



HEAVY METAL TRAINING INSTITUTE

Student Handbook v6

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Bobbie Wolf

HEAVY METAL TRAINING INSTITUTE 31303 South Highway 69, Big Cabin, Oklahoma 74332

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Welcome

I am extremely pleased that you have chosen to attend Heavy Metal Training Institute (HMTI). Our goal is to prepare you for a successful career. The incredible people you will work with are the cornerstone of our organization. Every single one of them is dedicated to your success.

Your instruction will be delivered by veterans of the commercial driving profession. They have all earned a living utilizing the same knowledge and skills that they will be sharing with you. HMTI has enlisted owners, supervisors, and workers from commercial driving and other professional fields. With 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 & CEO

Administrative Employees

- Owner & CEO.....Bobbie Wolf
- Executive Administrative Assistant.....Miryan Martinez
- Branch Manager, Big Cabin.....Bobbie Wolf
- Branch Manager, Muskogee.....TBD
- Branch Manager, Tahlequah.....TBD
- Human Resources Consultant.....Tamara Atkins
- Legal.....Logan & Lowry, LLP

- Marketing & Communications Manager..... Monica Bagwell
- Accounting..... TBD
- Admissions..... TBD
- Financial Aid..... TBD
- Job Placement Assistance..... TBD
- Recruiting..... TBD
- Student Records TBD

General Information

HMTI offers truck driver training classes in Northeast Oklahoma. New CDL classes start weekly and combine classroom instruction with on-the-road training. Generally, hours of training are Monday through Friday from 8:00 am to 4:00 pm with a 30-minute lunch break. Classes are designed for adult students 18 years of age or older. The headquarters for HMTI is located at 31303 South Highway 69 in Big Cabin, Oklahoma. The mailing address is P.O. Box 363, Vinita, Oklahoma 74301.

State Licensed

HMTI is licensed by the 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. HMTI does not guarantee job placement but will assist our students to the best of our ability to obtain satisfactory employment.

HMTI coordinates with Oklahoma Workforce to offer services such as resume preparation and critique, job search skills, and interview practice.

Conduct

Since the goal of HMTI 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 as an employer. HMTI expects all students to treat others as they would want to be treated themselves. Students are also expected to do their part in keeping the campus clean and attractive.

Students may work with and around potentially dangerous tools and machinery. Therefore, all students must 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 HMTI program is possible.

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

Student Dress

HMTI prepares students for employment in their chosen career path. Therefore, students are encouraged to always be dressed appropriately. Instructors will determine if any article of clothing constitutes a safety hazard and will make recommendations accordingly. Cut offs or clothing with rips/tears are not allowed. Casual shoes such as sandals, flip-flops, and Crocs are not allowed. Comfortable tennis shoes are recommended. 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 the safety of others. Students should not dress in extreme styles that distract others or would be deemed inappropriate to visitors and customers of HMTI.

Students are required to dress nicely on CDL test day. A company shirt with jeans is acceptable, but button-ups and polos are encouraged. All shirts must be clean and worn tucked in. Students should be well-groomed and professional looking. This policy will also apply to extracurricular activities sponsored by HMTI. The administration will have final authority on what is or is not appropriate.

Insurance

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

Prerequisites

HMTI does not require any coursework prerequisites. A high school diploma or its equivalency is not required at this time. Before the first day of class, students must be 18 years of age or older, possess a valid driver's license, and pass a DOT drug screen. Medical marijuana card holders are not allowed to attend HMTI unless they surrender their medical marijuana card to the Oklahoma Medical Marijuana Authority (OMMA) upon enrollment. A formal assessment will be given in conjunction with the enrollment process.

Program Outlines

Commercial Driver's License (CDL)

Four and one-half weeks of classroom and hands-on training. This class includes the Commercial Learner's Permit class, the Pre-Trip Inspection class, a DOT physical, defensive driving, coupling, backing maneuvers, basic road skills, and commercial driver lifestyle. 160

hours. **Includes three skills test appointments. A \$250.00 re-test fee will apply if more tests are needed.*

Commercial Learner's Permit (CLP)

Two and one-half days of classroom training designed to provide learning tools and information for the Oklahoma Commercial Learner's Permit. This permit is required and must be held for no less than 14 days to be eligible for the CDL road skills exam. 20 hours. **Written exam fees (\$4.00) and permit costs (\$81.50) are the student's responsibility.*

Pre-Trip Inspection (PTI)

Two and one-half days of classroom and hands-on training designed to provide learning tools and information for the Class A pre-trip inspection test for commercial vehicles. This class includes general vehicle safety and inspection, engine and parts identification, coupling identification, trailer safety and examination, in-cab inspection, and air brake testing. This class is required to obtain an Oklahoma CDL. 20 hours.

Commercial Endorsements (CE)

Two day of 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. 16 hours. **Written exam fees (\$4.00) and a TSA background check (\$87.50) are the student's responsibility.*

School Bus Endorsement (SB)

Two days of classroom training designed to provide learning tools and information to obtain a school bus endorsement. This course includes Passenger (P), School Bus (S), and air brake endorsements. 16 hours. **Written exam fees (\$4.00) are the student's responsibility.*

CDL Refresher Course (RF)

Five days of classroom and hands-on training prepares previous CDL holders and/or experienced drivers for the Oklahoma CDL test. This course includes two days of pre-trip inspection review, one day of backing skills review, and two days of defensive driving practice. 40 hours. **Includes one skills test appointment. A \$250.00 re-test fee will apply if more tests are needed.*

The following apprenticeship programs are under development:

- Diesel Apprenticeship
- Electrician Apprenticeship
- CDL Truck Driving Apprenticeship
- HVAC Apprenticeship
- Butcher Apprenticeship
- Construction Apprenticeship

Books, Equipment, & Tools

Students will be provided with the necessary books, equipment, and tools for each class. However, these supplies are not allowed to be removed from campus for any reason. Students

are expected to maintain and care for school property so that it will continue to benefit future students.

Students enrolled at HMTI 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 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 to allow 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

On occasion, due to snow or severe weather, it may be necessary to cancel classes. Please have your most up-to-date contact information on file to ensure that you receive a phone call from the Administration Office if it is necessary to cancel classes. The school's website at <http://hmtinstitute.com> and social media pages will be updated regarding cancellations. Follow HMTI on Facebook at <https://www.facebook.com/hmtinstitute>.

Break Room Rules

Each class includes a 15-minute break in the morning, a 30-minute lunch, and another 15-minute break in the afternoon. A break room and/or rest area may be provided for student use. Keep this area neat and clean. These are not smoking areas. Do not leave tobacco products or cigarette butts in these areas.

Use of Tobacco, Alcohol, or Drugs on Campus

Alcohol and/or illegal drug use on campus is prohibited at all times. Students may use tobacco products, electronic cigarettes, or vaping devices only in designated areas, outside, and only during designated breaks according to the handbook or when designated by instructors. Please pick up all tobacco residue, trash, and butts. The use of tobacco is a privilege, not a right.

Personal Property

HMTI is not responsible for the loss or theft of personal property while on campus. Students are advised to leave valuables at home or locked in their vehicles. A locker may be provided to

students to store excess books, materials, and personal belongings during school hours. Students must provide access to HMTI personnel in the event of a random search.

Telephones

School phones are for school business only. In case of an emergency, incoming calls will be accepted on behalf of students. 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.

Medications

Students are required to notify the Administration Office 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 may request that someone drive the student home.

Visitors

All visitors to HMTI must check in at the Administration Office or with the person in charge. 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 ten minutes before the end of class. Students are expected to always be prepared for professional visitors on campus. Therefore, it is expected that student respect 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 to assist the staff in job placement and to accurately answer 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 for industry positions.

Release of Student Records

Student records are available for review by appointment. For records to be shared with anyone other than the student, a consent form must be on file. The student's file may include educational records such as individual test scores, grades, on-the-job training information, disciplinary action, medical releases, instructor evaluations, or high school transcripts. Educational records include all material containing information that directly relates to the student. Records are 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 HMTI. Students have the right to refuse the release of any or all of such information. Such refusal should be conveyed to the CEO in writing at the time of enrollment.

Transportation

It is the responsibility of each student to secure personal transportation to and from school. Students are expected to perform tasks at other locations. When this occurs, transportation may 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. Students may only use cellular telephones before and after school and during breaks. Students may have wireless communications and electronic devices if authorized by HMTI. 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 CEO to discuss the requirements of the policy.
- Third violation: Disciplinary actions may be taken which may lead to suspension or dismissal from the HMTI 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 local, 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 HMTI to photograph and/or film students during school activities for promotional uses. This publicity may include, but is not limited to: The HMTI 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 HMTI 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 CEO.

Class Size

Class size is limited to 12 students for classroom programs, three students per truck for the CDL course, and two students per truck for the CDL refresher course.

Attendance Policies

HMTI's goal is to teach students valuable skills. HMTI 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. It is the student's responsibility to sign in and out each day. Attendance is verified from the sign-in sheets. A student that does not sign in will be considered absent; a student that does not sign out will be considered to leave campus at noon. No exceptions.

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 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, will be placed on probation and 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 concerning the situation. Should this occur, the funding provider may impose restrictions or further requirements on 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 CEO if substantiated by written documentation immediately following the absence upon return to school. Students are required to call the campus or person in charge before 8:30 am each day an absence occurs. Because HMTI offers a fast-track program, an Extended Leave of Absence will not be offered. An extended leave of absence is an absence of more than five school days.

Tardies

Three tardies will constitute one absence. For this policy, tardies are considered to be anything extending beyond the scheduled start time of the day to one 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 consecutive days to have one tardy dropped or five consecutive days to have one absence dropped.

Leaving Campus

After arriving at HMTI, students may not leave the campus for any reason without notifying the main office or person in charge. Failure to notify the main office before leaving campus may result in disciplinary action, up to and including expulsion from the HMTI program.

Because of the importance placed on regular attendance, it should be noted that leaving 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 HMTI. Any student who leaves school without permission from the office may be subject to disciplinary action. Failure to sign out will be a forfeiture of any hours attended that day.

Suspension

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

- First offense: Meet with the Branch Manager, first and only warning given.
- Second offense: Meet with the CEO, two-day suspension.
- Third offense: Expelled from the program. Refunds, if any, are subject to the HMTI refund policy.

Skills training is tracked in multiple ways. Student probation may be the result of academic performance, hands-on progress, driving accidents, misuse of property, breaking codes of conduct, violation of school and/or handbook policies, or other violations.

Withdrawal

Any student withdrawing from HMTI during their enrolled session is required to officially obtain a withdrawal form from the CEO. It is necessary to check out with the Administration Office to receive an honorable dismissal, transcript, and any refund, if applicable. Students withdrawing during a class must return all books, equipment, and tools. Failure to do so could result in refund forfeiture or prosecution if warranted. Withdrawal forms must be completed and returned

to the CEO 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. A copy of the official withdrawal letter will be sent to the third-party funder.

Re-Admission Policy

Any student dropped from HMTI due to grades or poor attendance may be eligible to apply for re-admission. If a Branch Manager 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 \$150.00 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 two weeks. Students must attend 90% of the scheduled hours to maintain eligibility for financial aid. Students must also maintain a grade of “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 HMTI offers fast-track programs, repeating a course is not allowed unless paid for in full and in advance. Repeating a course may require wait time until an opening is available.

Tuition & Fees Policy

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

- Commercial Driver’s License (CDL) program.....160 hours.....\$4,800.00
- Commercial Learner’s Permit (CLP) program.....20 hours.....\$600.00
- Pre-Trip Inspection (PTI) program.....20 hours.....\$600.00
- Commercial Endorsements (CE) program.....16 hours.....\$480.00
- School Bus Endorsement (SB) program.....16 hours.....\$480.00
- Refresher course (RF) program.....40 hours.....\$1,500.00

Reminder: Students are responsible for written exam fees and permit/license costs.

Financial Aid Information

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

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 HMTI, 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 HMTI 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.

Students enrolled in the four and one-half week CDL program may be eligible for reimbursement. This includes CDL permits (up to \$81.50) and license fees (up to \$25.00) that a student has paid out of pocket will be remitted after a student has passed their CDL skills test, provided HMTI with a copy of CDL, and funding has been received from the funder.

Loss of Funding

Financial Aid will be suspended if the student has not maintained SAP according to HMTI policy regarding grades, attendance, and progress. If a student is not maintaining a 2.0 (C) or higher, has not attended the required number of hours, or is not progressing as expected, he/she and the student's funder will receive a letter of termination. Enclosed with this letter will be a copy of HMTI's Satisfactory Academic Progress Policy, Cancellation Policy, and Appeal Form. The student will have 10 days from the date of the letter to file an appeal, which must be submitted in writing with supporting documentation to the CEO. The appeal will be reviewed, and a final decision will be made by the CEO.

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 CEO's decision is final. If the CEO approves the appeal, the student's financial aid and/or other forms of assistance will be reinstated when the student has completed all attempted hours and met all conditions required by the CEO and HMTI's Satisfactory Academic Policy requirements.

The student may receive partial payment with SAP and adherence to conditions checked halfway through the payment period. If appeal conditions and HMTI 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 HMTI and Financial Aid policies regarding Satisfactory Academic Progress. After meeting those policy requirements, a student may submit a formal request to HMTI's CEO: PO Box 363, Vinita, Oklahoma, 74301

The student will be notified by mail 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

HMTI'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 before the start of training. A full refund of any monies paid will be made if an applicant cancels his/her Enrollment Agreement before 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 HMTI whereby the student alleges a violation, misinterpretation, or inequitable application of those rules and regulations outlined 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 ten 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 CEO.
- The CEO shall review the complaint and a thorough investigation of the grievance will be conducted.
- Should the CEO 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 days of the decision rendered.
- Should the CEO determine that the grievance does warrant a hearing, the CEO will set a date for a hearing to be held within the next ten days. A credible Human Resources consultant, the CEO, and the student shall be present at the hearing.
- The Human Resources consultant shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall have five days to appeal to the CEO for further action.

If a student does not feel satisfied with the determination of the appeal process, they may contact the State of Oklahoma Board of Private Vocational Schools to discuss the 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

HMTI 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. HMTI 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 campus and at all HMTI 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 HMTI staff, 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 campus during school hours. Any assault and battery incident shall be reported to the CEO within five 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 Code of Conduct and Harassment Policies will be available upon request.

Drugs & Alcohol Abuse Policy

HMTI’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 or staff 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 campus, including vehicles, or during school activities, will be expelled or terminated 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 HMTI on any campus. Staff is defined as any CDL examiner, CDL instructor, other program instructors, office personnel, contractor, employee, or administrator. Any instructor or administrator, 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 and non-intoxicating beverages (i.e., beer, wine coolers, etc.)
- Controlled dangerous substances
- Imitation of controlled dangerous substances

The administrative personnel/instructor shall immediately notify the Branch Manager of any suspicions related to any student or staff that may violate 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 the possession or use of medicinal marijuana by an individual with a CDL. CDL and permit 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, HMTI 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://www.fmcsa.dot.gov/faq/can-driver-meet-qualification-standards-under-49-cfr-%C2%A7-39141b12-if-using-medical-marijuan> and <https://www.fmcsa.dot.gov/faq/can-carriers-set-their-own-standards-cmv-drivers-who-operate-interstate-commerce>.

Referral for Counseling & Treatment

The CEO 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 CEO, 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 the said student is on campus, 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 searching, 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 under 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 before or during the conducting of any warranted search.

The CEO, any administrator, instructor, or security personnel searching or authorizing the search shall have the 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 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

HMTI'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. HMTI does not currently participate in On-the-Job Training (OTJ).

Transfer & Advanced Placement Credits

HMTI'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, HMTI 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 CEO at (918) 276-2669.

Material Safety Data Sheets

HMTI prides itself on making every effort to ensure that all chemicals used on campus are used safely. 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 the 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 are 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. Consumers 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 HMTI safe and accident-free.

School Calendar

Generally, the first day of class is as follows:

- Commercial Driver's License (CDL) – every Monday
- Commercial Learner's Permit (CLP) – every Monday
- Pre-Trip Inspection (PTI) – offered on request

- Commercial Endorsement (CE) – offered on request
- School Bus Endorsement (SB) – offered on request
- Refresher Course (RF) – every Monday

There will be no class on the following national holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve