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
  - K. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
  - L. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## Rhode Island Residents

- A. If the student requests a cancellation and/or refund within three business days from the signing the student enrollment agreement and before classes have begun, the school must cancel the application and refund in full all monies paid to the school.
- B. If the enrollment application is rejected by the Institution, the Institution must cancel the application and refund in full all monies paid to the Institution.
- C. Refunds shall be based on the period of enrollment computed on the basis of course time expressed in clock hours and/or credit hours.
- D. The effective date for refund purposes will be:
  1. If the student is terminated by the school, the last day of attendance;
  2. If the student withdraws, the earliest of the following:
    - a. Postmarked date of written notice from the student; or
    - b. Ten school days following the last day of attendance.

- E. If tuition is collected in advance of entrance and if the student does not enter the school, not more than \$100 shall be retained by the school.
- F. For courses of one year (12 calendar months) in duration or less, in cases of termination or withdrawal after classes commence, the minimum refund policy is as follows:

**Rhode Island State Policy**

% Attended	% Retained
0.1%-25%	25% less a registration fee not to exceed \$100
25.1%-50%	50% less a registration fee not to exceed \$100
50.1%-75%	75% less a registration fee not to exceed \$100
75.1%-100%	100%

- G. For programs longer than one year (12 calendar months), 100 percent of the program price attributable to the period beyond the first year must be refunded when the student withdraws from school during the first year. Thereafter, the same refund policy described above shall be used for each subsequent year or part thereof.
- H. Refunds of extra expense to the student (such as instructional supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges where items are separately stated and shown in the data furnished to the student before enrollment) must be made in a manner equivalent to that described above for tuition. Costs of supplies and materials actually used by the student shall not be refunded.
- I. Refunds must be made within 30 days after the effective date of termination or cancellation.

## South Carolina Residents

The following policy applies to South Carolina residents:

- A. A full refund will be made to any student who cancels the Enrollment Agreement within three (3) days (excluding Saturdays, Sundays and legal holidays) after being signed by the student.
- B. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment refunded.
- C. An applicant may cancel enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled start date will be considered a student.
- D. An applicant requesting cancellation subsequent to the three (3) day cancellation period shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the tuition cost for the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if received prior to cancellation.
- E. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a refund of all monies paid.
- F. A full tuition refund will be provided to a student if educational service is discontinued by UTI.
- G. A student's termination date for refund purposes, once classes are attended, will be the last date of attendance.

- H. If a student who enters a residence program terminates or withdraws after expiration of the 72-hour cancellation privilege, the Institute may retain \$100 plus the amount indicated below based on the remaining tuition (total tuition cost less \$100) plus the cost of the meter if received prior to cancellation. Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed in I1 through I4 below.

- I. For students who terminate or withdraw, the South Carolina State Pro Rata Refund Policy will be used. The amount to be retained will be rounded downward to the nearest 10%.
  1. Students are charged by the enrollment periods shown on the front of the Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.

**South Carolina Pro Rata Refund Policy**

% Attended	% Retained
0%-60%	prorated
>60%	100%

- J. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period(s) will be assessed according to section I1 through I4.
- K. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with this refund policy.
- L. Refunds will be paid within 45 days of the effective date of termination or cancellation of this agreement. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

## South Dakota Residents

South Dakota does not provide a refund policy in the codified laws. As such, please refer to the Institutional Policy.

## Tennessee Residents

The following policy applies to Tennessee residents:

- A. The school reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected, the applicant will be notified and refunded 100% of all monies paid.

- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
1. Cancellation must be made in writing by the student, parent, guardian or guarantor.
  2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement and making an initial payment.
  3. An applicant requesting cancellation will be refunded all monies paid to the school or its representative minus a registration fee (up to \$50) of 15% of the contract price of the program, but in no event will the school retain more than \$100.
  4. A student who did not visit the school prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the school's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the school, a refund calculation will be performed:
1. Students are charged by the enrollment periods shown on the front of the Agreement.
  2. For each enrollment period the student has completed, the student is responsible for those charges in full.
  3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
  4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
  5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:
- | <b>Tennessee State Policy</b> |            |
|-------------------------------|------------|
| % Attended                    | % Retained |
| On/before 1st day of class    | 0%         |
| > 1st day of class-10%        | 25%        |
| > 10-25%                      | 75%        |
| > 25                          | 100%       |
6. In all instances of a student terminating or being withdrawn, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
  7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- H. The school shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both.
- J. For a student who cannot complete one or more classes because the Institution discontinued such class(es) during a period of enrollment for which the student was charged, the Institution shall refund the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

## Utah Residents

- A. The student shall have a three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the Institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, shall be applicable and during this time the contract may be rescinded by the student and all money paid refunded.
- B. A student requesting cancellation subsequent to the three-business-day cooling-off period and prior to the first day of class shall be entitled to a refund to all monies paid to the Institution or its representatives minus a registration fee not to exceed \$200.

### Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

## Vermont Residents

Vermont rules and regulations do not provide standards for a refund policy aside from stating a policy regarding refund of tuition and fees collected in advance from students must be disclosed to students. As such, please refer to the Institutional Policy.

## Virginia Residents

- A. All fees and payments, with the exception of the nonrefundable fee described section (b) of this policy, remitted to the school by a prospective student shall be refunded if the student is not admitted, does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program.
- B. The Institute shall require the payment of a reasonable nonrefundable initial fee, not to exceed \$100, to cover expenses in connection with processing a student's enrollment, provided the Institution retains a signed statement in which the parties acknowledge their understand that the fee is nonrefundable. No other nonrefundable fees shall be allowed prior to enrollment.
- C. A student applicant shall have three business days, excluding weekends and holidays, during which the student may cancel his or her enrollment without financial obligation other than the nonrefundable fee described in section (b).



- D. Following the period in section (c) a student applicant may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When calculation is requested under these circumstances, the Institute is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program, or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes.
- E. An individual's status as a student shall be terminated by the Institution not later than seven consecutive instructional days after the last day on which the student actually attended the Institution. Termination may be effected earlier by written notice. In the event that a written notice is submitted, the effective date of termination will be the date the student last attended classes. The Institution shall submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner.
- F. The minimum refund policy for a school that financially obligates the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:

**Virginia State Policy**

% Attended	% Retained
>0-25%	25%
>25%-50%	50%
>50%-75%	75%
>75%	100%

- G. For programs longer than one year, the policy outlined above shall apply separately for each academic year or portion thereof.
- H. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalogue, or other documents, prior to enrollment in the course or program.

## Washington Residents

### CANCELLATION AND REFUND POLICY FOR RESIDENT TRAINING PROGRAMS:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10% of the total tuition cost or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 (above) plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
- a. When the school receives notice of the student's intention to discontinue the training program; or,
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination date.

## West Virginia Residents

West Virginia Community and Technical College System of WV Rules and Policies Series 35 Section 11.4 provides that schools having their physical facilities located outside West Virginia must comply with the cancellation and refund policies of the school's home state. As such, please refer to your applicable campus refund policy.

## Wisconsin State Policy

This policy applies to Wisconsin state residents:

The student will receive a full refund of all money paid if the student:

1. cancels within the three-business-day cancellation period under EAB 6.04;
2. accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.
4. Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after three business days following enrollment but before completing 60% of the instruction in the current enrollment period is entitled to a pro rata refund as follows:

% Completed	Amount Retained by School
0 – 59.99%	Prorated
60% and beyond	100%

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws or is dismissed after completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. A student shall be considered withdrawn if he or she has not attended class for 10 consecutive days without notifying the school. Refunds will be made within 40 days of withdrawal date.

After the student's first period of enrollment and if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program or \$400, whichever is less.

## Wyoming Residents

Chapter 1 Section 10 of the Wyoming Department of Education Rules and Regulations provides the Institution must utilize a refund policy that parallels the refund policy recognized by the United States Department of Education. The following refund policy was created using 20 U.S. Code § 1091b as a guideline.

% Attended	% Retained
0%-60%	Prorated
>60%	100%

- All refunds will be provided to the student within 45 days from the date of withdrawal.
- The date of withdrawal will be determined using the Institution's attendance records.

# STUDENT NOTICES AND INDIVIDUAL STATE NOTICES

## UTI / MMI / NASCAR Tech

The following pages are **REQUIRED** enrollment documents.

The pages marked **RETURN THIS COPY TO UTI/MMI/NASCAR TECH WITH ENROLLMENT** must be signed and returned with the Enrollment Agreement (if the student resides in that state) as indicated on the following pages.

The pages marked **STUDENT COPY** along with the remainder of the book are to be left with the student for his or her files.

## Disclosures for California Residents Attending California Campuses

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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website: [www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml).

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, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888-370-7589 or by fax 916-263-1897.

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.

The campuses located in California do not have a pending petition in bankruptcy, are not operating as debtors in possession, have not filed petitions within the preceding five years and have not had petitions in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## CALIFORNIA STUDENT TUITION RECOVERY FUND

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 education, 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 Capital 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 are 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:

- 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.
- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- 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 noncollection 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.

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

The transferability of credits you earn at Universal Technical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 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 Universal Technical Institute to determine if your credits or diploma will transfer.

### **STATEMENT CONCERNING LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **STUDENT'S RIGHT TO CANCEL**

The Enrollment Agreement, if accepted by the Institute and signed by the applicant, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

1. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the registration fee will be refunded.
2. The Institution shall refund 100 percent of the amount paid for Institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
3. **YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class. Cancellation may occur when the student provides a written notice of cancellation at the following address:  
Admissions Director, Universal Technical Institute,  
4100 Duckhorn Drive, Sacramento, CA 95834.  
This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the student was given any equipment or supplies, the student shall return them within ten (10) days following the notice of cancellation. If the student fails to return it in good condition, the Institution may retain the documented cost and shall refund the amount exceeding the documented cost within 10 days following the period required to return the equipment. The meter is non-refundable.

### **WITHDRAWING AFTER THE CANCELLATION PERIOD**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be "prorated" according to the not completed portion of the program less, the cost of any equipment returned in good condition and a registration or administration fee not to exceed \$250. The refund is to be paid within forty-five (45) days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the Institution, absence in excess of maximum set forth by the Institution, failure to return from a leave of absence and/or failure to meet financial obligations to the school.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- The student has the right to withdraw from his/her program at any time. The Institution will determine the amount you are obligated to pay for the enrollment period attended and the amount (if any) that must be refunded. The same policy will be followed if you are dismissed, suspended or terminated by the Institution. The student's withdrawal date for refund purposes will be the student's actual last date of attendance.
- When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw on or before completion of 60% of the period of enrollment are subject to the Federal Return of Funds Policy. This policy requires that in proportion to the period of enrollment remaining, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.

### **LEARNING RESOURCE SYSTEM**

The UTI learning resource system encompasses all materials that support and enhance a student's educational experience. The Resource Center is open and available to all students and staff during campus operating hours (typically 6:00 a.m. to 8:15 p.m., Monday through Friday) and some web-based resources may be accessed remotely and are therefore always available to students. The Resource Center is also available to all students anytime during normal hours of operation, outside of scheduled class time and through their own initiative.

Available resources include:

- Chilton's Repair Manuals
- Mitchell Repair Manuals
- Motor Age Repair Manuals
- ASE Test Preparation and Study Guide Materials
- Industry Trade Magazines and Journals
- Dictionaries and Other Reference Materials
- Soft Skills Materials (business management, personal development, etc.)
- Résumé preparation and career information
- Several automotive reference software programs

## STUDENT HOUSING INFORMATION

Students can choose between multiple housing options at a number of complexes located within a reasonable distance of the campus. Individual rent ranges from \$449 to \$669 per month and is based on two-bedroom apartments, two-to-four person occupancy, and the style and amenities preferred. There are also independent housing options available for students who do not prefer roommates. Rent for independent apartments ranges between \$799 and \$1,899 per month, and is also based on style and amenities. Additional charges for electricity, cable television, Internet access or other services may apply. Please contact the Student Services department for more information.

## STUDENT RECORD RETENTION

Current student academic and financial records are managed in an electronic, database-driven student information system (SIS) and an electronic, database-driven document imaging system (DIS). Data is stored on a highly redundant storage area network (SAN) and backed up to offsite storage. The data is maintained indefinitely in these systems.

## Required Program Disclosures for UTI California Campuses:

As required by the California Bureau for Private Postsecondary Education, below is the list of United States Department of Labor Standard Occupational Codes (SOC) for which UTI programs prepare graduates.

Not all jobs classified under these US Bureau of Labor Statistics Standard Occupational Classification ("SOC") codes are counted as in-field placements. To count as an in-field placement, UTI applies its accreditor's requirement that a particular job's duties align with the educational and training objectives of the program. Additional requirements, including those for particular states, must also be satisfied to count a job as in-field.

### RANCHO CUCAMONGA, CA CAMPUS

#### Programs:

- 115/121 – Automotive Technology
- 124/132 – Automotive Technology w/FA CT
- 152/156 – Automotive Technology w/SMOG
- 147 – Automotive Technology w/FACT & SMOG
- 5000 – Automotive Technology II
- 5100 – Automotive Technology II w/FACT

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3043	Rail Car Repairers

#### Programs:

- 208/218 – Diesel & Industrial Technology
- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

#### Programs:

- 342/372 – Automotive/Diesel & Industrial Technology
- 344/374 – Automotive/Diesel & Industrial Technology w/FACT
- 470/370 – Automotive/Diesel & Industrial Technology w/SMOG
- 447 – Automotive/Diesel & Industrial Technology w/FACT & SMOG
- 5500 – Automotive/Diesel Technology II
- 5600 – Automotive/Diesel Technology II w/FACT

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

#### Programs

- 560 – Welding

SOC Code	SOC Title
49-3043	Rail Car Repairers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders



## LONG BEACH, CA CAMPUS

### Programs:

- 5000 – Automotive Technology II
- 5108 – Automotive Technology II + Industry Emphasis (NATT)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

### Program:

- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

### Programs:

- 5500 – Automotive & Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

SOC Code	SOC Title
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

### Programs:

- 745 – Core Collision Repair & Refinish Technology
- 748 – Core Collision Repair & Refinish Technology w/Estimating
- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology w/Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

## SACRAMENTO, CA CAMPUS

### Programs:

- 0080 – Automotive Service Technology
- 5000 – Automotive Technology II
- 5100 – Automotive Technology II + Industry Emphasis (Ford FACT)
- 5101 – Automotive Technology II + Industry Emphasis (SMOG)
- 5102 – Automotive Technology II + Industry Emphasis (TPAT)
- 5200 – Automotive Technology II + 2 Industry Emphases (Ford FACT & SMOG)
- 5201 – Automotive Technology II + 2 Industry Emphases (SMOG & TPAT)
- 5103 – Automotive Technology II + 1 Industry Emphasis (Welding)
- 5202 – Automotive Technology II + 2 Industry Emphases (Ford FACT & Welding)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

**Program:**

- 290 – Diesel Technology II
- 051 – Diesel Technology II w/Welding

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Program:**

- 5500 – Automotive & Diesel Technology II
- 5600 – Automotive & Diesel Technology II + Industry Emphasis (Ford FACT)
- 5601 – Automotive & Diesel Technology II + Industry Emphasis (SMOG)
- 5602 – Automotive & Diesel Technology II + Industry Emphasis (TPAT)
- 5700 – Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT & SMOG)
- 5701 – Automotive & Diesel Technology II + 2 Industry Emphases (SMOG & TPAT)
- 5603 – Automotive & Diesel Technology II + 1 Industry Emphasis (Welding)
- 5702 – Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT & Welding)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

**Program:**

- 745 – Core Collision Repair & Refinish Technology
- 748 – Core Collision Repair & Refinish Technology w/Estimating
- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology w/Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

**Disclosures for Mississippi Residents****RECRUITMENT:**

- Recruiting shall be ethical and compatible with the educational objectives of the Institution.
- The Institution shall provide students, in writing, the information being communicated to them to ensure that each representative is communicating current and accurate information. Recruitment information shall include the following:
  - Programs of study and individual courses
  - Tuition and fees
  - Terms
  - Institution operating policies
  - Certificates and diplomas offered
  - Transferability of credit hours
  - Graduation policies
  - The percentage of students who complete their program of study within 150% of the normal time for completion
  - The percentage of graduates employed in their fields of study or related field within six months after completion of or graduation from their programs of study
- Representatives of the Institution shall use only those job titles that accurately reflect their actual duties and responsibilities.

**Disclosures for New Jersey Residents****UNANNOUNCED SCHOOL CLOSURE:**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4387.

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**INSTITUTION DISCLOSURE OF INFORMATION FORM**

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**FOR COMMISSION USE ONLY**

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**STATE OF MISSISSIPPI**  
**COMMISSION ON PROPRIETARY**  
**SCHOOL AND COLLEGE**  
**REGISTRATION**

DATE RECEIVED \_\_\_\_\_

3825 Ridgewood Rd, Jackson, MS  
39211

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Institution Name: Universal Technical Institute

Institution Address: 721 Lockhaven Drive Houston, TX 77073  
*Street City, State Zip Code*

Telephone Number: ( 281 ) 443-6262

1. During the past two (2) years 63 % of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years 61 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution:

University of Phoenix

City University of Seattle

Devry University

Western International University

Ferris State University

Wayland Baptist University

The following program(s) of study are offered at our institution at the indicated cost:

<b>Program of Study</b>	<b>Cost</b>
<u>See Catalog Addendum</u>	<u></u>
<u></u>	<u></u>
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## INSTITUTION DISCLOSURE OF INFORMATION FORM

### SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

\_\_\_\_\_  
Signature of Prospective Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of School Official



# INSTITUTION DISCLOSURE OF INFORMATION FORM

## FOR COMMISSION USE ONLY

STATE OF MISSISSIPPI

DATE RECEIVED \_\_\_\_\_

**COMMISSION ON PROPRIETARY  
SCHOOL AND COLLEGE  
REGISTRATION**

3825 Ridgewood Rd, Jackson, MS  
39211

Institution Name: Universal Technical Institute of Florida - Motorcycle and Marine Mechanics Division

Institution Address: 9751 Delegates Drive Orlando 32837  
*Street City, State Zip Code*

Telephone Number: 407-240-2422

1. During the past two (2) years 61 % of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years 61 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from out institution:

University of Phoenix

City University of Seattle

Devry University

Argosy University

Western International University

Ferris State University

Wayland Baptist University

The following program(s) of study are offered at our institution at the indicated cost:

Program of Study	Cost
<u>See Catalog Addendum</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

## INSTITUTION DISCLOSURE OF INFORMATION FORM

### SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

\_\_\_\_\_  
Signature of Prospective Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of School Official

## TENNESSEE RESIDENTS ENROLLMENT CHECKLIST

Student Start Date: _____	Student Name: _____
Campus: _____	Address: _____
Campus Address: _____	City: _____
Campus City: _____	State: _____ Zip: _____
Campus State: _____ Campus Zip: _____	Telephone Number: _____
Program: _____	Social Security No.: _____

Student to initial each section acknowledging the following:

Student toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour \_\_\_\_\_

- \_\_\_\_\_ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.
- \_\_\_\_\_ Student was given the time and opportunity to review the institutional policies in the catalog.
- \_\_\_\_\_ Student knows the length and times of the program in academic terms and actual calendar time.
- \_\_\_\_\_ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.
- \_\_\_\_\_ Student was informed of the cost of any required equipment purchases.
- \_\_\_\_\_ Student was given a copy of the institutional refund and cancellation policy.
- \_\_\_\_\_ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.
- \_\_\_\_\_ Student has been given the address and telephone number of Commission Staff along with a statement that reads:  
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."
- \_\_\_\_\_ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# TENNESSEE RESIDENTS

## ENROLLMENT CHECKLIST

Student Start Date: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Campus: \_\_\_\_\_ Address: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ City: \_\_\_\_\_  
Campus City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Campus State: \_\_\_\_\_ Campus Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Program: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Student to initial each section acknowledging the following:

Student toured the institution \_\_\_\_\_ In person \_\_\_\_\_ Virtual Tour \_\_\_\_\_

- \_\_\_\_\_ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.
- \_\_\_\_\_ Student was given the time and opportunity to review the institutional policies in the catalog.
- \_\_\_\_\_ Student knows the length and times of the program in academic terms and actual calendar time.
- \_\_\_\_\_ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.
- \_\_\_\_\_ Student was informed of the cost of any required equipment purchases.
- \_\_\_\_\_ Student was given a copy of the institutional refund and cancellation policy.
- \_\_\_\_\_ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.
- \_\_\_\_\_ Student has been given the address and telephone number of Commission Staff along with a statement that reads:  
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."
- \_\_\_\_\_ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **TENNESSEE RESIDENTS TRANSFERABILITY OF CREDITS**

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at

\_\_\_\_\_ .

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## **TENNESSEE RESIDENTS TRANSFERABILITY OF CREDITS**

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at \_\_\_\_\_ .

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### Automotive Technology

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### Automotive Technology w/FACT

For the program entitled Automotive Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### Automotive Technology w/NATT

For the program entitled Automotive Technology w/NATT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology w/NATT, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### Automotive/Diesel & Industrial Technology

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### Automotive/Diesel & Industrial Technology w/FACT

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### Collision Repair & Refinish Technology

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### Diesel & Industrial Technology

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 students completed this program. 0 are still enrolled.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file





## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology**

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology w/FACT**

For the program entitled Automotive Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology w/NATT**

For the program entitled Automotive Technology w/NATT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology w/NATT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive/Diesel & Industrial Technology**

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### **Automotive/Diesel & Industrial Technology w/FACT**

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### **Collision Repair & Refinish Technology**

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Diesel & Industrial Technology**

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 students completed this program. 0 are still enrolled.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A\* was placed in their field of study out of N/A\* students who graduated from this program.

Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file



## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology & FACT w/NASCAR Engines I & II**

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 1 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology & NASCAR w/Pit Crew**

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 17 students enrolled in this program and 7 completed this program. 10 are still enrolled.

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 71.4%\* or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

#### **Automotive Technology & NATT w/NASCAR Engines I & II**

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 16.7%, or in the past 12 months 6 students enrolled in this program and 3 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100%\*\* or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive Technology w/NASCAR Engines I & II**

For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 7.7%, or in the past 12 months 13 students enrolled in this program and 5 completed this program. 36 are still enrolled. For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 25%\*\* or in the past 12 months 1 was placed in his/her field of study out of 5 students who graduated from this program.

#### **Automotive/NASCAR/FACT Technology w/Pit Crew**

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that the current withdrawal rate is 0% or in the past 12 months 5 students enrolled in this program and 2 completed this program. 3 are still enrolled.

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology w/NATT and w/NASCAR**

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & Mopar TEC w/ NASCAR Engines I & II**

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew**

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

**CNC Machining Technology**

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is   N/A   , or in the past 12 months   0   students enrolled in this program and   N/A   completed this program.   N/A   are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is   N/A\*   or in the past 12 months   N/A\*   were placed in their field of study out of   N/A\*   students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes 1 or more special circumstances non-placement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file



## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### **Automotive Technology & FACT w/NASCAR Engines I & II**

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 1 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

#### **Automotive Technology & NASCAR w/Pit Crew**

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 17 students enrolled in this program and 7 completed this program. 10 are still enrolled.

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 71.4%\* or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

#### **Automotive Technology & NATT w/NASCAR Engines I & II**

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 16.7%, or in the past 12 months 6 students enrolled in this program and 3 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100%\*\* or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

#### **Automotive Technology w/NASCAR Engines I & II**

For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 7.7%, or in the past 12 months 13 students enrolled in this program and 5 completed this program. 36 are still enrolled. For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 25%\*\* or in the past 12 months 1 was placed in his/her field of study out of 5 students who graduated from this program.

#### **Automotive/NASCAR/FACT Technology w/Pit Crew**

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that the current withdrawal rate is 0% or in the past 12 months 5 students enrolled in this program and 2 completed this program. 3 are still enrolled.

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology w/NATT and w/NASCAR**

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

#### **Automotive Technology & Mopar TEC w/ NASCAR Engines I & II**

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### **Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew**

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

**CNC Machining Technology**

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is N/A , or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\* Placement rate includes 1 or more special circumstances non-placement

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Student Signature

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Date

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Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### *Harley Davidson Technician with Late Model*

For the program entitled Harley Davidson Technician with Late Model, I have been informed that the current withdrawal rate is 13.3%, or in the past 12 months 15 students enrolled in this program and 10 completed this program. 3 are still enrolled.

For the program entitled Harley Davidson Technician with Late Model, I have been informed that for the students who graduated, the job placement rate is 66.7%\*\*, or in the past 12 months 1 was placed in his/her field of study out of 1 student who graduated from this program.

#### *Harley Davidson Technician with Early & Late Model*

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 16 students enrolled in this program and 8 completed this program. 8 are still enrolled.

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 37.5%, or in the past 12 months 3 were placed in their field of study out of 8 students who graduated from this program.

#### *Motorcycle Technician with HonTech*

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### *Motorcycle Technician with K-Tech*

For the program entitled Motorcycle Technician with K-Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 0 completed this program. 2 are still enrolled.

For the program entitled Motorcycle Technician with K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* students who graduated from this program.

#### *Motorcycle Technician with YamaPro*

For the program entitled Motorcycle Technician with YamaPro, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Motorcycle Technician with YamaPro, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 2 were placed in his/her field of study out of 2 students who graduated from this program.

#### *Motorcycle Technician with FAST*

For the program entitled Motorcycle Technician with FAST, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Motorcycle Technician with FAST, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### *Marine Technician Specialist*

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled.

For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 50%\*, or in the past 12 months 1 was placed in their field of study out of 3 students who graduated from this program.

#### *Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)*

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### *Automotive & Diesel Technology II*

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 5 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\*, or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### ***Diesel Technology II***

For the program entitled Diesel Technology II, I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

### ***Automotive Technology II***

For the program entitled Automotive Technology II, I have been informed that the current withdrawal rate is 33.3% , or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Ford FACT)***

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 50% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\*Placement rate includes 1 or more special circumstances non-placement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file



## TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

### UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

#### *Harley Davidson Technician with Late Model*

For the program entitled Harley Davidson Technician with Late Model, I have been informed that the current withdrawal rate is 13.3%, or in the past 12 months 15 students enrolled in this program and 10 completed this program. 3 are still enrolled.

For the program entitled Harley Davidson Technician with Late Model, I have been informed that for the students who graduated, the job placement rate is 66.7%\*\*, or in the past 12 months 1 was placed in his/her field of study out of 1 student who graduated from this program.

#### *Harley Davidson Technician with Early & Late Model*

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 16 students enrolled in this program and 8 completed this program. 8 are still enrolled.

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 37.5% or in the past 12 months 3 were placed in their field of study out of 8 students who graduated from this program.

#### *Motorcycle Technician with HonTech*

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in their field of study out of N/A\* student who graduated from this program.

#### *Motorcycle Technician with K-Tech*

For the program entitled Motorcycle Technician with K-Tech, I have been informed that the current withdrawal rate is 0% or in the past 12 months 3 students enrolled in this program and 0 completed this program. 2 are still enrolled.

For the program entitled Motorcycle Technician with K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* students who graduated from this program.

#### *Motorcycle Technician with YamaPro*

For the program entitled Motorcycle Technician with YamaPro, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Motorcycle Technician with YamaPro, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 2 were placed in his/her field of study out of 2 students who graduated from this program.

#### *Motorcycle Technician with FAST*

For the program entitled Motorcycle Technician with FAST, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Motorcycle Technician with FAST, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* was placed in his/her field of study out of N/A\* student who graduated from this program.

#### *Marine Technician Specialist*

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled.

For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 50%\* or in the past 12 months 1 was placed in their field of study out of 3 students who graduated from this program.

#### *Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)*

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

#### *Automotive & Diesel Technology II*

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 5 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A\* or in the past 12 months N/A\* were placed in their field of study out of N/A\* students who graduated from this program.

### ***Diesel Technology II***

For the program entitled Diesel Technology II, I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

### ***Automotive Technology II***

For the program entitled Automotive Technology II, I have been informed that the current withdrawal rate is 33.3% , or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Ford FACT)***

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 50% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

### ***Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

\* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

\*\*Placement rate includes 1 or more special circumstances non-placement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

**Texas Residents**  
**NOTICE OF CANCELLATION**  
**UNIVERSAL TECHNICAL INSTITUTE**

- ☐ Universal Technical Institute – 5151 Regent Boulevard, Irving, TX
- ☐ Universal Technical Institute – 721 Lockhaven Drive, Houston, TX
- ☐ Motorcycle & Marine Mechanics Institute – 9751 Delegates Drive, Orlando, FL
- ☐ NASCAR Technical Institute – 220 Byers Creek Road, Mooresville, NC
- ☐ Motorcycle Mechanics Institute, a Division of Universal Technical Institute  
2844 W. Deer Valley Road, Phoenix, AZ 85027

I, \_\_\_\_\_, do hereby notify Universal Technical Institute at the address checked  
(Student's Printed Name)

above of my intent to cancel my Enrollment Agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

I am initiating this written Notice of Cancellation within the 72-hour cancellation period that expires

on the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_ as stated in the Refund and Cancellation Policy.

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

A full refund will also be made to any student who cancels their enrollment within three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection of the school.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Student's Social Security No. \_\_\_\_\_





**Texas Residents**  
**NOTICE OF CANCELLATION**  
**UNIVERSAL TECHNICAL INSTITUTE**

- ☐ Universal Technical Institute – 5151 Regent Boulevard, Irving, TX
- ☐ Universal Technical Institute – 721 Lockhaven Drive, Houston, TX
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- ☐ Motorcycle Mechanics Institute, a Division of Universal Technical Institute  
2844 W. Deer Valley Road, Phoenix, AZ 85027

I, \_\_\_\_\_, do hereby notify Universal Technical Institute at the address checked  
(Student's Printed Name)

above of my intent to cancel my Enrollment Agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

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A full refund will also be made to any student who cancels their enrollment within three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection of the school.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Student's Social Security No. \_\_\_\_\_



### **Disclosure for Washington Residents (AOS Degree Students)**

The transferability of credits earned at Universal Technical Institute is at the discretion of the receiving college, university or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Universal Technical Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at Universal Technical Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Universal Technical Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.





# WISCONSIN RESIDENTS

## Customer's Right to Cancel

Date of Transaction: \_\_\_\_\_

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

\_\_\_\_\_ (school name)

at \_\_\_\_\_ (school address)

no later than midnight of \_\_\_\_\_.

**Note:** Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name – Please print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



# WISCONSIN RESIDENTS

## Customer's Right to Cancel

Date of Transaction: \_\_\_\_\_

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

\_\_\_\_\_ (school name)

at \_\_\_\_\_ (school address)

no later than midnight of \_\_\_\_\_.

**Note:** Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date \_\_\_\_\_ Buyer's Signature \_\_\_\_\_

Buyer's Name – Please print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_





# TUITION AND CAMPUS SPECIFIC INFORMATION

## Terms of Payment

Payment of tuition and remaining fees is due on the first day of class. Payment will be satisfied by either cash payments or through a financial aid package. Further information on securing a financial aid package can be obtained by contacting the school's Financial Aid Department.

**We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/MMI/NASCAR Tech an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.**

A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education. To try it, go to [www.uti.edu/net-price-calculator](http://www.uti.edu/net-price-calculator).

Details about program tuition, lab fee and the cost of the required digital multimeter are in the following Tuition Charts, which also includes the length of the program and type of graduation document awarded.

# 01 Universal Technical Institute: Avondale, Arizona Campus

10695 West Pierce Street, Avondale, AZ 85323 • (623) 245-4600 • 1-800-859-1202 (Main Campus)

## TUITION CHART

All programs may not be available to students from states outside of Arizona

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
<b>Automotive</b>									
179 Automotive Technology II	61	1,380	51	\$35,750	\$50	\$95	\$120	\$36,015	AOS Degree
<b>Automotive Technology II + 1 Industry Emphasis (choose 1 of the following)</b>									
172 Automotive Technology II + Industry Emphasis (Ford FACT**)	81	1,830	66	\$44,600	\$50	\$95	\$120	\$44,865	AOS Degree
273 Automotive Technology II + Industry Emphasis (GM)	77	1,740	63	\$42,850	\$50	\$95	\$120	\$43,115	AOS Degree
<b>Diesel</b>									
290 Diesel Technology II	53.5	1,202.50	45	\$32,750	\$50	\$95	\$120	\$33,015	Diploma
<b>Diesel Technology II + 1 Industry Emphasis (choose 1 of the following)</b>									
~ 298 Diesel Technology II + Industry Emphasis (DTNA Finish First)***	69.5	1,562.50	57	\$39,800	\$50	\$95	\$120	\$40,065	AOS Degree
➤ 296 Diesel Technology II + Industry Emphasis (Cummins)	68.5	1,562.50	57	\$39,800	\$50	\$95	\$120	\$40,065	AOS Degree
➤ 297 Diesel Technology II + Industry Emphasis (Cummins Power Generation)	69.5	1,562.50	57	\$40,200	\$50	\$95	\$120	\$40,465	AOS Degree
<b>Automotive &amp; Diesel</b>									
279 Automotive & Diesel Technology II	90	2,033	75	\$45,950	\$50	\$95	\$120	\$46,215	AOS Degree
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (choose 1 of the following)</b>									
255 Automotive & Diesel Technology II + Industry Emphasis (Ford FACT**)	110	2,483	90	\$54,800	\$50	\$95	\$120	\$55,065	AOS Degree
<b>Auto Essentials Technology II + 1 Industry Emphasis</b>									
~ 5104 Automotive Essentials Technology II + Industry Emphasis (Ford FACT**)	69.5	1,575.50	57	\$38,250	\$50	\$95	\$120	\$38,515	AOS Degree
~ 5106 Automotive Essentials Technology II + Industry Emphasis (GM)	65.5	1,485.50	54	\$36,500	\$50	\$95	\$120	\$36,765	AOS Degree
<b>Welding Technology</b>									
~ 560 Welding Technology	36	900	36	\$19,950	\$50	\$95	\$300	\$20,395	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and equipment fees are due prior to the first day of class.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* Any currently enrolled student meeting the Attendance requirements may request a program change into the program.

➤ To enroll in this program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

~ Eligibility for enrollment in this program may be determined based on state of residency.

## THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
274 Automotive Technology II + 2 Industry Emphases (Ford FACT and GM)	97	2,190	78	\$51,700	\$50	\$95	\$120	\$51,965	AOS Degree
258 Automotive & Diesel Technology II + Industry Emphasis (DTNA Finish First)	106	2,393	87	\$52,950	\$50	\$95	\$120	\$53,215	AOS Degree
256 Automotive & Diesel Technology II + Industry Emphasis (Cummins)	105	2,393	87	\$52,950	\$50	\$95	\$120	\$53,215	AOS Degree
257 Automotive & Diesel Technology II + Industry Emphasis (Cummins Power Generation)	106	2,393	87	\$53,400	\$50	\$95	\$120	\$53,665	AOS Degree
173 Automotive & Diesel Technology II + Industry Emphasis (GM)	106	2,393	87	\$53,050	\$50	\$95	\$120	\$53,315	AOS Degree
181 Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT** & GM)	126	2,843	102	\$61,900	\$50	\$95	\$120	\$62,165	AOS Degree
5203 Automotive Essentials Technology II + 2 Industry Emphases (Ford FACT** & GM)	85.5	1,935.50	69	\$45,350	\$50	\$95	\$120	\$45,615	AOS Degree

## 02 Universal Technical Institute: Houston, Texas Campus

### MAIN CAMPUS

721 Lockhaven Drive, Houston, TX 77073 • 281-443-6262 • 1-800-325-0354

### TUITION CHART

All programs may not be available to students from states outside of Texas

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
115 Automotive Technology	68	1,530	51	\$33,950	\$50	\$95	\$120	\$34,215	Diploma
124 Automotive Technology w/FACT**	88	1,980	66	\$42,800	\$50	\$95	\$120	\$43,065	Diploma
137 Automotive Technology w/NATT***	79.5	1,800	60	\$39,300	\$50	\$95	\$120	\$39,565	Diploma
208 Diesel & Industrial Technology	60	1,350	45	\$31,600	\$50	\$95	\$120	\$31,865	Diploma
>209 Diesel & Industrial Technology w/Cummins	75	1,710	57	\$38,650	\$50	\$95	\$120	\$38,915	Diploma
342 Automotive/Diesel & Industrial Technology	100	2,250	75	\$43,250	\$50	\$95	\$120	\$43,515	Diploma
344 Automotive/Diesel & Industrial Technology w/FACT**	120	2,700	90	\$52,100	\$50	\$95	\$120	\$52,365	Diploma
751 Collision Repair & Refinish Technology	68	1,530	51	\$33,950	\$50	\$95	\$0****	\$34,095	Diploma
~754 Collision Repair & Refinish Technology with Estimating	72	1,620	54	\$35,950	\$50	\$95	\$0****	\$36,095	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* NATT represents Nissan Automotive Technician Training.

> To enroll in this program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

\*\*\*\* Program does not require meter.

~ Eligibility for enrollment in this program may be determined based on state of residency.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
349 Automotive/Diesel & Industrial Technology w/NATT***	111.5	2,520	84	\$48,600	\$50	\$95	\$120	\$48,865	Diploma
352 Automotive/Diesel & Industrial Technology w/Cummins	115	2,610	87	\$50,300	\$50	\$95	\$120	\$50,565	Diploma
745 Core Collision Repair & Refinish Technology	60	1,350	45	\$29,950	\$50	\$95	\$0****	\$30,095	Diploma
748 Core Collision Repair & Refinish Technology with Estimating	64	1,440	48	\$31,950	\$50	\$95	\$0****	\$32,095	Diploma

### 03 Universal Technical Institute : Lisle, Illinois Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323  
2611 Corporate West Drive, Lisle, IL 60532 • (630) 529-2662 • 1-800-441-4248

#### TUITION CHART

All programs may not be available to students from states outside of Illinois

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
115 Automotive Technology	68	1,530	51	\$35,600	\$50	\$95	\$120	\$35,865	Diploma
124 Automotive Technology w/FACT**	88	1,980	66	\$44,450	\$50	\$95	\$120	\$44,715	Diploma
807 Automotive Technology with TPAT***	84	1,890	63	\$42,750	\$50	\$95	\$120	\$43,015	Diploma
208 Diesel & Industrial Technology	60	1,350	45	\$33,100	\$50	\$95	\$120	\$33,365	Diploma
~211 Diesel & Industrial Technology with Daimler Trucks Finish First ****	76	1,710	57	\$40,150	\$50	\$95	\$120	\$40,415	Diploma
342 Automotive/Diesel & Industrial Technology	100	2,250	75	\$45,250	\$50	\$95	\$120	\$45,515	Diploma
344 Automotive/Diesel & Industrial Technology w/FACT**	120	2,700	90	\$54,100	\$50	\$95	\$120	\$54,365	Diploma

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Meter fee waived if student owns a multimeter

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* TPAT represents Toyota Professional Automotive Training.

\*\*\*\* Any currently enrolled student meeting the Attendance requirements may request a program change into the program.

~ Eligibility for enrollment in this program may be determined based on state of residency.

#### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee#	Total	Graduation Document
357 Automotive/Diesel & Industrial Technology with Daimler Trucks Finish First	116	2,610	87	\$52,300	\$50	\$95	\$120	\$52,565	Diploma
809 Automotive/Diesel & Industrial Technology with TPAT	116	2,610	87	\$52,400	\$50	\$95	\$120	\$52,665	Diploma



## 04 Universal Technical Institute: Rancho Cucamonga, California Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323

Class sessions are held at: 9494 Haven Avenue, Rancho Cucamonga, CA 91730 • (909) 484-1929 • 1-888-692-7800

### TUITION CHART

All programs may not be available to students from states outside of California

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee <sup>•</sup>	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
<b>Automotive</b>									
5000 Automotive Technology II	61	1,380	51	\$36,350	\$50	\$95	\$120	\$36,615	AOS
<b>Automotive Technology II + 1 Industry Emphasis</b>									
5100 Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$45,200	\$50	\$95	\$120	\$45,465	AOS
5107 Automotive Technology II + 1 Industry Emphasis (SMOG)	67	1,515	57	\$39,950	\$50	\$95	\$120	\$40,215	AOS
<b>Diesel</b>									
290 Diesel Technology II	53.5	1,202.5	45	\$33,950	\$50	\$95	\$120	\$34,215	Diploma
<b>Automotive &amp; Diesel Technology</b>									
5500 Automotive & Diesel Technology II	90	2,033	75	\$46,250	\$50	\$95	\$120	\$46,515	AOS
<b>Automotive &amp; Diesel Technology II + Industry Emphasis</b>									
5600 Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$55,100	\$50	\$95	\$120	\$55,365	AOS
<b>Welding</b>									
560 Welding Technology	36	900	36	\$20,450	\$50	\$95	\$300	\$20,895	Diploma

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>•</sup> Lab Fee includes course books (text/workbooks), one work shirt, two t-shirts, student ID and safety glasses. The lab fees are due prior to the first day of class.

<sup>⊕</sup> Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>⊕</sup>	Total	Graduation Document
115/121 Automotive Technology	68	1,530	51/68	\$36,350	\$50	\$95	\$120	\$36,615	Diploma
124/132 Automotive Technology w/FACT <sup>**</sup>	88	1,980	66/88	\$45,200	\$50	\$95	\$120	\$45,465	Diploma
147 Automotive Technology w/FACT & SMOG <sup>**</sup>	100	2,250	75	\$50,650	\$50	\$95	\$120	\$50,915	Diploma
208/218 Diesel & Industrial Technology	60	1,350	45/60	\$33,950	\$50	\$95	\$120	\$34,215	Diploma
342/372 Automotive/Diesel & Industrial Technology	100	2,250	75/100	\$46,250	\$50	\$95	\$120	\$46,515	Diploma
344/374 Automotive/Diesel & Industrial Technology w/FACT <sup>**</sup>	120	2,700	90/120	\$55,100	\$50	\$95	\$120	\$55,100	Diploma
447 Automotive/Diesel & Industrial Technology w/FACT <sup>**</sup> & SMOG	132	2,970	99	\$60,550	\$50	\$95	\$120	\$60,815	Diploma
5604 Automotive & Diesel Technology II + 1 Industry Emphasis (SMOG)	96	2,168	81	\$49,850	\$50	\$95	\$120	\$50,115	AOS

### TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
115	Automotive Technology				
	Period 1	20.0	450	15	\$10,691
	Period 2	20.0	450	15	\$10,691
	Period 3	16.0	360	12	\$8,553
	Period 4	12.0	270	9	\$6,415
	TOTAL	68.0	1,530	51	\$36,350
121	Automotive Technology (Evening)				
	Period 1	15.0	337.5	15	\$8,018
	Period 2	15.0	337.5	15	\$8,018
	Period 3	15.0	337.5	15	\$8,018
	Period 4	15.0	337.5	15	\$8,018
	Period 5	8.0	180	8	\$4,278
	TOTAL	68.0	1,530	68	\$36,350

#	PROGRAM	CRD	HRS	WKS	COST
124	Automotive Technology w/FACT				
	Period 1	20.0	450	15	\$10,273
	Period 2	20.0	450	15	\$10,273
	Period 3	20.0	450	15	\$10,273
	Period 4	20.0	450	15	\$10,273
	Period 5	8.0	180	6	\$4,108
	TOTAL	88.0	1,980	66	\$45,200
132	Automotive Technology w/FACT (Evening)				
	Period 1	15.0	337.5	15	\$7,705
	Period 2	15.0	337.5	15	\$7,705
	Period 3	15.0	337.5	15	\$7,705
	Period 4	15.0	337.5	15	\$7,705
	Period 5	15.0	337.5	15	\$7,705
	Period 6	13.0	292.5	13	\$6,675
	TOTAL	88.0	1,980	88	\$45,200

#	PROGRAM	CRD	HRS	WKS	COST
147	<b>Auto Technology w/FACT &amp; SMOG</b>				
	Period 1	20.0	450	15	\$10,130
	Period 2	20.0	450	15	\$10,130
	Period 3	20.0	450	15	\$10,130
	Period 4	20.0	450	15	\$10,130
	Period 5	20.0	450	15	\$10,130
	<b>TOTAL</b>	<b>100.0</b>	<b>2,250</b>	<b>75</b>	<b>\$50,650</b>
208	<b>Diesel &amp; Industrial Technology</b>				
	Period 1	20.0	450	15	\$11,317
	Period 2	20.0	450	15	\$11,317
	Period 3	20.0	450	15	\$11,317
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350</b>	<b>45</b>	<b>\$33,950</b>
218	<b>Diesel &amp; Industrial Technology (Evening)</b>				
	Period 1	15.0	337.5	15	\$8,488
	Period 2	15.0	337.5	15	\$8,488
	Period 3	15.0	337.5	15	\$8,488
	Period 4	15.0	337.5	15	\$8,488
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350</b>	<b>60</b>	<b>\$33,950</b>
#	PROGRAM	CRD	HRS	WKS	COST
342	<b>Automotive/Diesel &amp; Industrial Technology</b>				
	Period 1	20.0	450	15	\$9,250
	Period 2	20.0	450	15	\$9,250
	Period 3	20.0	450	15	\$9,250
	Period 4	20.0	450	15	\$9,250
	Period 5	20.0	450	15	\$9,250
	<b>TOTAL</b>	<b>100.0</b>	<b>2,250</b>	<b>75</b>	<b>\$46,250</b>
372	<b>Automotive/Diesel &amp; Industrial Technology (Evening)</b>				
	Period 1	15.0	337.5	15	\$6,938
	Period 2	15.0	337.5	15	\$6,938
	Period 3	15.0	337.5	15	\$6,938
	Period 4	15.0	337.5	15	\$6,938
	Period 5	15.0	337.5	15	\$6,938
	Period 6	15.0	337.5	15	\$6,938
	Period 7	10.0	225.0	10	\$4,622
	<b>TOTAL</b>	<b>100.0</b>	<b>2,250</b>	<b>100</b>	<b>\$46,250</b>
344	<b>Automotive/Diesel and Industrial Technology w/FACT</b>				
	Period 1	20.0	450	15	\$9,183
	Period 2	20.0	450	15	\$9,183
	Period 3	20.0	450	15	\$9,183
	Period 4	20.0	450	15	\$9,183
	Period 5	20.0	450	15	\$9,183
	Period 6	20.0	450	15	\$9,185
	<b>TOTAL</b>	<b>120.0</b>	<b>2,700</b>	<b>90</b>	<b>\$55,100</b>
374	<b>Automotive/Diesel and Industrial Technology w/FACT (Evening)</b>				
	Period 1	15.0	337.5	15	\$6,888
	Period 2	15.0	337.5	15	\$6,888
	Period 3	15.0	337.5	15	\$6,888
	Period 4	15.0	337.5	15	\$6,888
	Period 5	15.0	337.5	15	\$6,888
	Period 6	15.0	337.5	15	\$6,888
	Period 7	15.0	337.5	15	\$6,888
	Period 8	15.0	337.5	15	\$6,884
	<b>TOTAL</b>	<b>120.0</b>	<b>2,700</b>	<b>120</b>	<b>\$55,100</b>
447	<b>Auto/Diesel &amp; Industrial Technology w/Ford FACT &amp; SMOG</b>				
	Period 1	20.0	450	15	\$9,174
	Period 2	20.0	450	15	\$9,174
	Period 3	20.0	450	15	\$9,174
	Period 4	20.0	450	15	\$9,174
	Period 5	20.0	450	15	\$9,174
	Period 6	20.0	450	15	\$9,174
	Period 7	12.0	270	9	\$5,506
	<b>TOTAL</b>	<b>132.0</b>	<b>2,970</b>	<b>99</b>	<b>\$60,550</b>

#	PROGRAM	CRD	HRS	WKS	COST
560	<b>Welding Technology</b>				
	Period 1	15.0	375	15	\$8,521
	Period 2	15.0	375	15	\$8,521
	Period 3	6.0	150	6	\$3,408
	<b>TOTAL</b>	<b>36.0</b>	<b>900</b>	<b>36</b>	<b>\$20,450</b>
290	<b>Diesel Technology II</b>				
	Period 1	17.8	400.83	15	\$11,317
	Period 2	17.8	400.83	15	\$11,317
	Period 3	17.9	400.84	15	\$11,317
	<b>TOTAL</b>	<b>53.5</b>	<b>1,202.5</b>	<b>45</b>	<b>\$33,950</b>
5000	<b>Automotive Technology II</b>				
	Period 1	17.9	405.90	15	\$10,691
	Period 2	17.9	405.90	15	\$10,691
	Period 3	14.4	324.70	12	\$8,553
	Period 4	10.8	243.50	9	\$6,415
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380</b>	<b>51</b>	<b>\$36,350</b>
5100	<b>Automotive Technology II + 1 Industry Emphasis (Ford FACT)</b>				
	Period 1	18.4	415.90	15	\$10,273
	Period 2	18.4	415.90	15	\$10,273
	Period 3	18.4	415.90	15	\$10,273
	Period 4	18.4	415.90	15	\$10,273
	Period 5	7.4	166.40	6	\$4,108
	<b>TOTAL</b>	<b>81.0</b>	<b>1,830</b>	<b>66</b>	<b>\$45,200</b>
5107	<b>Automotive Technology II + 1 Industry Emphasis (SMOG)</b>				
	Period 1	17.6	398.7	15	\$10,513
	Period 2	17.6	398.7	15	\$10,513
	Period 3	17.6	398.7	15	\$10,513
	Period 4	14.2	318.9	12	\$8,411
	<b>TOTAL</b>	<b>67.0</b>	<b>1515.0</b>	<b>57</b>	<b>\$39,950</b>
5500	<b>Automotive/Diesel &amp; Industrial Technology II</b>				
	Period 1	18	406.60	15	\$9,250
	Period 2	18	406.60	15	\$9,250
	Period 3	18	406.60	15	\$9,250
	Period 4	18	406.60	15	\$9,250
	Period 5	18	406.60	15	\$9,250
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033</b>	<b>75</b>	<b>\$46,250</b>
5600	<b>Automotive/Diesel &amp; Industrial Technology II + 1 Industry Emphasis (Ford FACT)</b>				
	Period 1	18.3	413.83	15	\$9,183
	Period 2	18.3	413.83	15	\$9,183
	Period 3	18.3	413.83	15	\$9,183
	Period 4	18.3	413.83	15	\$9,183
	Period 5	18.3	413.83	15	\$9,183
	Period 6	18.5	413.83	15	\$9,185
	<b>TOTAL</b>	<b>110.0</b>	<b>2,483</b>	<b>90</b>	<b>\$55,100</b>
5604	<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis (SMOG)</b>				
	Period 1	17.8	401.5	15	\$9,231
	Period 2	17.8	401.5	15	\$9,231
	Period 3	17.8	401.5	15	\$9,231
	Period 4	17.8	401.5	15	\$9,231
	Period 5	14.2	321.2	12	\$7,385
	Period 6	10.6	240.9	9	\$5,541
	<b>TOTAL</b>	<b>96.0</b>	<b>2168.0</b>	<b>81</b>	<b>\$49,850</b>

## 05 Universal Technical Institute : Exton, Pennsylvania Campus

A Branch Campus of Universal Technical Institute of Texas, Inc.— 721 Lockhaven Drive, Houston, TX 77073  
750 Pennsylvania Drive, Exton, PA 19341 (610) 458-5595 • 1 (877) 884-3986

### TUITION CHART

All programs may not be available to students from states outside of Pennsylvania

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
<b>Programs</b>	<b>Sem. Credit Hrs</b>	<b>Clock Hours</b>	<b>No. Weeks</b>	<b>Tuition Cost*</b>	<b>Reg. Fee^</b>	<b>Lab Fee</b>	<b>Meter Fee⊕</b>	<b>Total</b>	<b>Graduation Document</b>
115 Automotive Technology	68	1,530	51	\$34,950	\$50	\$95	\$120	\$35,215	Diploma
124 Automotive Technology w/FACT**	88	1,980	66	\$43,800	\$50	\$95	\$120	\$44,065	Diploma
807 Automotive Technology w/TPAT***	84	1,890	63	\$42,100	\$50	\$95	\$120	\$42,365	Diploma
208 Diesel & Industrial Technology	60	1,350	45	\$32,900	\$50	\$95	\$120	\$33,165	Diploma
>209 Diesel & Industrial Technology w/Cummins	75	1,710	57	\$39,950	\$50	\$95	\$120	\$40,215	Diploma
342 Automotive/Diesel & Industrial Technology	100	2,250	75	\$44,900	\$50	\$95	\$120	\$45,165	Diploma
344 Automotive/Diesel & Industrial Technology w/FACT**	120	2,700	90	\$53,750	\$50	\$95	\$120	\$54,015	Diploma

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* TPAT represents Toyota Professional Automotive Training.

> To enroll in the Cummins program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

<b>Programs</b>	<b>Sem. Credit Hrs</b>	<b>Clock Hours</b>	<b>No. Weeks</b>	<b>Tuition Cost*</b>	<b>Reg. Fee^</b>	<b>Lab Fee</b>	<b>Equip. Fee⊕</b>	<b>Total</b>	<b>Graduation Document</b>
352 Automotive/Diesel & Industrial Technology w/Cummins	115	2,610	87	\$51,950	\$50	\$95	\$120	\$52,215	Diploma
809 Automotive/Diesel & Industrial Technology w/TPAT	116	2,610	87	\$52,050	\$50	\$95	\$120	\$52,315	Diploma

## 06 Universal Technical Institute: Sacramento, California Campus

A Branch Campus of Motorcycle Mechanics Institute; a Division of Universal Technical Institute

2844 West Deer Valley Road, Phoenix, AZ 85027

Class sessions are held at: 4100 Duckhorn Drive, Sacramento, CA 95834

(916) 263-9100 • 1-877-884-2254

### TUITION CHART

All programs may not be available to students from states outside of California

<b>NOTE: Tuitions below are based on enrollment dates – Enrollment date is on or after 03/01/2018.</b>									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee <sup>•</sup>	Meter Fee <sup>⊕</sup>	Total	Graduation Document
<b>Automotive</b>									
5000 Automotive Technology II	61	1,380	51	\$35,950	\$50	\$95	\$120	\$36,215	AOS
080 Automotive Service Technology II	38.5	882	33	\$23,500	\$50	\$95	\$120	\$23,765	Certificate
<b>Automotive Technology II + 1 Industry Emphasis</b>									
5100 Automotive Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$44,800	\$50	\$95	\$120	\$45,065	AOS
5101 Automotive Technology II + Industry Emphasis (SMOG)	73	1,650	60	\$41,400	\$50	\$95	\$120	\$41,665	AOS
5102 Automotive Technology II + Industry Emphasis (TPAT <sup>***</sup> )	77	1,740	63	\$43,100	\$50	\$95	\$120	\$43,365	AOS
5103 Automotive Technology II + Industry Emphasis (Welding)	65	1,470	54	\$37,900	\$50	\$95	\$120	\$38,165	AOS
<b>Diesel</b>									
290 Diesel Technology II	53.5	1,202.50	45	\$33,950	\$50	\$95	\$120	\$34,215	Diploma
051 Diesel Technology II w/Welding	57.5	1,292.50	48	\$35,900	\$50	\$95	\$120	\$36,165	Diploma
<b>Automotive &amp; Diesel</b>									
5500 Automotive & Diesel Technology II	90	2,033	75	\$46,250	\$50	\$95	\$120	\$46,515	AOS
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>									
5600 Automotive & Diesel Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$55,100	\$50	\$95	\$120	\$55,365	AOS
<b>Collision</b>									
~751 Collision Repair & Refinish Technology	68	1,530	51	\$36,850	\$50	\$95	\$0 <sup>****</sup>	\$36,995	Diploma
~754 Collision Repair & Refinish Technology with Estimating	72	1,620	54	\$38,950	\$50	\$95	\$0 <sup>****</sup>	\$39,095	Diploma

<sup>^</sup> Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

<sup>•</sup> Lab Fee includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

<sup>⊕</sup> Meter fee waived if student owns a multimeter. Any meter or equipment fees are due prior to the

first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

<sup>\*\*\*</sup> TPAT represents Toyota Professional Automotive Technician Training.

<sup>\*\*\*\*</sup> Program does not require meter.

<sup>~</sup> Eligibility for enrollment in this program may be determined based on state of residency.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee <sup>•</sup>	Meter Fee <sup>⊕</sup>	Total	Graduation Document
179 Automotive Technology II	61	1,380	51	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
172 Automotive Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$44,800	\$50	\$95	\$120	\$45,065	Diploma
011 Automotive Technology II + Industry Emphasis(SMOG)	73	1,650	60	\$41,400	\$50	\$95	\$120	\$41,665	Diploma
012 Automotive Technology II + Industry Emphasis(TPAT <sup>***</sup> )	77	1,740	63	\$43,100	\$50	\$95	\$120	\$43,365	Diploma
014 Automotive Technology II + Industry Emphasis (Welding)	65	1,470	54	\$37,900	\$50	\$95	\$120	\$38,165	Diploma
5200/ 020 Automotive Technology II + 2 Industry Emphases (Ford FACT <sup>**</sup> and SMOG)	93	2,100	75	\$50,250	\$50	\$95	\$120	\$50,515	AOS/Diploma
5201/ 022 Automotive Technology II + 2 Industry Emphases (SMOG and TPAT <sup>***</sup> )	89	2,010	72	\$48,550	\$50	\$95	\$120	\$48,815	AOS/Diploma
5202/ 026 Automotive Technology II + 2 Industry Emphases (Ford FACT & Welding)	85	1,920	69	\$46,750	\$50	\$95	\$120	\$47,015	AOS/Diploma
279 Automotive & Diesel Technology II	90	2,033	75	\$46,250	\$50	\$95	\$120	\$46,515	Diploma
255 Automotive & Diesel Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$55,100	\$50	\$95	\$120	\$55,365	Diploma
5601/031 Automotive & Diesel Technology II + Industry Emphasis (SMOG)	96	2,168	81	\$51,700	\$50	\$95	\$120	\$51,965	AOS/Diploma
5602/032 Automotive & Diesel Technology II + Industry Emphasis (TPAT <sup>***</sup> )	106	2,393	87	\$53,400	\$50	\$95	\$120	\$53,665	AOS/Diploma
5603/036 Automotive & Diesel Technology II + Industry Emphasis (Welding)	94	2,123	78	\$48,200	\$50	\$95	\$120	\$48,465	AOS/Diploma
5700/ 040 Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT <sup>**</sup> & SMOG)	122	2,753	99	\$60,550	\$50	\$95	\$120	\$60,815	AOS/Diploma
5701/ 033 Automotive & Diesel Technology II + 2 Industry Emphases (SMOG & TPAT <sup>***</sup> )	118	2,663	96	\$58,850	\$50	\$95	\$120	\$59,115	AOS/Diploma



Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee <sup>^</sup>	Lab Fee <sup>·</sup>	Meter Fee <sup>⊕</sup>	Total	Graduation Document
5702/ 037 Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT & Welding)	114	2,573	93	\$57,050	\$50	\$95	\$120	\$57,315	AOS/Diploma
745 Core Collision Repair & Refinish Technology	60	1,350	45	\$32,500	\$50	\$95	\$0****	\$32,645	Diploma
748 Core Collision Repair & Refinish Technology with Estimating	64	1,440	48	\$34,650	\$50	\$95	\$0****	\$34,795	Diploma

<sup>^</sup> Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

<sup>·</sup> Lab Fee includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

<sup>⊕</sup> Meter fee waived if student owns a multimeter. Any meter or equipment fees are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* TPAT represents Toyota Professional Automotive Technician Training.

\*\*\*\* Program does not require meter.

~ Eligibility for enrollment in this program may be determined based on state of residency.

## TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
5000/179	Automotive Technology II				
	Period 1	17.9	405.90	15	\$10,574
	Period 2	17.9	405.90	15	\$10,574
	Period 3	14.4	324.70	12	\$8,459
	Period 4	10.8	243.50	9	\$6,343
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380.00</b>	<b>51</b>	<b>\$35,950</b>
080	Automotive Service Technology II				
	Period 1	17.5	400.9	15	\$10,682
	Period 2	17.5	400.9	15	\$10,682
	Period 3	3.5	80.2	3	\$2,136
	<b>TOTAL</b>	<b>38.5</b>	<b>882</b>	<b>33</b>	<b>\$23,500</b>
5100/172	Automotive Technology II + 1 Industry Emphasis (Ford FACT)				
	Period 1	18.4	415.90	15	\$10,182
	Period 2	18.4	415.90	15	\$10,182
	Period 3	18.4	415.90	15	\$10,182
	Period 4	18.4	415.90	15	\$10,182
	Period 5	7.4	166.40	6	\$4,072
	<b>TOTAL</b>	<b>81.0</b>	<b>1,830.00</b>	<b>66</b>	<b>\$44,800</b>
5101/011	Automotive Technology II + 1 Industry Emphasis (SMOG)				
	Period 1	18.3	412.5	15	\$10,350
	Period 2	18.3	412.5	15	\$10,350
	Period 3	18.3	412.5	15	\$10,350
	Period 4	18.1	412.5	15	\$10,350
	<b>TOTAL</b>	<b>73.0</b>	<b>1,650.0</b>	<b>60</b>	<b>\$41,400</b>
5102/012	Automotive Technology II + 1 Industry Emphasis (TPAT)				
	Period 1	18.3	414.30	15	\$10,262
	Period 2	18.3	414.30	15	\$10,262
	Period 3	18.3	414.30	15	\$10,262
	Period 4	18.3	414.20	15	\$10,262
	Period 5	3.8	82.90	3	\$2,052
	<b>TOTAL</b>	<b>77.0</b>	<b>1,740.00</b>	<b>63</b>	<b>\$43,100</b>
5103/014	Automotive Technology II + Industry Emphasis (Welding)				
	Period 1	18.1	408.30	15	\$10,528
	Period 2	18.1	408.30	15	\$10,528
	Period 3	14.4	326.70	12	\$8,422
	Period 4	14.4	326.70	12	\$8,422
	<b>TOTAL</b>	<b>65.0</b>	<b>1,470.00</b>	<b>54</b>	<b>\$37,900</b>
5200/020	Automotive Technology II + 2 Industry Emphases (Ford FACT & SMOG)				
	Period 1	18.6	420.00	15	\$10,050
	Period 2	18.6	420.00	15	\$10,050
	Period 3	18.6	420.00	15	\$10,050
	Period 4	18.6	420.00	15	\$10,050
	Period 5	18.6	420.00	15	\$10,050
	<b>TOTAL</b>	<b>93.0</b>	<b>2,100.00</b>	<b>75</b>	<b>\$50,250</b>

#	PROGRAM	CRD	HRS	WKS	COST
5201/022	Automotive Technology II + 2 Industry Emphases (SMOG & TPAT)				
	Period 1	18.5	418.80	15	\$10,115
	Period 2	18.5	418.80	15	\$10,115
	Period 3	18.5	418.80	15	\$10,115
	Period 4	18.5	418.80	15	\$10,115
	Period 5	15.0	334.80	12	\$8,090
	<b>TOTAL</b>	<b>89.0</b>	<b>2010.0</b>	<b>72</b>	<b>\$48,550</b>
5202/026	Automotive Technology II + 2 Industry Emphases (Ford FACT & Welding)				
	Period 1	18.5	417.40	15	\$10,163
	Period 2	18.5	417.40	15	\$10,163
	Period 3	18.5	417.40	15	\$10,163
	Period 4	18.5	417.40	15	\$10,163
	Period 5	11.0	250.40	9	\$6,098
	<b>TOTAL</b>	<b>85.0</b>	<b>1,920.00</b>	<b>69</b>	<b>\$46,750</b>
#	PROGRAM	CRD	HRS	WKS	COST
290	Diesel Technology II				
	Period 1	17.8	400.80	15	\$11,317
	Period 2	17.8	400.80	15	\$11,317
	Period 3	17.9	400.90	15	\$11,316
	<b>TOTAL</b>	<b>53.5</b>	<b>1,202.50</b>	<b>45</b>	<b>\$33,950</b>
051	Diesel Technology II w/ Welding				
	Period 1	18.0	403.90	15	\$11,219
	Period 2	18.0	403.90	15	\$11,219
	Period 3	10.8	242.40	9	\$6,731
	Period 4	10.7	242.30	9	\$6,731
	<b>TOTAL</b>	<b>57.5</b>	<b>1,292.50</b>	<b>48</b>	<b>\$35,900</b>
5500/279	Automotive & Diesel Technology II				
	Period 1	18.0	406.60	15	\$9,250
	Period 2	18.0	406.60	15	\$9,250
	Period 3	18.0	406.60	15	\$9,250
	Period 4	18.0	406.60	15	\$9,250
	Period 5	18.0	406.60	15	\$9,250
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033.00</b>	<b>75</b>	<b>\$46,250</b>
5600/255	Automotive & Diesel Technology II + Industry Emphasis (Ford FACT)				
	Period 1	18.3	413.80	15	\$9,183
	Period 2	18.3	413.80	15	\$9,183
	Period 3	18.3	413.80	15	\$9,183
	Period 4	18.3	413.80	15	\$9,183
	Period 5	18.3	413.80	15	\$9,183
	Period 6	18.5	414.00	15	\$9,185
	<b>TOTAL</b>	<b>110.0</b>	<b>2,483.00</b>	<b>90</b>	<b>\$55,100</b>

#	PROGRAM	CRD	HRS	WKS	COST
5601/031	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (SMOG)</b>				
	Period 1	17.8	401.5	15	\$9,574
	Period 2	17.8	401.5	15	\$9,574
	Period 3	17.8	401.5	15	\$9,574
	Period 4	17.8	401.5	15	\$9,574
	Period 5	14.6	321.2	12	\$7,659
	Period 6	10.6	240.9	9	\$5,745
	<b>TOTAL</b>	<b>96.0</b>	<b>2168.0</b>	<b>81</b>	<b>\$51,700</b>
5602/032	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (TPAT)</b>				
	Period 1	18.3	412.60	15	\$9,207
	Period 2	18.3	412.60	15	\$9,207
	Period 3	18.3	412.60	15	\$9,207
	Period 4	18.3	412.60	15	\$9,207
	Period 5	18.3	412.60	15	\$9,207
	Period 6	14.5	330.00	12	\$7,365
	<b>TOTAL</b>	<b>106.0</b>	<b>2,393.00</b>	<b>87</b>	<b>\$53,400</b>
5603/036	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (Welding)</b>				
	Period 1	18.1	408.30	15	\$9,269
	Period 2	18.1	408.30	15	\$9,269
	Period 3	18.1	408.20	15	\$9,269
	Period 4	18.1	408.20	15	\$9,269
	Period 5	10.8	245.00	9	\$5,562
	Period 6	10.8	245.00	9	\$5,562
	<b>TOTAL</b>	<b>94.0</b>	<b>2,123.00</b>	<b>78</b>	<b>\$48,200</b>
5700/040	<b>Automotive &amp; Diesel Technology II + 2 Industry Emphases (Ford FACT &amp; SMOG)</b>				
	Period 1	18.5	417.10	15	\$9,174
	Period 2	18.5	417.10	15	\$9,174
	Period 3	18.5	417.10	15	\$9,174
	Period 4	18.5	417.10	15	\$9,174
	Period 5	18.5	417.10	15	\$9,174
	Period 6	18.5	417.10	15	\$9,174
	Period 7	11.0	250.40	9	\$5,506
	<b>TOTAL</b>	<b>122.0</b>	<b>2,753.00</b>	<b>99</b>	<b>\$60,550</b>
#	PROGRAM	CRD	HRS	WKS	COST
5701/033	<b>Automotive &amp; Diesel Technology II + 2 Industry Emphases (SMOG &amp; TPAT)</b>				
	Period 1	18.4	416.10	15	\$9,195
	Period 2	18.4	416.10	15	\$9,195
	Period 3	18.4	416.10	15	\$9,195
	Period 4	18.4	416.10	15	\$9,195
	Period 5	18.4	416.10	15	\$9,195
	Period 6	18.4	416.10	15	\$9,195
	Period 7	7.6	166.40	6	\$3,680
	<b>TOTAL</b>	<b>118.0</b>	<b>2,663.00</b>	<b>96</b>	<b>\$58,850</b>

#	PROGRAM	CRD	HRS	WKS	COST
5702/037	<b>Automotive &amp; Diesel Technology II + 2 Industry Emphases (Ford FACT &amp; Welding)</b>				
	Period 1	18.4	415.00	15	\$9,202
	Period 2	18.4	415.00	15	\$9,202
	Period 3	18.4	415.00	15	\$9,202
	Period 4	18.4	415.00	15	\$9,202
	Period 5	18.4	415.00	15	\$9,202
	Period 6	18.4	415.00	15	\$9,202
	Period 7	3.6	83.00	3	\$1,838
	<b>TOTAL</b>	<b>114.0</b>	<b>2,573.00</b>	<b>93</b>	<b>\$57,050</b>
745	<b>Core Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,833
	Period 2	20.0	450.00	15	\$10,833
	Period 3	20.0	450.00	15	\$10,834
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350.00</b>	<b>45</b>	<b>\$32,500</b>
748	<b>Core Collision Repair &amp; Refinish Technology with Estimating</b>				
	Period 1	20.0	450.00	15	\$10,828
	Period 2	20.0	450.00	15	\$10,828
	Period 3	12.0	270.00	9	\$6,497
	Period 4	12.0	270.00	9	\$6,497
	<b>TOTAL</b>	<b>64.0</b>	<b>1,440.00</b>	<b>48</b>	<b>\$34,650</b>
751	<b>Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,838
	Period 2	20.0	450.00	15	\$10,838
	Period 3	16.0	360.00	12	\$8,671
	Period 4	12.0	270.00	9	\$6,503
	<b>TOTAL</b>	<b>68.0</b>	<b>1,530.00</b>	<b>51</b>	<b>\$36,850</b>
754	<b>Collision Repair &amp; Refinish Technology with Estimating</b>				
	Period 1	20.0	450.00	15	\$10,819
	Period 2	20.0	450.00	15	\$10,819
	Period 3	16.0	360.00	12	\$8,656
	Period 4	16.0	360.00	12	\$8,656
	<b>TOTAL</b>	<b>72.0</b>	<b>1,620.00</b>	<b>54</b>	<b>\$38,950</b>

## 07 NASCAR Technical Institute: Mooresville, North Carolina Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Avondale, AZ 85323  
220 Byers Creek Road, Mooresville, NC 28117 • (704) 658-1950 • 1-866-316-2722

### TUITION CHART

All programs may not be available to students from states outside of North Carolina

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
<b>Programs</b>	<b>Sem. Credit Hrs</b>	<b>Clock Hours</b>	<b>No. Weeks</b>	<b>Tuition Cost*</b>	<b>Reg. Fee<sup>^</sup></b>	<b>Lab Fee</b>	<b>Meter Fee<sup>⊕</sup></b>	<b>Total</b>	<b>Graduation Document</b>
127 Automotive Technology w/ NASCAR Engines I & II	64	1,440	48	\$35,250	\$50	\$95	\$120	\$35,515	Diploma
149 Automotive Technology & NATT** w/ NASCAR Engines I & II	75.5	1,710	57	\$40,600	\$50	\$95	\$120	\$40,865	Diploma
151 Automotive Technology & FACT*** w/ NASCAR Engines I & II	84	1,890	63	\$44,050	\$50	\$95	\$120	\$44,315	Diploma
154 Automotive Technology & NASCAR w/ Pit Crew	84	1,890	63	\$41,900	\$50	\$95	\$120	\$42,165	Diploma
155 Automotive Technology w/ NATT** & NASCAR	91.5	2,070	69	\$45,300	\$50	\$95	\$120	\$45,565	Diploma
354 Automotive/NASCAR/FACT*** Technology w/ Pit Crew	104	2,340	78	\$50,700	\$50	\$95	\$120	\$50,965	Diploma
~165 Automotive Technology & Mopar TEC w/ NASCAR Engines I & II	80	1,800	60	\$42,400	\$50	\$95	\$120	\$42,665	Diploma
~166 Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew	100	2,250	75	\$49,050	\$50	\$95	\$120	\$49,315	Diploma
~550 CNC Machining Technology	36	900	36	\$17,900	\$50	\$95	\$0	\$18,045	Diploma

\* Tuition Cost includes course books (text/workbooks), binder, three uniform shirts, and safety glasses. The lab and meter fees are due the first day of class.

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter.

\*\*\* FACT represents Ford Accelerated Credential Training.

\*\* NATT represents Nissan Automotive Technician Training.

~ Eligibility for enrollment in this program may be determined based on state of residency.

## 08 Universal Technical Institute: Norwood, Massachusetts Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc.— 10695 W. Pierce Street, Avondale, AZ 85323

One Upland Road, Building 200, Norwood, MA 02062 (781) 948-2000 • 1-866-753-6553

### TUITION CHART

All programs may not be available to students from states outside of Massachusetts

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
<b>Programs</b>	<b>Sem. Credit Hrs</b>	<b>Clock Hours</b>	<b>No. Weeks</b>	<b>Tuition Cost*</b>	<b>Reg. Fee^</b>	<b>Lab Fee⊕</b>	<b>Equipment Meter Cost⊕</b>	<b>Total</b>	<b>Graduation Document</b>
115 Automotive Technology	68	1,530	51	\$34,350	\$50	\$95	\$120	\$34,615	Diploma
124 Automotive Technology w/FACT**	88	1,980	66	\$43,200	\$50	\$95	\$120	\$43,465	Diploma
208 Diesel & Industrial Technology	60	1,350	45	\$32,150	\$50	\$95	\$120	\$32,415	Diploma
342 Automotive/Diesel & Industrial Technology	100	2,250	75	\$43,950	\$50	\$95	\$120	\$44,215	Diploma
344 Automotive/Diesel & Industrial Technology w/FACT**	120	2,700	90	\$52,800	\$50	\$95	\$120	\$53,065	Diploma

\* Total Cost Includes application fee, lab fee & equipment/meter fee if applicable. Textbooks, workbooks, one work shirt, two T-shirts, safety glasses are provided at no charge to the student.

^ Application fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Other fee, equipment/meter cost, and lab fee are due prior to the first day of class.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.



# 10 Motorcycle Mechanics Institute

A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

## Phoenix, Arizona Campus

2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

### TUITION CHART

All programs may not be available to students from states outside of Arizona

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Programs listed below.

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 07/01/2018</b>									
Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
Motorcycle Technician with H-D Late Model	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & FAST	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with K-Tech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
> Motorcycle Technician with Performance	52.5	1,125	45	\$20,850	\$50	\$95	\$120	\$21,115	Diploma

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
> Motorcycle Technician with H-D Late Model & Early Model	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma

\* The total tuition cost for first time students of the Motorcycle Technician Programs includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. In addition, students are required to have a meter by the beginning of MOTO-103 of their prerequisite program.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter.

> Eligibility for enrollment in this program may be determined based on the state of residency. This program is not available to Texas residents. To enroll in this program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
048 Motorcycle Technician Specialist 48	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma
060 Motorcycle Technician Specialist 60	70	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
-060-1 Motorcycle Technician Specialist 60-1	67	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
066 Motorcycle Technician Specialist 66	74	1,650	66	\$30,550	\$50	\$95	\$120	\$30,815	Diploma
072 Motorcycle Technician Specialist 72	84	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
-072-1 Motorcycle Technician Specialist 72-1	81	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
078 Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
084 Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
-084-1 Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
090 Motorcycle Technician Specialist 90	102	2,250	90	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
096 Motorcycle Technician Specialist 96	112	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
-096-1 Motorcycle Technician Specialist 96-1	109	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
102 Motorcycle Technician Specialist 102	116	2,550	102	\$47,050	\$50	\$95	\$120	\$47,315	Diploma

# 11 Marine Mechanics Institute

A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

## Orlando, Florida Campus

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

### TUITION CHART

All programs may not be available to students from states outside of Florida

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018									
Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
Marine Technician Specialist 51	51.5	1,275	51	\$28,150	\$50	\$95	\$125	\$28,420	Diploma

\* The tuition cost for first time students of the Marine Technician Specialist Program includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. Students are required to have a meter by the beginning of Clinic 4 of their prerequisite program.

^ Registration/Application fees may vary by state, but in no instance will they exceed the amount listed above.

# Meter fee waived if student owns a multimeter.

# 11 Motorcycle Mechanics Institute

A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

## Orlando, Florida Campus

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

### TUITION CHART

All programs may not be available to students from states outside of Florida

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Specialist Programs listed below.

NOTE: Tuitions are based on enrollment dates – For students enrolling into start dates in November 2018 and after.									
Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
Motorcycle Technician with H-D Late Model	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & FAST	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with K-Tech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma

Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
> Motorcycle Technician with Performance	52.5	1,125	45	\$20,850	\$50	\$95	\$120	\$21,115	Diploma

Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
> Motorcycle Technician with H-D Late Model & Early Model	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma

\* The total tuition cost for first time students of the Motorcycle Technician Specialist Programs includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. Elective courses may not be taken without the required prerequisite Motorcycle Technician, or Harley-Davidson Technician Program. In addition, students are required to have a meter by the beginning of MOTO-003 of their prerequisite program.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

# Meter fee waived if student owns a multimeter.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

NOTE: Tuitions are based on enrollment dates – For students enrolling into the October 1, 2018 start date only.									
Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
048 Motorcycle Technician Specialist 48	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma
060 Motorcycle Technician Specialist 60	70	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
-060-1 Motorcycle Technician Specialist 60-1	67	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
066 Motorcycle Technician Specialist 66	74	1,650	66	\$30,550	\$50	\$95	\$120	\$30,815	Diploma
072 Motorcycle Technician Specialist 72	84	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
-072-1 Motorcycle Technician Specialist 72-1	81	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
078 Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
084 Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
-084-1 Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
090 Motorcycle Technician Specialist 90	102	2,250	90	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
096 Motorcycle Technician Specialist 96	112	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
-096-1 Motorcycle Technician Specialist 96-1	109	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
102 Motorcycle Technician Specialist 102	116	2,550	102	\$47,050	\$50	\$95	\$120	\$47,315	Diploma

# 12 Universal Technical Institute

## AUTOMOTIVE DIVISION

### Orlando, Florida Campus

A Branch Location of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 850027

UTI: 9751 Delegates Drive, Orlando, FL 32837 • (407) 240-2422 • 1-800-342-9253

### TUITION CHART

All programs may not be available to students from states outside of Florida

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018</b>									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
<b>Automotive</b>									
179 Automotive Technology II	61	1,380	51	\$36,200	\$50	\$95	\$120	\$36,465	Diploma
<b>Automotive Technology II + 1 Industry Emphasis</b>									
172 Automotive Technology II + 1 Industry Emphasis (Ford FACT)**	81	1,830	66	\$45,050	\$50	\$95	\$120	\$45,315	Diploma
010 Automotive Technology II + 1 Industry Emphasis (Nissan NATT)***	72.5	1,650	60	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
<b>Diesel</b>									
290 Diesel Technology II	53.5	1,202.50	45	\$33,100	\$50	\$95	\$120	\$33,365	Diploma
<b>Automotive &amp; Diesel</b>									
279 Automotive & Diesel Technology II	90	2,033	75	\$46,600	\$50	\$95	\$120	\$46,865	Diploma
<b>Automotive &amp; Diesel Technology II +1 Industry Emphasis</b>									
255 Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)**	110	2,483	90	\$55,450	\$50	\$95	\$120	\$55,715	Diploma

\* Tuition Cost includes course books (text/workbooks), two work shirts, and safety glasses. The lab fee and meter fees are due prior to the first day of class.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter.

\*\* FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

\*\*\* NATT represents Nissan Automotive Technician Training

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
030 Automotive & Diesel Technology II + 1 Industry Emphasis (Nissan NATT)***	101.5	2,303	84	\$51,950	\$50	\$95	\$120	\$52,215	Diploma



# 31 Motorcycle Mechanics Institute

A DIVISION OF UNIVERSAL TECHNICAL INSTITUTE

## Fort Bliss, Texas

618 Taylor Road, Suite 20, Fort Bliss, TX 79906 • (866) 819-8600

### TUITION CHART

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018								
Course Series Name	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee	Lab Fee*	Total	Graduation Document
091 Motorcycle Military Training Series 21	10.5	225	21	\$1,251	\$30	\$60	\$1,341	Transcript

\* The cost of the lab fee includes safety glasses, one work shirt and one class notes binder.

## 51 Universal Technical Institute: Dallas/Fort Worth, Texas Campus

A Branch Campus of Universal Technical Institute of Texas, Inc.— 721 Lockhaven Drive, Houston, TX 77073

5151 Regent Boulevard, Irving, TX 75063-2480 • (972) 505-2200 • (877) 873-1083

### TUITION CHART

All programs may not be available to students from states outside of Texas

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018									
Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee⊕	Total	Graduation Document
290 Diesel Technology II	53.5	1,202.50	45	\$32,750	\$50	\$95	\$120	\$33,015	Diploma
5000 Automotive Technology II	61	1,380	51	\$35,800	\$50	\$95	\$120	\$36,065	AOS Degree
5500 Automotive and Diesel Technology II	90	2,033	75	\$45,950	\$50	\$95	\$120	\$46,215	AOS Degree
Welding Technology	36	900	36	\$19,950	\$50	\$95	\$300	\$20,395	Diploma

\* Tuition cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses.

^ Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

⊕ Students may have their Equipment Fee waived if student owns a multimeter.

## 52 Universal Technical Institute: Long Beach, California Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 West Pierce Street, Avondale, AZ 85323

Class sessions are held at: 4175 E. Conant Street, Long Beach, CA 90808 • 1-844-308-8838

### TUITION CHART

All programs may not be available to students from states outside of California

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018									
Programs	Sem. Credit Hrs	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
<b>Automotive</b>									
5000 Automotive Technology II	61	1,380	51	\$36,350	\$50	\$95	\$120	\$36,615	AOS
<b>Automotive Technology II + 1 Industry Emphasis</b>									
5108 Automotive Technology II + Industry Emphasis (NATT**)	72.5	1,650	60	\$41,700	\$50	\$95	\$120	\$41,965	AOS
<b>Diesel</b>									
290 Diesel Technology II	53.5	1,202.50	45	\$33,950	\$50	\$95	\$120	\$34,215	Diploma
<b>Automotive &amp; Diesel</b>									
5500 Automotive & Diesel Technology II	90	2,033	75	\$46,250	\$50	\$95	\$120	\$46,515	AOS
<b>Collision</b>									
751 Collision Repair & Refinish Technology	68	1,530	51	\$36,850	\$50	\$95	\$0***	\$37,115	Diploma
754 Collision Repair & Refinish Technology with Estimating	72	1,620	54	\$38,950	\$50	\$95	\$0***	\$39,215	Diploma

• Lab Fee includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

^ Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter. The meter fee (if applicable) is due prior to the first day of class.

\*\* NATT represents Nissan Automotive Technician Training.

\*\*\* Program does not require meter.

### THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee⊕	Total	Graduation Document
010 Automotive Technology II + Industry Emphasis (NATT**)	72.5	1,650	60	\$41,700	\$50	\$95	\$120	\$41,965	Diploma
030 Automotive & Diesel Technology II + Industry Emphasis (NATT**)	101.5	2,303	84	\$51,600	\$50	\$95	\$120	\$51,865	Diploma
179 Automotive Technology II	61	1,380	51	\$36,350	\$50	\$95	\$120	\$36,615	Diploma
279 Automotive & Diesel Technology II	90	2,033	75	\$46,250	\$50	\$95	\$120	\$46,515	Diploma
745 Core Collision Repair & Refinish Technology	60	1,350	45	\$32,500	\$50	\$95	\$0***	\$32,765	Diploma
748 Core Collision Repair & Refinish Technology with Estimating	64	1,440	48	\$34,650	\$50	\$95	\$0***	\$34,915	Diploma

• Lab Fee includes textbooks, workbooks, one work shirt, two t-shirts, student ID and safety glasses. Lab fees are due prior to the first day of class.

^ Application/Registration Fee may vary by state, but in no instance will it exceed the amount listed above.

⊕ Meter fee waived if student owns a multimeter. The meter fee (if applicable) is due prior to the first day of class.

\*\* NATT represents Nissan Automotive Technician Training.

\*\*\* Program does not require meter.

### TUITION BREAKDOWN BY PERIOD

#	PROGRAM	CRD	HRS	WKS	COST
5000	<b>Automotive Technology II</b>				
	Period 1	17.9	405.9	15	\$10,691
	Period 2	17.9	405.9	15	\$10,691
	Period 3	14.4	324.7	12	\$8,553
	Period 4	10.8	243.5	9	\$6,415
	<b>TOTAL</b>	<b>61.0</b>	<b>1,380.00</b>	<b>51</b>	<b>\$36,350</b>
5108	<b>Automotive Technology II + 1 Industry Emphasis (NATT)</b>				
	Period 1	18.1	412.50	15	\$10,425
	Period 2	18.1	412.50	15	\$10,425
	Period 3	18.1	412.50	15	\$10,425
	Period 4	18.2	412.50	15	\$10,425
	<b>TOTAL</b>	<b>72.5</b>	<b>1,650.00</b>	<b>60</b>	<b>\$41,700</b>
290	<b>Diesel Technology II</b>				
	Period 1	17.8	400.8	15	\$11,317
	Period 2	17.8	400.8	15	\$11,317
	Period 3	17.9	400.8	15	\$11,316
	<b>TOTAL</b>	<b>53.5</b>	<b>1,202.5</b>	<b>45</b>	<b>\$33,950</b>

#	PROGRAM	CRD	HRS	WKS	COST
5500	<b>Automotive &amp; Diesel Technology II</b>				
	Period 1	18.0	406.6	15	\$9,250
	Period 2	18.0	406.6	15	\$9,250
	Period 3	18.0	406.6	15	\$9,250
	Period 4	18.0	406.6	15	\$9,250
	Period 5	18.0	406.6	15	\$9,250
	<b>TOTAL</b>	<b>90.0</b>	<b>2,033.00</b>	<b>75</b>	<b>\$46,250</b>
30	<b>Automotive &amp; Diesel Technology II + Industry Emphasis (NATT)</b>				
	Period 1	18.1	411.3	15	\$9,214
	Period 2	18.1	411.3	15	\$9,214
	Period 3	18.1	411.3	15	\$9,214
	Period 4	18.1	411.3	15	\$9,214
	Period 5	14.5	329.0	12	\$7,371
	Period 6	14.6	329.0	12	\$7,373
	<b>TOTAL</b>	<b>101.5</b>	<b>2,303.00</b>	<b>84</b>	<b>\$51,600</b>

#	PROGRAM	CRD	HRS	WKS	COST
<b>745</b>	<b>Core Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,833
	Period 2	20.0	450.00	15	\$10,833
	Period 3	20.0	450.00	15	\$10,834
	<b>TOTAL</b>	<b>60.0</b>	<b>1,350.00</b>	<b>45</b>	<b>\$32,500</b>
<b>748</b>	<b>Core Collision Repair &amp; Refinish Technology with Estimating</b>				
	Period 1	20.0	450.00	15	\$10,828
	Period 2	20.0	450.00	15	\$10,828
	Period 3	12.0	270.00	9	\$6,497
	Period 4	12.0	270.00	9	\$6,497
	<b>TOTAL</b>	<b>64.0</b>	<b>1,440.00</b>	<b>48</b>	<b>\$34,650</b>
<b>751</b>	<b>Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.00	15	\$10,838
	Period 2	20.0	450.00	15	\$10,838
	Period 3	16.0	360.00	12	\$8,671
	Period 4	12.0	270.00	9	\$6,503
	<b>TOTAL</b>	<b>68.0</b>	<b>1,530.00</b>	<b>51</b>	<b>\$36,850</b>
<b>754</b>	<b>Collision Repair &amp; Refinish Technology with Estimating</b>				
	Period 1	20.0	450.00	15	\$10,819
	Period 2	20.0	450.00	15	\$10,819
	Period 3	16.0	360.00	12	\$8,656
	Period 4	16.0	360.00	12	\$8,656
	<b>TOTAL</b>	<b>72.0</b>	<b>1,620.00</b>	<b>54</b>	<b>\$38,950</b>



## 53 Universal Technical Institute: Bloomfield, New Jersey Campus

A Branch Campus of Universal Technical Institute of Texas, Inc.— 721 Lockhaven Drive, Houston, TX 77073  
1515 Broad St., Bloomfield, NJ 07003

### TUITION CHART

All programs may not be available to students from states outside of New Jersey

<b>NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 05/15/2018</b>									
<b>Programs</b>	<b>Sem. Credit Hrs.</b>	<b>Clock Hours</b>	<b>No. Weeks</b>	<b>Tuition Cost*</b>	<b>Reg. Fee<sup>^</sup></b>	<b>Lab Fee<sup>.</sup></b>	<b>Meter Fee<sup>⊕</sup></b>	<b>Total</b>	<b>Graduation Document</b>
179 Automotive Technology II	61	1,380	51	\$34,950	\$50	\$95	\$120	\$32,215	Certificate
290 Diesel Technology II	53.5	1,202.50	45	\$32,900	\$50	\$95	\$120	\$33,135	Certificate
279 Automotive & Diesel Technology II	90	2,033	75	\$44,900	\$50	\$95	\$120	\$45,165	Certificate
172 Automotive Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$43,800	\$50	\$95	\$120	\$44,065	Certificate
255 Automotive & Diesel Technology II + Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$53,750	\$50	\$95	\$120	\$54,015	Certificate

\* Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class.

<sup>^</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>⊕</sup> Meter fee waived if student owns a multimeter.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.



## **Catalog Addenda**

We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/MMI/NASCAR Tech an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.

A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education. To try it, go to [www.uti.edu/net-price-calculator](http://www.uti.edu/net-price-calculator).

Details about program tuition, lab fee and the cost of the required digital multimeter are in each catalog addendum, which accompanies this catalog and includes the length of the program and type of graduation document awarded.

# CAMPUS LOCATIONS

Class sessions are held at (with exception of Corporate Offices):

## UNIVERSAL TECHNICAL INSTITUTE

### ARIZONA

#### MAIN CAMPUS

10695 WEST PIERCE STREET  
AVONDALE, ARIZONA 85323  
623-245-4600  
TOLL FREE 1-800-859-1202

### CALIFORNIA

A Branch Campus of  
Universal Technical Institute of Arizona, Inc.

4175 EAST CONANT STREET  
LONG BEACH, CALIFORNIA 90808  
562-541-7000  
TOLL FREE 1-844-308-8838

A Branch Campus of  
Universal Technical Institute of Phoenix, Inc.

4100 DUCKHORN DRIVE  
SACRAMENTO, CALIFORNIA 95834  
916-263-9100  
TOLL FREE 1-877-884-2254

A Branch Campus of  
Universal Technical Institute of Arizona, Inc.  
9494 HAVEN AVENUE  
RANCHO CUCAMONGA, CALIFORNIA 91730  
909-484-1929  
TOLL FREE 1-888-692-7800

### FLORIDA

A Branch Campus of  
Universal Technical Institute of Phoenix, Inc.

#### AUTOMOTIVE DIVISION

9751 DELEGATES DRIVE  
ORLANDO, FLORIDA 32837  
407-240-2422  
TOLL FREE 1-866-821-3810

### ILLINOIS

A Branch Campus of  
Universal Technical Institute of Arizona, Inc.

2611 CORPORATE WEST DRIVE  
LISLE, ILLINOIS 60532  
630-529-2662  
TOLL FREE 1-800-441-4248

### MASSACHUSETTS

A Branch Campus of  
Universal Technical Institute of Arizona, Inc.

1 UPLAND ROAD, BUILDING 200  
NORWOOD, MASSACHUSETTS 02062  
781-948-2000  
TOLL FREE 1-866-753-6553

### NEW JERSEY

A Branch Campus of  
Universal Technical Institute of Texas, Inc.

1515 BROAD STREET  
BLOOMFIELD, NEW JERSEY 07003  
973-866-2200  
TOLL FREE 1-833-207-6077

### PENNSYLVANIA

A Branch Campus of  
Universal Technical Institute of Texas, Inc.

750 PENNSYLVANIA DRIVE  
EXTON, PENNSYLVANIA 19341  
610-458-5595  
TOLL FREE 1-877-884-3986

### TEXAS

#### MAIN CAMPUS

721 LOCKHAVEN DRIVE  
HOUSTON, TEXAS 77073  
281-443-6262  
TOLL FREE 1-800-325-0354

A Branch Campus of  
Universal Technical Institute of Texas, Inc.

5151 REGENT BOULEVARD  
IRVING, TEXAS 75063  
972-505-2200  
TOLL FREE 1-877-873-1083

## NASCAR TECHNICAL INSTITUTE

### NORTH CAROLINA

A Branch Campus of  
Universal Technical Institute of Arizona, Inc.

220 BYERS CREEK ROAD  
MOORESVILLE, NORTH CAROLINA 28117  
704-658-1950  
TOLL FREE 1-866-316-2722

## MOTORCYCLE MECHANICS INSTITUTE

A Division of Universal Technical Institute

### ARIZONA

#### MAIN CAMPUS

2844 WEST DEER VALLEY ROAD  
PHOENIX, ARIZONA 85027  
623-869-9644  
TOLL FREE 1-800-528-7995

### FLORIDA

A Branch Campus of  
Universal Technical Institute of Phoenix, Inc.

9751 DELEGATES DRIVE  
ORLANDO, FLORIDA 32837  
407-240-2422  
TOLL FREE 1-866-821-3810

## MARINE MECHANICS INSTITUTE

A Division of Universal Technical Institute

### FLORIDA

A Branch Campus of  
Universal Technical Institute of Phoenix, Inc.

9751 DELEGATES DRIVE  
ORLANDO, FLORIDA 32837  
407-240-2422  
TOLL FREE 1-866-821-3810

## UNIVERSAL TECHNICAL INSTITUTE, INC.

### CORPORATE OFFICES

16220 NORTH SCOTTSDALE ROAD  
SUITE 500  
SCOTTSDALE, ARIZONA 85254  
623-445-9500  
TOLL FREE 1-800-859-7249