

# HMTI

HEAVY METAL TRAINING INSTITUTE

## Handbook v6

Effective 09/18/2019

**Bobbie Wolf**

HEAVY METAL TRAINING INSTITUTE 103 South Wilson Street, Vinita, OK 74301

# Table of Contents

Welcome.....	4
Administration Employees.....	4
General Information .....	5
State Licensed .....	5
Career Placement Services.....	5
Conduct .....	5
Student Dress .....	6
Insurance .....	6
Prerequisites .....	6
Program Outlines .....	6
Equipment, Books, & Tools .....	7
Moment of Silence .....	7
School Notification System.....	8
Break Room Rules.....	8
Use of Tobacco, Alcohol, or Drugs on School Property.....	8
Personal Property .....	8
Telephones .....	8
Illness & Injury While at School .....	8
Medication .....	8
Visitors.....	9
Student Records & Placement .....	9
Release of Student Records .....	9
Transportation.....	9
Wireless Telecommunication Devices.....	9
Student Photo & Publicity Release.....	10
Non-Discrimination Statement.....	10
Class Size.....	10
Attendance Policies .....	11
Absences .....	11
Tardies.....	11
Make-up Policy .....	11
Leaving Campus.....	11
Suspension .....	12

Withdrawal .....	12
Re-Admission Policy .....	12
Classroom Performance & Grading.....	12
Satisfactory Academic Performance .....	13
Repeating Courses .....	13
Tuition & Fees Policy .....	13
Financial Aid Information.....	13
Financial Aid Good Standing.....	13
Financial Aid Satisfactory Academic Progress .....	14
Disbursements .....	14
Loss of Funding .....	14
Financial Aid Appeal Process.....	14
Cancellation & Refund Policy .....	15
Cancellation Policy .....	15
Refund Policy .....	15
Appeal & Grievance Procedure .....	16
Policy on Crime.....	16
Tips to Avoid Victimization .....	17
Reporting a Crime.....	17
Assault & Battery of School Employees & Students .....	17
Policy on Prohibiting Harassment, Intimidation & Bullying.....	17
Drugs & Alcohol Abuse Policy.....	17
Oklahoma Medical Marijuana & Patient Protection Act.....	18
Referral for Counseling & Treatment.....	18
Searches.....	18
Staff Responsibilities.....	19
“Hands-On Training” Policy .....	19
Transfer & Advanced Placement Credits.....	20
Material Safety Data Sheets.....	20
Total Clock Hours Per Program .....	21
2019 - 2020 School Calendar.....	21

## Welcome

We are extremely pleased that you have chosen to attend the Heavy Metal Training Institute where our goal is to prepare individuals for successful careers. The incredible people that work to serve you every day at Heavy Metal Training Institute are the cornerstone of our organization; everyone is dedicated to your success.

Your instruction will be delivered by veterans of the commercial driving and automotive industries. All of our instructors have earned a living utilizing the knowledge and skills that they possess and will be sharing that knowledge with you. Heavy Metal Training Institute has enlisted owners, supervisors and workers from commercial driving and automotive fields to serve in the capacity of advisors. By enlisting their help, we can better ensure that our curriculum, tools, equipment, and facilities replicate what you will find when you enter the workplace.

Our challenges to you are:

- Maintain good attendance,
- Do not be afraid to ask questions, and
- Make the most of your time with us.

Your instructors are experts in their field. Their knowledge and skills, if you learn and absorb enough, will open doors and increase opportunities throughout your entire career. Again, we welcome you to our program.

Work hard and be safe,

*Bobbie Wolf, Owner & Director*



## Administration Employees

Director .....	Bobbie Wolf
Accounting .....	Turner & Associates
CDL Instructor .....	Bobbie Wolf
Financial Aid .....	TBD
Human Resources .....	TBD
Marketing & Communications .....	Monica Bagwell

## General Information

Heavy Metal Training Institute is the premier fast-track training facility in Northeast Oklahoma for the CDL and automotive industry. Classes are designed for adult students (18 years of age or older). Classes are held from 9:00 am to 5:00 pm, with a 30-minute lunch beginning at 12:30 pm. Heavy Metal Training Institute is located at 103 South Wilson Street, Vinita, Oklahoma 74301.

## State Licensed

Heavy Metal Training Institute is licensed by Oklahoma Board of Private Vocational Schools (OBPVS), 3700 North Classen Boulevard, #250, Oklahoma City, Oklahoma, 73118, (405) 528-3370.

## Career Placement Services

Career development is a lifelong process that includes self-awareness, career explorations, skill development, and training. Heavy Metal Training Institute does not guarantee job placement but will serve our students to the best of our ability to assist the graduate in obtaining satisfactory employment.

Heavy Metal Training Institute coordinates with the Oklahoma Workforce to offer such services as resume preparation and critique, job search skills, and interview practice.

## Conduct

Since the goal of the Heavy Metal Training Institute is to prepare students for the workplace, professional conduct is always expected. Instructors and staff members should be addressed by “Mr.” or “Ms.” and should be shown the same respect shown to an employer. Students are also expected to do their part in keeping the grounds and buildings clean and attractive. Heavy Metal Training Institute expects all students to treat others as they would want to be treated themselves.

Students may work with and around potentially dangerous tools and machinery; therefore, it is important that all students adhere to strict rules of conduct. Should disciplinary action become necessary, steps may include, but not be limited to, the following: verbal warnings, written assignments, special duty assignments, suspension, or other actions deemed appropriate for the circumstances. If all other methods of disciplinary action are exhausted, or if the behavior is deemed grossly negligent, immediate dismissal from the Heavy Metal Training Institute program is possible.

Instructors will review the safety practices and guidelines that apply to their courses of instruction and provide safety training and exams to ensure students understand these guidelines. Applying these on a daily basis will enable students to safely function within the training areas without constant supervision.

## Student Dress

Heavy Metal Training Institute prepares students for employment in their chosen career path. Therefore, students are encouraged to be appropriately dressed at all times. Cut-off jeans or shirts are not allowed. Absolutely no sandals or flip-flops are allowed! Steel-toes shoes are recommended, but not required. Instructors will determine if any article of clothing constitutes a safety hazard and will make recommendations accordingly. Students may be required to wear coveralls, industrial aprons, or other appropriate dress for safety reasons and to protect their clothing. A student's dress and grooming shall not disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Students should not dress in extreme styles that distract others, or would be deemed inappropriate to the visitors and customers of Heavy Metal Training Institute.

This policy will also apply to extracurricular activities sponsored by Heavy Metal Training Institute. The administration will have final authority on what is or is not appropriate.

## Insurance

It is highly recommended that those students who are not covered under family insurance and/or a hospitalization plan purchase an accident policy. Heavy Metal Training Institute does not assume the responsibility for the payment of hospital, ambulance, doctor, or any other medical fees.

## Prerequisites

Heavy Metal Training Institute does not require any coursework prerequisites. High school diploma or equivalency is not required at this time. Students must be 18 years of age or older prior to the first day of class and possess a valid driver's license. A formal assessment will be given in conjunction with the enrollment process.

## Program Outlines

Automotive Internship (AI) program consists of eight weeks of diagnostic training that builds into different areas of technical trade. Class begins with shop safety and basic maintenance and covers lube tire training through engine performance repair. This program is 320 hours of a combination of classroom and hands-on technical training. \*Automotive Internship will be offered in the upcoming months.

Commercial Driver's License (CDL) program is a four-week course that includes the CLP and Pre-trip inspection class. Students earn their CLP and undergo training to earn their Oklahoma CDL. This course includes CLP class, pre-trip inspection, defensive driving, coupling, backing maneuvers, basic road skills, and commercial driver lifestyle. This program is 160 hours of a combination of classroom and hands-on technical training.

Commercial Endorsements (CE) program is a two-day classroom training designed to provide learning tools and information for the following CDL endorsements: (T) Double/Triples, (N) Tank Vehicle (Tanker), (H) Hazardous Materials (HAZMAT), or (X) Tanker/HAZMAT Combo Endorsement.

Commercial Learner's Permit (CLP) program is a 2.5-day classroom training designed to provide learning tools and information for students to prepare for the written exams required to obtain an Oklahoma Commercial Learner's Permit. \*The permit is required and must be held for no less than 14 days to be eligible for the CDL road skills exam. This program is 20 hours of classroom training.

Pre-Trip Inspection (PTI) is a 2.5-day hands-on training program designed to teach students the proper method of completing a Class "A" pre-trip inspection for commercial vehicles. This course includes general vehicle safety and inspection, engine and parts identification, coupling identification, trailer safety and examination, in-cab inspection, and air brake testing. \*Pre-trip inspection is required to obtain an Oklahoma CDL. This program is 20 hours of hands-on training.

School Bus Endorsement (SB) is a two-day class for those needing to prepare for the written exams required to obtain a school bus endorsement. This course covers General Knowledge, Passenger (P), School Bus (S), and air brake endorsements.

## Equipment, Books, & Tools

Heavy Metal Training Institute is proud of its facilities and expects each student to accept responsibility and take pride in the facilities and equipment. Books, facilities, and tools will be furnished by the Institute and are not to leave campus under any circumstances. Students are expected to maintain and care for school property so that it will continue to benefit future students.

Students enrolled at Heavy Metal Training Institute will work with expensive equipment. Part of the course training will be learning how to service and care for this equipment. Students are expected to treat all equipment, books, tools, and classrooms with great care and act professionally with all school property. Equipment that is damaged or broken should be reported to the instructor immediately so that it can be removed from use and repaired without further damage and to minimize any safety hazards.

In classes where books, tools, or other equipment are checked out to the student, the student becomes liable for the items and must replace any lost or stolen items before final grades are issued. Students who willfully destroy, vandalize, or steal school property will be required to pay for losses or damages, and may also face suspension, expulsion, or other disciplinary actions.

## Moment of Silence

In accordance with Oklahoma State Law, a moment of silence will be held at the start of the school day. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## School Notification System

In an effort to improve communication between parents, students, and the school, Heavy Metal Training Institute does not have an automated telephone notification system at this time. On occasion, due to snow or other winter weather, it is necessary to cancel classes at Heavy Metal Training Institute. Please have your most up to date contact information on file so you may receive calls from school personnel when it becomes necessary to contact the student body in the event of inclement weather or other circumstance. The administrative staff will update the school's website, Facebook page, and notify you at your most recent contact information on file.

## Break Room Rules

Each program on campus is given a 15-minute break in the morning, a 30-minute lunch, and another 15-minute break in the afternoon. A break room is available for student use. Keep this area neat and clean.

## Use of Tobacco, Alcohol, or Drugs on School Property

Alcohol and/or illegal drug use is prohibited at all times. Students may use tobacco products, electronic cigarettes, or vaping devices only in designated areas, outside, and only during breaks.

## Personal Property

Heavy Metal Training Institute is not responsible for loss or theft of personal property while on Heavy Metal Training Institute premises. Students are advised to leave valuables at home or locked in their vehicles. A locker will be provided to students to store excess books, materials, personal belongings, etc. during school hours. Students must provide access to Heavy Metal Training Institute personnel in the event of a random search.

## Telephones

School phones are for school business only. In case of emergency, incoming calls will be accepted on behalf of students for legitimate emergencies. School phones may then be used by students to contact the necessary persons regarding the emergency.

## Illness & Injury While at School

Students who become ill or injured while at school shall immediately notify their instructor. No student may leave campus without first being granted permission to do so. Student safety is of the utmost importance.

## Medication

Students are required to notify school management when taking any medication that may impact their ability to safely perform their duties or may impair their learning. The instructor shall determine if a student is unfit for learning and request that someone drive the student home.

## Visitors

All visitors to campus must check-in at the Administration Office. No one dropping off or picking up students is allowed to loiter on campus after classes begin. Student transportation may be allowed to pick up students no more than 10 minutes before the end of class. Students are expected to be prepared for professional guests on campus at all times. Therefore, it is expected that student respectfulness is always maintained.

## Student Records & Placement

Detailed records will be kept on each student. The record system may include such information as appearance, character, and safety consciousness. The records are kept in order to assist the staff in job placement and to answer accurately inquiries from prospective employers. Job placement assistance will be available to students. This service does not guarantee employment, and unqualified students will not be recommended to industry positions.

## Release of Student Records

Student records are available for review by appointment. (Note: In order for records to be shared with anyone other than the student, a consent form must be on file.) The student's permanent file may include educational records such as individual test scores, grades, on-the-job training information, disciplinary action, medical releases, instructors' evaluations, or high school transcripts. Educational records include all material containing information that directly relates to the student and is maintained under administrative custody.

Directory information such as name, address, phone number, date and place of birth, school attendance dates, the most recent school attended and Tribal affiliation, if any, may be released by Heavy Metal Training Institute. Students have the right to refuse the release of any or all of such information. Such refusal should be conveyed to the Director in writing at the time of enrollment.

## Transportation

It is the responsibility of each individual student to secure personal transportation to and from school. Students are expected to perform tasks at other locations. When this occurs, transportation can be provided. Students will be expected to conduct themselves with the same behavior as in the classroom while in transit to and from campus. Student cars must be properly parked in designated parking spaces in the parking lot upon arrival and not moved until the end of the class session. Cars should be locked upon arrival. Any vehicle may be searched by an administrator if there is a reasonable suspicion of contraband or illicit drugs in the vehicle.

## Wireless Telecommunication Devices

Cellular telephones and electronic devices must be turned off and out of sight during class time. Students may only use cellular telephones before and after school and during breaks. Students may have wireless communications and electronic devices if authorized by Heavy Metal Training Institute personnel. Students found to be using any electronic device for any illegal

purpose, violation of privacy, to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a conference has been held. Students violating this policy will not be allowed to carry any personal communication devices following the incident unless a genuine health emergency exists. Violation of any of these rules may be a reason for discipline, including suspension. Wireless telecommunication devices may be confiscated if found in the possession of students who violate this policy. The following consequences may be enforced for violating this policy:

- First violation: The device may be confiscated by the instructor and returned at the end of the class period.
- Second violation: The device may be confiscated, and the student may be required to meet with the Director to discuss the requirements of the policy.
- Third violation: Disciplinary actions may be taken which may lead to suspension or dismissal from the Heavy Metal Training Institute Program.

Warning: Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registry.

## Student Photo & Publicity Release

Students are encouraged to sign a publicity release authorizing Heavy Metal Training Institute to photograph or film students during school activities for promotional uses. This publicity may include, but is not limited to: The Heavy Metal Training Institute website, local newspapers, other websites, newsletters, radio, TV, billboards, postcards, etc. Students may opt to not allow said photos or publicity at their discretion.

## Non-Discrimination Statement

There will be no discrimination in any Heavy Metal Training Institute facilities because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age in its programs, services, activities, and employment. However, if you feel you have been discriminated against you should contact the Director.

## Class Size

Class size is limited to a 12-student capacity for the CLP and PTI programs, three students per truck for the CDL program, and four students for the Automotive Internship program.

## Attendance Policies

Heavy Metal Training Institute's goal is to teach students a valuable skill. Heavy Metal Training Institute strives to provide the best training possible to make students job-ready. Therefore, regular attendance is very important, much like being at work every day is important to an employer.

## Absences

Students are required to attend a minimum of 90% of the program hours in which they are enrolled. Depending on the specific training missed, students may be required to make up coursework in order to fulfill the requirements of certification. Students who have been absent 10% or more of their training hours, and have failed to make up mandated classwork, may be placed on probation and could potentially risk being expelled from the program, resulting in forfeiture of tuition. Additionally, if that student receives funding on their behalf to pay for classes, a letter will be sent to any funding source applicable concerning the situation. Should this occur, the funding provider may impose restrictions or further requirements of the student.

Unavoidable circumstances that result in excessive or prolonged absences (over the 10% allowable) may be considered or waived from the attendance policy by the Director if substantiated by a written document immediately following the absence. Students are required to call the Heavy Metal Training Institute campus, prior to 8:30 am, on the day an absence occurs. Because Heavy Metal Training Institute offers a fast-track program, an Extended Leave of Absence will not be offered.

## Tardies

Three (3) tardies will constitute one absence. For the purpose of this policy, tardies are considered to be anything extending beyond the scheduled start time of the day to 1 hour after the start of class. Anything beyond one hour will be considered an absence.

## Make-up Policy

Students falling below the 90% required attendance policy may be allowed to make up days and/or hours necessary to cover important course material. For each tardy, students may stay after school for an additional 30 minutes of instruction and/or hands-on training for two (2) consecutive days in order to have one tardy dropped or five (5) consecutive days to have one (1) absence dropped.

## Leaving Campus

After arriving at Heavy Metal Training Institute, students may not leave the school grounds for any reason without notifying the main office. Failure to notify the main office prior to leaving grounds may result in disciplinary action, up to and including expulsion from the Heavy Metal Training Institute program.

Because of the importance placed on regular attendance, it should be noted that leaving the Heavy Metal Training Institute campus more than one hour early will count as an absence, and

less than one hour will count as a tardy. Students are encouraged to plan accordingly for the time needed away from the Heavy Metal Training Institute. Any student who leaves school without permission from the office may be subject to disciplinary action.

## Suspension

Suspensions can occur, but not limited to, due to academic, physical, or behavioral circumstances. Violations in accordance with the student handbook and/or program policies will be handled on a case by case basis.

- First offense: Meet with the Director, first and only warning given.
- Second offense: Meet with the Director, two-day suspension.
- Third offense: Expelled from the program. Refunds, if any, are subject to the Heavy Metal Training Institute refund policy.

## Withdrawal

Any student withdrawing from Heavy Metal Training Institute during their enrolled session is required to officially obtain a withdrawal form from the Director. It is necessary to check out with the administration offices in order to receive an honorable dismissal, transcript, and any refund, if applicable. Students withdrawing during the session must return all books, tools, and unused supplies. Failure to do so could result in refund forfeiture or prosecution if warranted. Withdrawal forms must be completed and returned to the Director before any refunds can be assessed. Any refunds given will be processed after a completed inventory of returned items. Any student missing more than 10% consecutive attendance hours without notice will be considered an automatic withdrawal.

## Re-Admission Policy

Any student dropped from Heavy Metal Training Institute due to grades or poor attendance may be eligible to apply for re-admission (Automotive and CDL course only). If the Director chooses to re-admit the student, he/she will be on probation for the first week of the course. At the end of the probationary period, grades and attendance will be checked. If the student has maintained at least a "C" average and has satisfactory attendance, he/she will be in good standing and eligible for continued enrollment. Program charges will be pro-rated based on previous satisfactory performance, plus a \$50 fee for re-admission.

## Classroom Performance & Grading

The following grading system will be used for determining grade point average (GPA):

A = 90% - 100%    B = 80% - 89%    C = 70% - 79%    D = 60% - 69%    F = Below 60%

I = Incomplete    W = Withdrawal    WP = Withdraw Passing    WF = Withdraw Failing

## Satisfactory Academic Performance

A grade of “I” will not count as hours completed toward satisfactory academic progress. Once the work is completed and a grade is posted, the hours will be included as completed. Progress will be configured and shared with the student every three (3) weeks. Students must attend 90% of the scheduled hours to maintain eligibility for financial aid. Students must also maintain a grade point average of 2.0 (C) or higher. Students with records below these standards will have their financial aid immediately terminated. There is no probation period.

A Certificate of Completion will be given to those students who satisfactorily complete the prescribed course of training. Whenever a student is found guilty of cheating, the instructor will collect the student’s paper, mark a zero for the work and notify the office immediately of the action taken. A second offense for cheating will result in an automatic suspension and possible expulsion from the program.

## Repeating Courses

Because Heavy Metal Training Institute offers fast-track programs, repeating of individual courses is not allowed per enrollment.

## Tuition & Fees Policy

Students are required to pay tuition in full prior to the first day of class.

- Commercial Driver’s License (CDL) program.....(160 hours).....\$3,900.00
- Commercial Learner’s Permit (CLP) program.....(20 hours).....\$400.00
- Pre-Trip Inspection (PTI) program.....(20 hours).....\$400.00
- Commercial Endorsements (CE) program.....(16 hours).....\$350.00
- School Bus Endorsement (SB) program.....(16 hours).....\$350.00

## Financial Aid Information

Financial Aid may be available to those who qualify. Heavy Metal Training Institute accepts all types of funding including, but not limited to Bureau of Indian Affairs Grants, Tribal Funding, Veterans Affairs (VA) Education Benefits, and Oklahoma Workforce (WIOA) assistance. Those in need of financial assistance should contact the receptionist for further information.

Heavy Metal Training Institute offers multiple classes throughout the year. Academic years will be designated as starting on July 1st (summer), October 1st (Fall), January 1st (Winter), and April 1st (Spring).

## Financial Aid Good Standing

Students utilizing Financial Assistance must remain in ‘good standing’ during the entire course of the program for continued assistance. The term “good standing” means that a student is capable of continued enrollment assuming the student attending Heavy Metal Training Institute, is performing well enough in terms of grades and progression to continue enrollment.

# Financial Aid Satisfactory Academic Progress

## *Minimum Standard for All Students*

Students receiving financial assistance must demonstrate the ability to satisfactorily complete post-secondary work. This is known as Satisfactory Academic Progress (SAP). SAP is based on three components: completed hours, grades and progression. As long as these standards are being met, a student can receive financial aid for which they are eligible.

Students must attend 90% of the scheduled hours to maintain eligibility for financial aid. Students must also maintain a grade point average of 2.0 (C) or higher. A grade of "I" or Incomplete, or a failing grade, will not count as hours completed toward SAP. Students with records below these standards will have their financial aid immediately terminated. There is no longer a probation period.

## Disbursements

Students may receive a disbursement during their program period. The student will be awarded funding after the student submits all required information and documentation to the Financial Aid Office and the student's aid is processed. The first disbursement will be made after the awarding is complete. Any payment due to Heavy Metal Training Institute will be deducted from the disbursement with the remaining balance going directly to the student. Grades, attendance, and progress will be checked at the end of each payment period. If a student is meeting Satisfactory Academic Progress requirements, he/she may receive a second payment. A student must complete the hours and weeks paid for in the first payment period and be making SAP before any additional disbursements will be made.

## Loss of Funding

Financial Aid will be suspended if the student has not maintained SAP according to Heavy Metal Training Institute policy regarding grades, attendance, and progress. If a student is not maintaining a 2.0 (C) or higher, or has not attended the required number of hours, or is not progressing as expected, he/she will receive a letter of termination of financial aid. Enclosed with this letter will be a copy of Heavy Metal Training Institute's Satisfactory Academic Progress Policy and a Financial Aid Appeal Form. The student will have 15 days from the date of the letter to file an appeal, which must be submitted in writing with supporting documentation to the Director. The appeal will be reviewed, and a final decision will be made by the Director.

## Financial Aid Appeal Process

### *Minimum Standards for Students Whose Financial Aid has been Terminated and Re-Establishing Eligibility*

The student will receive written notification of the appeal decision. The Director's decision is final. If the Director approves the appeal, the student's financial aid will be reinstated when the student has completed all attempted hours and met all conditions required by the Director and Heavy Metal Training Institute's Satisfactory Academic Policy requirements.

The student may receive partial payment with SAP and adherence to conditions checked halfway in the payment period. If appeal conditions and Heavy Metal Training Institute SAP policies are not met within the required period set by the appeal committee, the student's financial aid will be terminated without the option of appeal. The student may be required during this process to set up a payment plan with Student Services to pay for tuition and other required fees. For a student to reinstate financial aid after an appeal is denied, the student must attend one full financial aid payment period without the benefit of financial aid, at their own expense, and must meet all Heavy Metal Training Institute and Financial Aid policies regarding Satisfactory Academic Progress. After meeting those policy requirements, a student may submit a formal request to Heavy Metal Training Institute HR Services: 103 South Wilson Street, Vinita, Oklahoma, 74301

The student will be notified of the formal request result.

Note: All reinstatements will follow the outlined process above unless reinstatement is restricted by a policy of the financial aid source.

## Cancellation & Refund Policy

Heavy Metal Training Institute's Cancellation & Refund Policies apply to both student withdrawals and school terminations. OAC 565:10-11-3(f) Application; "A school's refund policy shall state its applicability to both school-determined and student-driven enrollment terminations." These policies are as follows:

### Cancellation Policy

A full refund of all monies paid will be made: if an applicant is not accepted by the school; if an applicant cancels his/her Enrollment Agreement by notifying the school in writing within three days of enrollment, or within three days after visiting the school (excluding Saturdays, Sundays, and holidays); or in the event of school closure prior to the start of training. A full refund of any monies paid will be made if an applicant cancels his/her Enrollment Agreement prior to attending classes or does not commence training. All refunds will be made within 30 days from the anticipated start date and the Enrollment Agreement is canceled. Unless the institution closes, if a program is discontinued by the school after the beginning of classes, while students are enrolled, and students cannot be transferred to a comparable program, the school will provide a full refund of tuition.

### Refund Policy

The refund calculation is calculated by dividing the number of hours completed, as determined by the last date of scheduled attendance, by the number of hours in the academic period. Scheduled breaks of five or more calendar days and days that a student was on approved Leaves of Absence are excluded.

- If the withdrawal is within the first 10% of the program hours, the refund is 90%.
- If the withdrawal is after 10% but within the first 25% of the program hours, the refund is 75%.
- If the withdrawal is after 25% but within the first 50% of the program hours, the refund is 50%.
- If the withdrawal is after 50% of the program hours, the refund is 0%.

Charges to the student that are excluded from the refund calculation are a \$100.00 Withdrawal Fee and charges for books and supplies issued to the student. Students may return books in new condition within 20 days after withdrawal to receive a credit on their account. All refunds will be made within 30 days from the date of withdrawal determination.

## Appeal & Grievance Procedure

A grievance is a complaint by any student at Heavy Metal Training Institute whereby the student alleges a violation, misinterpretation, or inequitable application of those rules and regulations set forth in the Student Handbook, particularly in the areas of race (Title VI), sex (Title IX), disability (Section 504 and the ADA), and sexual harassment. Such a grievance shall be initiated only after a discussion between the student, instructor, and/or administrators, and must occur within 10 days of the alleged violation.

Procedure:

- Once all efforts have been exhausted by the parties involved to resolve a complaint; the student shall communicate the grievance in writing to the Director.
- The Director shall review the complaint and a thorough investigation of the grievance will be conducted.
- Should the Director determine the grievance does not warrant a hearing; the student shall have the right to appeal the decision. This appeal must be in writing and made within five (5) days of the decision rendered.
- Should the Director determine that the grievance does warrant a hearing, the Director will set a date for a hearing to be held within the next ten (10) days. A credible Human Resources consultant, the Director, and the student shall be present at the hearing.
- The Human Resources consultant shall make recommendations towards a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall have five (5) days to appeal to the Director for further action.
- If an appeal is made, the Director and student shall contact the State of Oklahoma Board of Private Vocational Schools for a final ruling on the matter. Nora House, Director of OBPVS, 3700 North Classen Boulevard, #250, Oklahoma City, Oklahoma 73118, (405) 528-3370.

## Policy on Crime

Heavy Metal Training Institute works in conjunction with local law enforcement agencies to provide a safe and secure environment for students, employees, and community members. The Institute's policy is to gather information regarding crime and to secure the appropriate assistance of law enforcement agencies and/or site authorities. Heavy Metal Training Institute has initiated several practices aimed at reducing and preventing crime on campus. Laws of the United States and the state of Oklahoma apply to all activities on the Institute campus and at all Heavy Metal Training Institute events. Violators of any such laws will be subject to prosecution.

## Tips to Avoid Victimization

These suggestions are for the personal safety of students, employees, and community members:

- Report strangers to school employees
- Do not hesitate to call campus authorities or local police
- When parking, remove valuables from plain view
- Avoid getting into no-exit places
- At night, always walk in groups of two or more
- Report all incidents immediately
- Always lock all doors as soon as you enter your car

## Reporting a Crime

Crime victims are encouraged to report any incident, regardless of apparent insignificance, to the Director, in person or by phone. An official report will be taken and copies will be made available to the victim. Efforts to investigate the situation will be made at the appropriate agency level.

## Assault & Battery of School Employees & Students

HB 1765 makes it a felony to commit aggravated assault and battery on a school employee while in the performance of their duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours. Any assault and battery incident shall be reported to the Director within five (5) calendar days of the incident.

## Policy on Prohibiting Harassment, Intimidation & Bullying

This policy is adopted to create an environment free from unnecessary disruption and conducive to the learning process.

Students and employees are prohibited from engaging in any acts which fall under the definitions of “harass, intimidate, or bullying.” All students will be provided a summary of this policy and a copy of the entire policy will be available upon request.

## Drugs & Alcohol Abuse Policy

Heavy Metal Training Institute’s Drug-Free Campus and Workplace Policy prohibits the unlawful use, possession, distribution, or dispensing of any controlled substances. Violation of this policy may result in immediate discharge, suspension, or other disciplinary actions. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, beer, alcohol, a controlled dangerous substance, or an imitation controlled substance in or on school property, including buses, or during school activities, may be suspended or expelled from school and reported to the appropriate law enforcement agencies

for possible legal action. A student is defined as any individual who is currently enrolled in any instructional program at Heavy Metal Training Institute. Any instructor, who has reasonable cause to suspect that a student may be under the influence of or has in his/her possession any of the following, as they are now defined by law, shall immediately notify the appropriate administrative supervisor or his / her designee of such suspicions:

- Intoxicating & non-intoxicating beverages (i.e., beer, wine coolers, etc.)
- Controlled dangerous substances
- Imitation controlled dangerous substances

The administrative personnel/instructor shall immediately notify the Director of any suspicions related to any student or staff that may be in violation of this policy.

## Oklahoma Medical Marijuana & Patient Protection Act

CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a “safety-sensitive” position. The U.S. Department of Transportation’s drug and alcohol testing regulations do not authorize medical marijuana use under state law to be a valid medical explanation for a transportation employee’s positive drug test result. Therefore, Heavy Metal Training Institute does not accept licensed patients for any of its programs as defined in 63 O.S. § 2-101. Additional information concerning medical marijuana may be found at <https://sde.ok.gov/newsblog/2018-09-10/faqs-medical-marijuana>.

## Referral for Counseling & Treatment

The Director may recommend that the student seek counseling or treatment, and may provide for early termination of a suspension or other disciplinary measure upon satisfactory completion of a counseling or treatment program.

## Searches

It is the policy that the Director, any administrator, instructor, or security personnel of the Institute upon reasonable suspicion shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student, when said student is on the school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substances Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), possession of other items which are forbidden by school rules or which are being used for disruptive purposes, or for missing or stolen property, if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities. A local law enforcement agency may be contacted if necessary.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person of the same sex, if available. Either the person conducting the search, or the witness shall be an administrator or his/her designee

unless the need for the search arises away from school premises and no administrator is available.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold-weather outerwear, shall be removed prior to or during the conducting of any warranted search.

The Director, any administrator, instructor, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, other items which are forbidden by school rules or which are being used for disruptive purposes, or missing or stolen property that might be in the student's possession, including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any such items.

## Staff Responsibilities

No employee of the district or any member of the school board shall be subject to any civil liability for any statement, report, or action was taken in assisting or referring for assistance to any medical treatment or social service agency or facility, or any substance abuse prevention and treatment program, any student reasonably believed to be abusing, or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose. No employee of the school district shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

## “Hands-On Training” Policy

Heavy Metal Training Institute's goal is to provide a structured and meaningful Hands-On Training (HOT) experience for students. Students will gain training in an active working environment, performing work and/or training for actual customers and/or employers. In this setting, students will get to know the “ins-and-outs” of running a day-to-day operation while developing customer relationships. Shop procedures for handling customer vehicles can be found in the student handbook and on the shop duty board. HOT is a privilege gained by a student completing academic coursework and developing the appropriate skill level to enter the workforce on a regulated basis that provides experience in addition to the traditional training received in the classroom, laboratory, and/or shop setting.

Note: On-the-Job Training (OTJ) is compensation-based training that a student can participate in while attending school. Heavy Metal Training Institute does not currently participate in On-the-Job Training (OTJ).

## Transfer & Advanced Placement Credits

Heavy Metal Training Institute's programs will not typically provide college credit. Acceptance of credits is a matter to be determined by an incoming institution. The Institute does not give credit for prior work experience or training/education, except as described below.

The Commercial Driver License (CDL) skills test waiver form may be used by service members who are currently licensed and who are or were employed within the past year (12 months) in a military position requiring the operation of a military motor vehicle equivalent to a Commercial Motor Vehicle (CMV). This waiver allows a qualified service member to apply for a CDL without skills testing. CDL knowledge (written) test(s) cannot be waived and must have the Commanding Officer's certification of commercial driving experience. In addition, Heavy Metal Training Institute may accept a valid DOT physical and medical card and/or Oklahoma Commercial Learner's Permit.

Required Notification of Asbestos Hazard Emergency Act (PL 99-519) and Oklahoma Statutes (Title 40, Sec. 451-457)

The EPA requires all public and private schools to inspect all buildings for the presence of asbestos and to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. It has been determined there is no friable asbestos within the school. The management plan is reviewed annually by licensed personnel. This plan may be reviewed at the office listed below during normal working hours. All campuses have been tested for lead in the drinking water and radon gas and, in both cases, neither was present at a level that required any action. All questions concerning these matters may be addressed to the Director at (918) 276-2669.

## Material Safety Data Sheets

Heavy Metal Training Institute prides itself on making every effort to ensure that all chemicals used on campus are used in a safe manner. Some of the chemical ingredients may constitute a hazard if used improperly. The proper usage and potential hazards of all chemicals are explained on their Material Safety Data Sheets (MSDS). Much of the information included on the MSDS relates to possible effects of overexposure to a chemical ingredient and not to a safe, acceptable level of exposure. In the modern industrial and workplace environment, it is impossible to avoid the use of chemicals. When the instructions are followed precisely, the recommended safety practices observed, and the student familiarizes themselves with the

MSDS for each chemical used the risk of overexposure and possible adverse health effects are dramatically reduced. A consumer should never use any chemical without completely familiarizing themselves with the appropriate instructions for use found on the MSDS.

The MSDS provides valuable information which will ensure the maximum product benefits while minimizing the consequences of misuse. The recommended safety equipment should always be used, and the chemical should be used in an area with proper ventilation. If a student is pregnant or plans to become so, the student should notify the instructor before using or being exposed to any chemicals. Students may ask for a list of the chemicals he/she will encounter and should take it to his /her doctor so that he/she may have the necessary information to advise them on prenatal care. The consumer of any chemical should always take whatever

steps are required to avoid contact with the eyes or skin and discontinue use immediately if redness, rash, swelling, burning, tingling, or other allergic symptoms occur. Should any of these occur, students should notify their instructor and physician immediately. Students and staff must work together to keep the Heavy Metal Training Institute safe and accident-free.

## Total Clock Hours Per Program

- Automotive Internship Program (not currently offered)..... 320 hours
- Commercial Driver’s License (CDL)..... 160 hours
- Commercial Learner’s Permit (CLP)..... 20 hours
- Pre-Trip Inspection (PTI)..... 20 hours
- Commercial Endorsements (CE)..... 16 hours
- School Bus Endorsement (SB)..... 16 hours

## 2019 - 2020 School Calendar

*Anticipated first day of classes.*

### Automotive Internship Program (not currently offered)

October 7, 2019	December 2, 2019	February 3, 2020
April 6, 2020	June 1, 2020	August 3, 2020

### Commercial Driver’s License (CDL) & Commercial Learner’s Permit (CLP)

September 18, 2019	October 7, 2019	November 4, 2019
December 2, 2019	January 6, 2020	February 3, 2020
March 2, 2020	April 6, 2020	May 4, 2020
June 1, 2020	July 6, 2020	August 3, 2020

### Pre-Trip Inspection (PTI)

September 18, 2019	October 9, 2019	November 6, 2019
December 4, 2019	January 8, 2020	February 5, 2020
March 4, 2020	April 8, 2020	May 6, 2020
June 2, 2020	July 8, 2020	August 5, 2020

### Commercial Endorsement (CE) & School Bus (SB)

Offered as needed

### No School due to National Holidays

September 2, 2019	November 28, 2019	December 25, 2019
January 1, 2020	May 25, 2020	July 4, 2020