



460 Route 46 West
South Hackensack, NJ 07606

Phone (201) 329-9000

Fax (201) 329-9007

www.mobiletechtraining.com

School Bulletin/Catalog

Effective Dates: August 2016 to August 2017

Version I





The information found on this bulletin is “Certified True & Correct in Content & Policy” by Gene Olvera, Director of Mobile Technical Training.

*Gene Olvera
Director*

Mobile Technical Training reserves the right to alter the effective dates of these school policies and procedures at any time if there are changes to be made that are considered desirable and necessary to the function of the school.

Table of Contents

About Mobile Technical Training

History.....	5
Mission Statement.....	5
Goals.....	5-6
Statement of Non-Discrimination.....	6
Approvals & Memberships	6
Administration & Faculty.....	6-7
Office Hours.....	7
Holidays.....	7
Weather Emergencies	7
Facilities.....	7-8
Policy Program & Changes.....	8

Admissions

Class Information.....	8-9
Class Schedule.....	9
Enrollment Requirements.....	9
Registration for Courses	9-10
Class Size	10

Administration Policies

Credit for Previous Training.....	10
Credit Disclaimer Statement.....	10
Drugs or Alcohol Policy	10
Weapons Policy.....	10
Personal Property	11
Leave of Absence Policy.....	11
Extension of Leave of Absence.....	12
Failure to Return from a LOA	12
Possible Effects of LOA	12
Absences.....	12-13
Consecutive Absence Rule	13
Percentage Absence Rule	13
Date of Withdrawal	13
Date of Determination DOD	13
Class Cuts.....	14
Make-Up Work.....	14
Tardiness.....	14-15
Attendance Violation	15
Incomplete Grades.....	15-16
Code of Conduct.....	16-17
Dress Code.....	17
Fights.....	17-18
Conditions for Dismissal.....	18
Re-Entry Policy.....	18-19
Student Complaint Appeal/Process.....	19
Grading System.....	19-21
Satisfactory Academic Progress Policy	21
Evaluation Period for SAP	21-22
Rate of Progression Toward Completion	22
Maximum Time Frame to Complete	22
Academic & Financial Aid Probation	22
Academic & Financial Aid Appeal.....	22
Dismissal	23

Progress Report	23
Retaking Passed Coursework	23
Retaking Failed Coursework	23
School Projects	24
Tools	24
Students working on their own cars	24
Withdrawing from the school	24-25
Top Achiever	25
Graduation	25
Student Records	25
Transcript & Diploma Releases	26
School Security & Crime Awareness Policies	27
Drug Awareness	27-28
Statistical Information	28
Campus Completion Rate Reports	28
Student Services	
Orientation	28
Student Activities.....	28
Job Placement Requirements.....	28-29
Refresher Segments.....	29
Tutoring Outside of School Hours	29
Technical Support	29
Resume & Interviewing Workshops	29
Housing Services	30
Vehicle Sponsorship	30
MECP Testing Services	30
Publishing Opportunities.....	30
Purchasing Products	30
Health Services	30
Financial Information	
Course Tuition.....	30-33
Additional Costs.....	33
Housing Costs.....	33-34
Veteran Students.....	34
Making Tuition Payments	34-36
Payment Assistance Options	36-38
Student Financial Aid Information	38-39
Refund Policy	39-40
Date of Withdrawal vs. Date of Determination (DOD)	40
Effects of Leave of Absence Refunds	40
Return of Title IV Refunds Policy	40-41
Budget	42
Payment Plan Samples	43-48
Course Outline	
Mobile Electronic Installation & Fabrication, 400 Hours.....	49-50
PT Mobile Electronic Installation & Fabrication, 240 Hours.....	51-52
Custom Upholstery, 180 Hours.....	53-54
Vinyl Wrap, 80 Hours	55
Schedule	56-57
Contact Information.....	58

Our History

Mobile Technical Training has been offering training in the areas of Mobile Electronic Installation and Fabrication since the Fall of 2001. Due to the demand of students, two years later we introduced Saturday Classes, and in 2006 Mobile Technical Training became the first school of its type in the Metropolitan Area to introduce classes in Custom Automotive Upholstery.

We have prepared a curriculum that covers all aspects of the mobile electronic installation field and extensive custom fabrication. Our courses are designed for students who have a passion for audio, want to express their creativity, and learn better through personal experience.

Today, Mobile Technical Training has become a leading training institute. Students nationwide and international have chosen Mobile Technical Training as their school of choice. Our strength clearly shines through the quality of education that is offered by knowledgeable and experienced instructors who offer individual attention and relate well with their students.

The courses meet the demands of the rapidly growing industries of Automotive Electronics, Custom Fabrication, Upholstery, and the most exiting; the Car Show Industry. Today more than ever, custom car shows are being held across the world. From Japan to Australia, Brazil to Mexico and to the USA, the car show industry is a phenomenon to all who have a passion for cars, music, and entertainment. This is creating many opportunities for jobs as mobile electronic installers, sales representatives, custom fabricators, and even aspiring business owners.

Our Mission Statement & Teaching Philosophy

We make it our mission to provide a learning environment where students can learn in a small class size setting and practice plenty of hands on activities. Each student will be respected for his or her own potential and dedication to the industry.

We have developed teaching practices to cover all styles of learning. We know that if we want students to succeed, we must go beyond the classroom setting. This is done through extensive hands on learning and by working in a business oriented environment.

Our Goals

1. To provide a learning environment that focuses on student accomplishments so that all students can develop a sense of success and pride in their work.
2. To train and provide students with the skills necessary to enter the workforce in the automotive electronics industry.
3. To evaluate our program continuously in accordance with industry changes that may take place.

4. To select faculty and staff with the appropriate experience and training so they can provide our students with adequate services.
5. To follow all rules and regulations in accordance with state guidelines and ethical business practices.

Statement of Non-Discrimination

Mobile Technical Training does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity, or marital status in its admission practices and employment opportunities.

Approvals and Memberships

Mobile Technical Training is accredited and approved by following agencies:

- Accredited by ACCSC (Accrediting Commission of Career Schools and Colleges), an agency recognized by the U.S. Department of Education.
- NJ Department of Workforce and Labor
- Nation Wide Department of Military & Defense (Veterans Association)
- MECP (Mobile Electronic Certified Professional, a Division of Consumer Electronics Association)
- MERA (Mobile Electronic Retail Association)

Administrators and Faculty

Mobile Technical Training is owned by Gene Olvera, a leader in personal instruction and founder of Mobile Technical Training.

Administration:

Mr. Gene OlveraDirector
 Ms. Karina Marroquin.....Assistant Director
 Mr. Chago Betes.....Technical Advisor

Instructors:

Kevin Sivulich MECP Certified Installer Saturday Instructor	Abdel McCrea MECP Certified Installer Saturday Instructor
Chago Betes MECP Certified Installer Day Instructor	John Alvarado Upholstery Instructor

Admissions and Placement Officers

Mr. Gene Olvera
Director

Karina Marroquin
Assistant Director

Abdel McCrea
Admissions Representative

Kari Nunez
Job Placement Coordinator
Financial Aid Coordinator

Office Hours

Monday to Thursday: 9:00am to 6:00pm
Friday: 10:00am to 4:00pm
Saturday: 10:00am to 4:00pm

School Calendar and Enrollment Process

Classes will not be held during the following holidays: (Holidays are not counted as part of the contracted time schedule.)

Holidays:

Independence Day
Labor Day
Memorial Day
Thanksgiving Day
Christmas Day
New Year's Day
Good Friday

Weather Emergencies

The school reserves the right to close during weather emergencies. Under these conditions students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. We will follow the Bergen County School Weather Emergency System to determine if classes need to be cancelled.

Facilities

Mobile Technical Training is located in a 10,000 square foot building with a large reception area, well lit classrooms, woodshop, sewing & cutting room, 1 large installation bay, study room, school store, and administration offices. Classrooms can accommodate up to 14 students per class. The maximum teacher-student ratio is 1 to 10. Parking is found in the front, side, and rear of the building. We utilize traditional and non-traditional materials and industry related products such as mobile electronic installation equipment (head-units, speakers, subwoofers, amplifiers, monitors, satellite radio, etc.), cutting tools (jig saw, panel saw, router table, etc.), sewing tools (sewing machine, foam cutter, steam machine, etc.), and composite materials (resin, glue, hardener, etc.).

There are school vehicles available for students to use for all projects. This enables students to learn technical information and acquire the hands on practice to prepare them for the real life scenarios found in the workplace. In addition, students who qualify have the opportunity to work on their own vehicles.

We are conveniently located to all major highways: The Garden State Parkway, New Jersey Turnpike, Route 80, 17, and 3. There are a number of hotels in the area for students who travel long distance in addition to school housing. Students may arrange for housing within walking distance with their admissions officer. We are a short distance from Hackensack University Medical Center and the South Hackensack Police Station. Nearby airports include: Newark International, JFK, LaGuardia, and Teterboro Local Airport. Available bus routes include: NJ Transit 161, 165, 772, and 76.

Policy and Program Changes

The school catalog is up to date as of the time of printing. The school reserves the right to make changes in its structure, policy, and procedures as circumstances permit. The school reserves the right to make changes in equipment and materials to adjust the curriculum as it considers necessary to meet the demands of advances in technology or changes in the workplace. Classes may be grouped to contribute to the level of interaction among students and to the daily lesson plans.

ADMISSIONS

Class Information

The Mobile Electronic Installation & Fabrication Program consists of 400 hours of instruction and lab work. This is a career oriented program which prepares students to enter the field of mobile electronics and fabrication in an entry level position as an installer and custom fabricator or sales position. Students will be trained to pass the Basic and Advanced MECP Exam.

The Saturday and Evening Mobile Electronic Installation Course consists of 240 hours of instruction and lab work. This is considered a continuing education course. This course will prepare students to work on their own cars and/or pursue a hobby of interest.

The Saturday and Evening Custom Upholstery Course consists of 180 hours of instruction and lab work. Students will be prepared to gain knowledge of automotive custom upholstery and interior design. This is considered a continuing education course for students who want to continue their training in the mobile electronic and custom fabrication industry and/or pursue a hobby of interest.

The Vinyl Wrapping Course consists of 80 hours of instruction and lab work. This is a continuing education course offered to all students who wish to learn a painting alternative technique and enhance their automotive fabrication skills. Students will learn how to select different types of wraps and styles, application of the wrap on a vehicle and other accessories, removal of the wrap and styling ideas.

Each school day is 8.0, 3.5 instructional hours in length, unless otherwise specified In addition, observed holiday hours may cause program completion dates to vary. School hours are as follows:

9:00am to 5:00pm Full Time Monday to Thursday* MEI & FAB
 6:00pm to 9:30pm Part Time Monday to Thursday MEI, FAB, UPH
 9:00am to 5:00pm Part Time Saturday MEI, FAB, UPH

Class Schedule

MEI & FAB (Mobile Electronic Installation & Fabrication)

Total Program Hours: 400

Full Time Class 400 Hours	4 Days a week	8 hours a day	12.5 weeks
---------------------------	---------------	---------------	------------

Part Time/Saturday MEI & FAB (Mobile Electronic Installation & Fabrication)

Total Course Hours: 240

Part Time Class 240 Hours	4 Days a week	3.5	18 weeks
Saturday Class	1 Day a week	8 hours a day	30 weeks

Custom Automotive Upholstery

Total Course Hours: 180

Full Time 180 Hours	4 Days a week	8 hours a day	5.5 weeks
Part Time 180 Hours	4 Days a week	3.5 hours a day	12 weeks
Saturday Class	1 Day a week	8 hours a day	22 weeks

Vinyl Wrapping

Total Course Hours: 80

Full Time 80 Hours	5 Days a week	8 hours a day	2 weeks
Part Time 80 Hours	4 Days a week	3.5 hours a day	6 weeks
Saturday Class 80 Hours	1 Day a week	8 hours a day	10 weeks

*The total hours are an approximation due to extended or condensed lab hours if necessary.

Enrollment Requirements:

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or General Education Development Certificate (G.E.D.) to take a Career Oriented Course.
3. A registration fee of \$70.00 must be submitted.
4. An application fee of \$20.00 must be submitted.

Registration for Courses:

Students may register for courses as soon as possibly in order to be officially accepted into the school. Students can register in person, or mail/fax/email the required documents. The following are required

to process a student's application:

- Identification (driver's license, birth certificate, or passport)
- High School Diploma or G.E.D.
- Initial payment for registration and tuition fees (cash, personal checks, and all major credit/debit cards are accepted)
- Signed School Application
- Signed Enrollment Contract

The school will then review the documents and notify the student in writing of their acceptance into the program.

Class Size:

Mobile Technical Training makes every effort possible to regulate the class size for all programs. Class sizes will range from 6 to 12 students. In situations where a class size exceeds 12 students, an additional instructor will attend to the class.

ADMINISTRATION POLICIES

Credit for Previous Training*

Mobile Technical Training does not award credit for previous training at this time.

Credit Disclaimer Statement

Mobile Technical Training does not offer college credit for courses. Many community colleges may give credit for previous training and may convert training to credit hours. Mobile Technical Training does not offer this service.

Drugs or Alcohol Policy

Mobile Technical Training does not condone the use or possession of any illegal drugs, marijuana, alcohol, narcotic, or controlled substance by students. The school holds a zero tolerance policy towards this. If a student is caught with any drugs or alcohol substances, he/she will be escorted out of the building and possibly expelled from the school.

In addition, if a student is under the influence of any drugs or alcohol, he/she will be asked to leave as well. Instructors who observe students to be under the influence will notify the director right away. This may also lead to a discharge from the school.

Weapons Policy

No weapons of any type are allowed on campus or at student housing. This includes, but is not limited to: hand guns, rifles, knives, and other devices used to harm or intimidate staff or students. Violation of this policy may result in immediate dismissal from the institution and a police report may be filed.

Personal Property

All personal property, including vehicles parked on the premises, students' tools or products are the sole responsibility of the student and the school does not assume liability for any loss or damage.

School Computer Use

The school computers are only to be used by students or graduates for appropriate purpose and not to be used for illegal, unethical, and dishonest activities. Students are encouraged to use the school computers for research purpose and job placement activities.

Leave of Absence Policy:

Students can be granted a leave of absence of up to 180 days within a 12-month period upon request. The school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. The following guidelines must be adhered to in order for it to take effect:

1. A request for a leave of absence must be submitted to the director in writing and must be approved by the school.
2. The request must have the date the leave of absence will begin to take effect and the expected date to return to class. The request cannot exceed 180 days from the date it is being submitted.
3. Leave of absences will be honored within the student's enrollment bulletin year. Should a request take the student beyond the contracted bulletin year, he/she may be subject to reentry under a new contract.
4. If the student does not reenter within the bulletin year and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy for any tuition that has been paid in full or the student will be held accountable for any tuition balances that were owed from the previous school term.

Extension of LOA

A student on an approved Leave of Absence may submit a request to extend the leave of absence without returning to class. This request may be approved by the school if the student adheres to the following:

- The student must submit an extension request before the end date of the current leave of absence.
- There is a reasonable expectation the student will return from the leave of absence.
- The number of days in the leave when extended, does not exceed 180 calendar days in the 12-month period.
- There is a class taking place that the student can join.

Please Note: Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. Since tuition costs and course syllabi may change with each new term, it will be necessary to meet with the attendance officer, director, and instructor before returning to class. Students who return from a leave of absence may have to wait for availability in a class, may be required to complete additional work before being admitted, and may be responsible for additional lab fees.

Failure to Return from a LOA

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the school will apply the refund policy as applicable. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the school earned and may make any refunds that may be required under federal, state, or institutional policy.

Possible Effects of LOA

Students who are thinking of a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate:

- Students returning from a LOA are not guaranteed that the segment required to maintain the normal progress in their training program will be available the time of reentry;
- They may have to wait for the appropriate segment to be offered;
- They may have to wait for an opening in class if the class is full to capacity;
- Financial aid may be affected

Absences

Mobile Technical Training records the daily attendance of each student in accordance with state guidelines. Records of student attendance will be kept on file and are available for student and parent review. Unexcused absenteeism for **more than 10 percent** of the total course time constitutes a cause for dismissal.

The following is the minimum requirement of hours a student needs to be present in a course in order to be eligible for graduation:

400 Hour Course	Students must complete a minimum of 360 hours of training
180 Hour Course	Students must complete a minimum of 162 hours of training
240 Hour Course	Students must complete a minimum of 216 hours of training
80 Hour Course	Students must complete a minimum 72 hours of training.

Consecutive Absence Rule

When a student is absent from the school for 4 consecutive calendar days excluding holidays, and scheduled holidays, or breaks, the school director will be notified right away.

Percentage Absence Rule

An absence is considered unexcused when the student has neglected to notify the school and/or the days out extend beyond 10 percent allowance without arranging for an official leave of absence.

Graduation requirements stipulate that the student must be in attendance **at least 90%** of the instructional time. Excused absences are permitted for illness or any unavoidable circumstances. *(Please note: when absences are excused and exceed 10% of training time, the student must make up the class work and class time to meet graduation requirements)*

Students will receive a phone call from the school and a written notification if they demonstrate a pattern of unexcused absences.

Phone Call	1 Unexcused Absence
Letter	2 Unexcused Absences
Phone Call, Letter, Email	3 Unexcused Absences
Dismissed from the School	Absences Exceed 10% of the total clock hours scheduled

Date of Withdrawal

When a student is dismissed from the school due to consecutive absences, the date of the student’s withdrawal will be the student’s last day of attendance. When a student is withdrawn for violating the applicable percentage absence rule, the date of withdrawal will be the date of the violation. (Note: The Date of Withdrawal will be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.)

Date of Determination (DOD)

The date of determination is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the earliest of the following three dates:

- The date the student notifies the school (verbally or in writing) that he/she is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks, are excluded when calculating the DOD.

Class Cuts

Each instructional day is 8, or 3.5 hours in length. Hours lost due to cutting class will be recorded as unexcused absences and/or tardiness. Therefore, students are responsible for making up time lost, class work, and assignments. The time and lessons missed must be made up in order to meet the minimal graduation requirements. Students will need to meet with the attendance officer and director before returning to class.

Make-Up Work

Students must receive instruction in all aspects of the course in order to meet their educational goals. If work is missed due to excused absences or a leave of absence, then the student will be offered:

1. Private Instruction (free of charge)

Any private instruction that may be scheduled within the normal instructional day is offered as part of the tuition package. If private instruction is needed outside of school hours, students may receive this after school hours during scheduled tutoring sessions. *Scheduled tutoring sessions are posted on the school bulletin board and class syllabus.*

2. The opportunity to join another class. (This option is offered only to students who qualify.)

Should the student desire to wait until the lesson is offered with another class, the graduation date will be delayed. In addition, all students must first be approved by the office in order to take part in another class. Their attitude, class participation, grades, and attendance will be evaluated in order to be allowed with another class.

Tardiness

Developing good work ethics is an important part of the training at Mobile Technical Training. Students arriving late or leaving early interrupt the instructor and other students. The following recording system will be used for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up lost time and classroom instruction. Mobile Technical Training encourages students to plan to arrive at the school at least 10 minutes before the start of class. We will follow the following scale to record tardiness or early departures from class:

4 Time Late or Left Early =	1 Day Absent
6 Times Late or Left Early=	2 Days Absent
8 Times Late or Left Early=	3 Days Absent

Attendance Violations

Students who need an appeal of attendance violation must make the request within five (5) calendar days of the violation. In order to consider an attendance appeal, the student must:

- Attend the school right away
- Have perfect attendance while the appeal is pending
- Submit a written plan to improve attendance

Provided that no state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- The death of a family member
- An illness or injury suffered by a student
- Special circumstances of an unusual nature which are not likely to recur

If the appeal committee grants the appeal, it may require the student to make up assignments and develop an academic advising plan in conjunction with their instructor.

Incomplete Grades

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is not given when through negligence or procrastination, students fail to turn in work or take examinations.

A student who misses a final examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete Grade or otherwise be graded accordingly.

If the absence is not excusable or the student does not contact the instructor, an incomplete grade will not be awarded, but rather the examination will be considered as failed and the student will be graded accordingly. Instructors must file an incomplete form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F.

It is ultimately the student's responsibility to contact the faculty member about completing the course work, taking examinations, or if necessary extending the deadline.

Code of Conduct

The code of conduct applies at all times to all students. Mobile Technical Training seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. We believe all schools should be free from violence, threats, intimidation, and the welfare of students should be protected at all times.

The following are unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.)
3. All types of dishonesty including cheating, plagiarism, and knowingly false information to the institution, forgery, alteration, or use of institution documents identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and program, or other school activities.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. The possession of any weapons on school property will not be allowed.
7. Theft on or damage to the school premises, or theft to other students, or damage to the property of a member of the school community on the school premises.
8. Failure to comply with the directions of institutional officials, instructors, and administrators acting in the performance of their duties.
9. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use, possession, sale, or distribution of alcoholic beverages and/or controlled dangerous substances on school premises.
10. The use of any language or gesture that is offensive and creates an uncomfortable environment.

Conduct Penalties that may be applied when necessary:

1. Verbal Warning
2. Written Warning
3. Suspension from the School
4. Dismissal from the School

If the director in his/her discretion determines that the student's behavior warrants a suspension or dismissal from the school, the student will receive a written notification. The student will be given an opportunity to appeal within five (5) business calendar days of the date of the written notice.

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered education records as appropriate. This is pursuant to the Family Educational Rights and Privacy Act (FERPA). When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable

Dress Code

A clean and neat appearance helps develop a professional conduct in a new career. Students are expected to dress accordingly when working the classroom, installation bay, and woodshop. Students are expected to demonstrate personal cleanliness and proper hygiene at all times.

The following are prohibited when working in the classroom, installation bay and woodshop:

- Flip Flops or Open Toe Shoes
- Sweat pants & Windbreakers
- Clothes with sharp metal objects (belts with hooks, key chains with spikes, etc.)
- Long sleeves are PROHIBITED in the WOODSHOP
- Loose Jewelry that may get tangled or damaged the interior of a vehicle is PROHIBITED
- Hair must be pulled back at all times
- Proper eye and hearing equipment must be used in the WOODSHOP and BAY

There will be a dress up day when students will be required to wear clothing that is appropriate for a job interview.

Fights

The staff of Mobile Technical Training works really hard to provide a pleasant and safe learning environment. If students are seen arguing, a verbal and written notice will be issued. If there is a physical fight, students will be sent home in addition to a verbal and written warning. The students must then meet with the director before they are allowed to return to class. If the behavior reoccurs,

the students will be officially discharged from the school. The following may lead to verbal and written warnings:

- Verbal Accusations or Threats
- Constant disruption of class
- Constant disrespect towards instructors, staff, or other alumni
- Ignoring the advice of instructors or staff in class, installation bay, woodshop, or sewing room

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 10 percent of instruction time that is recorded as unexcused absences.
3. Not maintaining the minimum grade point average.
4. Not meeting financial obligations with the school.

The school director will notify the students in writing should it be necessary to dismiss the student from the school. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or working with a state agency. Any tuition that has been prepaid or is considered part of the payment plan agreement will be refunded to the student or remain outstanding from the student to the school in accordance to the school refund policy.

Re-Entry Policy

Students who have been dismissed from the school and are requesting reentry must submit a written request for the school director. The student may be able to reapply for re-admission depending on the reason for dismissal.

- In cases where the student was dismissed for unexcused absences or financial concerns, it may be possible to re-enter within the same school term.
- In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school.
- In cases, where the student was dismissed due to unacceptable conduct, the student will have to meet with a review panel before reentering the school. The decision of the review panel is final. The student will receive a final letter stating the panel's decision.

In addition, we make every effort to maintain a limited number of students per class. Those students who return from a leave of absence or are re-admitted must first check for availability in a class. If a class is full to capacity, he/she may have to wait until there are openings in another class. Students may also be required to complete independent work prior to being admitted back in class so they can be up to date with the material being covered.

Student Complaint Appeal/Process

Students who have a complaint should first bring the matter to the attention of their instructor. If the matter is not resolved, they must make an appointment for an interview with the school director by submitting a written request. All written requests should include the following information:

1. The student's full name, social security number, current address, and phone number.
2. The student's enrollment dates and instructor.
3. State the concern including dates, times, instructors, staff members, and any other students who may be involved. Attach copies of any documents or materials that support your concern.
4. The statement must be dated and signed by the student.
5. There should be three dates in which the student would be available for a meeting with school director and/or appeal panel.

The school director or assistant director will notify the student in writing of the appointment date in which the concerns and appeal will be addressed. If the complaint pertains to an instructional/class matter, the student's instructor will also be consulted. If the complaint pertains to an administrative matter, the staff member involved will be consulted.

Every effort will be made to bring an amicable closure to the concern. Should it be necessary, an additional panel of instructors or staff members will hear the concerns and will be asked to assist in bringing a resolution to the concern. The student will be notified in writing of the outcome of all meetings. The decision of the Director and/or appeal panel is final. Furthermore, should there ever be a need for an outside consultation to resolve a dispute; The American Arbitration Association will be utilized.

Grading System and Progress Reports

Our teaching philosophy allows us to appreciate students who come with different learning styles. This is why students are graded on Knowledge and Skills, Class Participation, Class Assignments, Quality & Quantity of Work, Dependability, Judgment, and Responsibility for Work, Initiative, Punctuality and Attendance as well as Communication Skills.

There will be written exams and many hands-on evaluations in the installation bay. Students will receive grades for completing different installation assignments under the evaluation of an instructor. The student's grades for the course will be determined by the average of tests, quizzes, homework, hands on evaluations, attendance, and attitude.

All students must maintain a grade point average (GPA) of at least 2.0 during each evaluation report, a Cumulative Grade Point Average (CGPA) of 2.0, and proceed through the program of study at a specified minimum pace to remain enrolled at the school.

A student's Grade Point Average (G.P.A) is based on the summary of grades received through testing. The G.P.A. is determined by dividing the total quality points earned by the total number of tests given.

The minimal Grade Point Average for graduation is 2.0.

Letter Grade	Number Grade	Weight in Points	Description
A	100-90	4.0	Excellent
B	89-80	3.0	Average
C	79-70	2.0	Below Average
F	69 and Below	0	Failure
P		0	Passing
INC		0	Incomplete*
WD		0	Withdrawal**
WP		0	Withdrawal Passing**
WU		0	Withdrawal** Unsatisfactory

* INC = grade is not calculated into cumulative CGPA but course hours are included in the total clock hours attempted. At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete the missing work or take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of Incomplete and is calculated into the grade average for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average and into the CGPA.

** Withdrawal = grade is not calculated into cumulative CGPA and course hours are not included in total clock hours attempted.

P = A grade of "P" is assigned for the student's completion of lab or shop/hands on assignment of a course. A student must pass the lab or assignment in order to earn a passing grade for the entire course. The grade of "P" is not included in the calculation of the CGPA.

WD= A grade of "WD" is assigned when a student withdraws from the school before the mid-point (50%) of a course

**WP = A grade of "WP" is assigned when a student withdraws from the school after the mid-point of a course and who had earned an overall GPA of 2.0 or higher by the time of withdrawal.

****WU** = A grade of “WU” is assigned when a student withdraws from the school or stops attending after the mid-point of a course and who has earned less than a 2.0 GPA by the time of withdrawal. The “WU” grade is included in the calculation of the CGPA and the clock hours for the course are included in the determination of total clock hours attempted.

Grades A to F are included in the calculation of CGPA and are included in the total number of clock hours attempted.

For calculating rate of progress, F and W grades are counted as hours attempted but are not counted as hours successfully completed.

When a student returns from a leave of absence, the hours for which the student receives a passing grade are counted as earned; the grades, hours, and attendance from the original enrollment dates are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.

When a student transfers to another class, all grades, hours, and attendance are included in the CGPA and ROP of the new class.

Satisfactory Academic Progress Policy (SAP)

Students must maintain satisfactory academic progress in order to remain eligible for financial assistance and to be enrolled at Mobile Technical Training. To maintain satisfactory academic progress, a student must maintain a specified grade point average and proceed through the program of study at a specified minimum pace. Satisfactory academic progress is checked during Segments 1 to 4 and Segments 5 to 8. Satisfactory Academic Progress is determined by the following criteria:

1. Maintain a minimum cumulative GPA of 2.0
2. Maintain a minimum 90% attendance
3. The students rate of progress (ROP), completion of the designated program within the allotted time frame.
4. The maximum time frame allowed to complete the training. This cannot exceed 150% of the total number of clock hours in the program of study.

Evaluations Period for SAP

Satisfactory academic progress is measured for all students at the end of each grading period:

Grading Period #1: At the end of segments 1 to 4

Grading Period #2: At the end of segments 5 to 8

If a student falls below the required GPA of 2.0 upon completion of a grading period, the student will be placed on academic probation.

Rate of Progress Toward Completion

The school catalog contains a schedule listing the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame. Quantitative progress is determined by dividing the number of clock hours the student has successfully completed by the number of clock hours the student has attempted. Clock hours attempted include completed hours, withdrawals, and repeated courses.

Maximum Time Frame to Complete

The maximum timeframe for completion of any program is limited to 150% of the length of the program. A student cannot attempt to complete more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

Academic & Financial Aid Probation

Students not meeting Satisfactory Academic Progress, SAP will be placed on Academic Probation and receive a written notification. The student must meet with their instructor to develop a plan to improve academic performance. The probation period will be 2 weeks (8 days) or 64 instructional hours. If at the end of the probationary period the student has improved and is now meeting the required GPA of 2.0, the student's probationary period will be removed. If the student does not achieve the desired GPA of 2.0 or not meeting the Rate of Progression, the student will receive written notification that they will be withdrawn unless they successfully appeal by a written request within the timeframe stated in the appeals policy.

Academic and Financial Aid Appeal

A student who loses financial aid eligibility and is terminated from the school due to lack of satisfactory academic progress, may appeal the decision in writing to the director within five 5 business days of termination. The letter must state the mitigating circumstances the student feels prevented him/her from meeting Satisfactory Academic Progress.

The director will review the appeal and notify the student in writing of the decision. If the student is reinstated and the appeal is approved, an academic progress plan must be documented and implemented so the student reaches Satisfactory Academic Progress. The student will then be considered on Financial Aid Probation. The student may continue receiving financial aid for an additional enrollment period. However, in order to continue with subsequent enrollment periods, the student must demonstrate the terms of the appeal have been met and Satisfactory Academic Progress has been achieved.

Dismissal

If the student does not meet Academic Progress after he/she has reached the maximum time frame of completion in their program of study, the student will be dismissed from the program. The student who has violated Academic and Financial Aid Probation and has been dismissed from a program will not be eligible for readmission.

Progress Report

There will be three (3) progress reports done by an instructor for each student. Students are required to meet with the main instructor to discuss their performance in class and installation bay. All progress reports will remain confidential between the student and instructor.

Retaking Passed Coursework

Students may repeat segments/passed course work as long as the course does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcripts, but only the highest grade earned will be included in the calculation of CGPA.

Retaking Failed Coursework

Students who need to improve the Grade Point Average must repeat any failed coursework. Courses that are failed may be repeated more than twice, as long as repeating the coursework does not jeopardize the student's maximum time frame of completion. Each attempt will count in the calculation of the student's rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcripts, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

School Projects

All students must complete the assigned work and projects in order to receive a certificate of completion from Mobile Technical Training. All students who choose not to participate in a class or individual projects will automatically receive a failing grade for that project. Only students with medical excuses will be exempt but must complete a different assignment to compensate for the missing class work. Students who refuse to do the work that is assigned will be sent home.

The following are not tolerated:

- Sleeping in Class, Installation bay, Woodshop, Sewing Room, or Lounge Area
- Accessing the computers for personal use during class time
- Sleeping in cars during class time
- Working on a project that has not been approved by an instructor

Tools

Students are provided with a list of mandatory tools that are necessary for class. The tool list is mailed with the welcome packet or handed personally on the day of registration.

Students who do not have certain tools may borrow the tools from the school but may be held responsible items that are not returned to the office.

- Students who wish to purchase tools from the school may do so as well.
- Mobile Electronic Installation & Fabrication Students are required to have an alarm and remote starter for class.
- Upholstery Students are required to purchase a starting tool kit.

Students Working on Their Own Cars

Students will be allowed to use their own cars for projects that are done in school and have been approved by an instructor. All students must follow these guidelines when working on their cars:

- All projects must be pre-approved
- Students cannot bring vehicles into the bay to do any engine or repair work.
- The school is not responsible for any damages that occur to a student's car when he/she does not follow directions
- Students must inform their instructors if any aftermarket products have been installed by the student, someone else, or a shop before or during their enrollment period.
- Students must sign an agreement for choosing to work on their own cars.
- Students must be aware that working on their own cars is optional and not mandatory. Students can practice all work on school cars first.

Withdrawing from the School

Students who intend to withdraw from the school should notify the school right away. It is the student's responsibility to officially withdraw from the school. Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other funds that may be due. Failure to withdraw formally may result in failing grades, dismissal, and additional financial obligations.

Students who withdraw from Mobile Technical Training before the midpoint of the term (400, 240, or 180 hours) will be given a grade of WD (withdrawal) in the course. Withdrawal after the midpoint of the course will result in a grade of WP (withdrawal passing) or a WU (Withdrawal Unsatisfactory).

In addition, students requesting to withdraw from the school must complete a financial aid exit interview.

Top Achiever

All students who complete the program are recognized for their hard work and dedication to the industry. In every class there is one student who is selected as the top achiever by instructors. This is the student who goes out of his way to help others and gets the job done no matter what.

Graduation

The following are graduation requirements:

- Minimum CGPA of 2.0 or higher
- Passing Grade on all Hands on Evaluations
- Research Paper Presentation
- Satisfactory Attendance and Punctuality (must be present at least 90% of the total course hours)
- All financial Obligations must be up to date
- Exit Interview with the Job Placement Coordinator
- Exit Interview with Financial Aid Coordinator

Student Records

All student academic records will be maintained for a period of up to five years. Upon graduation, students can request for copies of their records. The records can be maintained indefinitely by the student. The records we will maintain are as follows:

- Attendance Records
- Academic Progress and Grades
- Financial Records
- Placement Data
- The Enrollment Agreement
- The Ability to Benefit (where applicable)
- Record of any credit given for previous training
- Records of meetings, appeals, disciplinary actions and dismissals
- Transcripts
- A copy of the graduation certificate
- Medical Records (where applicable)

Transcript and Diploma Release

Students may request an academic transcript in writing to the Attendance Officer. Student records may be released only the student or his/her designee as directed by the Family Educational Rights and

Privacy Act of 1974. Official transcripts will be released to the students who are current with their financial obligations at the school.

The official certificate of graduation will only be released to students who are current with their financial obligations upon successful completion of the program. Students who misplace the original certificate may only get a copy of the certificate that is kept on record.

The Family Educational Rights and Privacy Act (FERPA) affords students certain right with respect to their educational records. These rights include:

The right to inspect and review the student's educational records within 45 days of the day the school receives a request to review the records. A student should submit to the Registrar's Office a written request that identifies the records the student wishes to inspect. The school will make arrangements for access and will notify the student of a date when the records may be reviewed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institution to amend a record should send a request to the school clearly identifying the part of the record the student wants amended and the reason. If the school decides to amend the record as requested, the school will notify the student in writing and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to a student.

The right to provide written consent before the school discloses personally identifiable information the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is considered a person who is employed by the school in an administrative or faculty role, a person or company with whom the institution has contracted as its agent to provide a service instead of using a school employee, such as an attorney, auditor, or collections agency, or a person serving the school as an advisor. A school official has a legitimate educational interest if they need to review an education record in order to fulfill their job duties. Upon request, the school also discloses education records without consent to officials of another school in which a student intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Complaint Office, U.S. Department of Education, 400 Maryland Ave, SW Washington D.C. 20202.

School Security and Crime Awareness Policies

As required by Public Law 101-542, as amended by Public Law 102-235, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Mobile Technical Training has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. The facility complies with the requirements of various federal, state, and local building codes, with the Board of Health and Fire Marshal regulations, and Zoning Codes. The building is equipped with an alarm system and recording cameras to prevent unauthorized entry. The facility is opened each morning and closed each evening by an administrative personnel.

The school encourages all students to report criminal incidents or other emergency which may on the campus directly to the director, instructor, or a staff member. The director is responsible for investigating such reports and taking legal action or other action as deemed necessary. In extreme emergencies, the director may contact law enforcement officers or other agency personnel such as paramedics. The school will work with local and state law enforcement personnel if such involvement is necessary. A copy of all reports will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety and must be considerate of the security of others. The school is not responsible for any personal belongings that are lost, stolen, damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students can contact the local police department for more information on registered sex offenders in their area. The following link will provide you with a list of the most recent updated online information regarding sex offenders by state and county: <http://www.safetypub.com/megan.htm>

Drug Awareness

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires school receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than by January 31st of each calendar year under their enrollment period. The information and referral line that directs callers to treatment centers in the local community is available through student services and student services manual.

Mobile Technical Training prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If the student suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the director. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources for

substance abuse centers. If a referral is made, continued enrollment at the school is subject to successful completion of any prescribed counseling or treatment program.

Statistical Information

Mobile Technical Training is required to report to students the occurrence of various criminal offenses on an annual basis. On or before June 01 of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

Campus Completion Rate Reports

Under the Student Right to Know Act (20 U.S.C. §1092(a)), the school is required to annually prepare completion/graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). The school is required to make this completion/graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate is available to students and prospective students upon request.

STUDENT SERVICES

Orientation

New students starting class will receive an invitation to participate in an orientation prior to their first day of class. The orientation will introduce students to school policies, staff, faculty, and provide them with an additional tour of the facility.

Student Activities

We want to make sure students receive real life training when they attend our program. This is why many different student activities such as car shows, seminars, and visit to other shops will be scheduled trough out the year during the appropriate season.

Job Placement Requirements

Students taking Career Oriented Courses may benefit from Job Placement Assistance. The school encourages all students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it makes every effort to assist students with job placement in a position that suits their skills and experience. Students who require job placement assistance services must graduate from a Career Oriented Course. The following are recommendations from the school to prepare for placement assistance.

1. MECP Certified Installer
2. Attend a Resume and Interviewing Workshop at the school
3. Submit a complete resume

4. Submit a list of Businesses
5. Attend all scheduled interviews

All students will meet with the Job Placement Coordinator to arrange for interviews and post interview follow ups. Recommendations to employers will be made based on the performance of the student in class, hands on practice, student's attitude, and the instructor's recommendation.

Mobile Technical Training offers job placement assistance as a student service to those who qualify. This service may be revoked if a student is fired from a job due to theft, vandalism, or any inappropriate behavior towards their supervisors. In addition, students who pass on a job due to inexcusable circumstances will lose any assistance from the school. We encourage all students to communicate at all times with their Job Placement Coordinator before they abandon a job.

Refresher Segments

Graduates can take a refresher segment with no additional charges within three years from their date of completion with the approval from the office. Graduates who request to take a fabrication segment will be charged a lab fee for the materials that are used in class. Graduates who request a refresher segment three years after the official graduation date, will be charged additional fees and will have to re-register.

Graduates who do not have industry experience and wish to take a refresher segment may be required to retake the full program to be up to date with industry knowledge. Additional fees will be charged. The opportunity to take a refresher segment applies only to students who successfully complete the course, have good attendance records, and have met all financial obligations.

Tutoring Outside of Class Hours

This service is offered to students who need additional training time. Students can attend free tutoring sessions outside of class hours from 5:15pm to 6:00pm by signing up with the front desk.

Technical Support

Students who need technical support after they graduate from the school can call 201-329-9000 and request help over the phone or make arrangements to come in person and meet with an instructor. Only students who have successfully completed the program will receive technical support.

Resume & Interviewing Workshops

This service helps students who need guidance putting together a resume and preparing for a job interview. Students will be interviewed by the job placement coordinator and exposed to different interviewing scenarios.

Housing

This service is offered to students who need housing while they attend the program. They can reserve a furnished apartment and share it with another student. The appropriate housing reservation form must be completed to reserve the housing.

Show Car Vehicle Sponsorship

This service is offered to students who have vehicles that qualify for competition in audio and fabrication categories. The school will sponsor those students' vehicles that meet our requirements.

MECP Testing Services

Students who wish to test for other MECP Examinations are given the opportunity to test for the Mobile Product Specialist and the Advance Exam at our facility even after they graduate. They must make an appointment to take the test. Students testing for the Advanced MECP Exam must show proof of employment for at least 12 months or have a self employed form notarized in order to get their certificate from MECP.

Publishing Opportunities

This opportunity is offered to students who show initiative and creative skills. Every three to four months Performance Auto & Sound Magazine will request for us to provide a how to article that has been written by one of our students. This article will be printed on their magazine and distributed in the United State and Canada.

Purchasing Products

This service is offered to students who wish to purchase products through the school. Students must submit an order form with a detailed description of the products or materials they wish to purchase. They will then receive pricing and pay for the items. The products or materials will not be delivered unless payment is made in full ahead of time.

Health Services

Mobile Technical Training does not provide health services. Students who have a medical emergency will be referred to Hackensack University Medical Hospital. They can also see the front desk for a list of doctors in the nearby area.

FINANCIAL INFORMATION

Financial Obligation

A student who has applied, is accepted, and has stated classes assumes a financial obligation. Each student is legally responsible for their own education expenses for the period of enrollment. A student who is enrolled and has made payments in full or is under a payment plan agreement, and current with those obligations, is entitled to all the privileges of attending classes, taking exams, receiving grade reports, receiving transcripts, graduating, receiving job placement services, and technical support. A student who does not meet their financial obligations with the school or any educational financial

obligation to any third party, including damage to school property, tools, and payment of tuition and fees, is subject to exclusion from any or all of the services offered by the school. The school may take disciplinary action, including suspension or dismissal from the program.

Financial Information- Course Tuition

Students who apply to the school will be offered a tour of the facilities, will receive a school bulletin/school catalog, and the application forms. There is an application fee of \$20.00 and a registration fee of \$70.00 due at this time. Registration requires meeting with the admissions officer to complete all necessary documents for entry into school and submitting all of the necessary paperwork in person, by mail, e-mail, or fax.

The Mobile Electronic Installation & Fabrication Program 400 Hours Prepares students for the MECP Certification and for an entry level position as a Mobile Electronic Installer and Basic Custom Fabricator. This program is offered during the Day from 9:00am to 5:00pm, Monday to Thursday.

Registration Fee	\$90.00
Tuition	\$7,500.00
Lab Fee	\$500.00
MECP Book	\$50.00
MECP Exam	\$60.00
Total	\$8,200.00

The Part-Time/Saturday Mobile Electronic Installation Course 240 Hours is offered to those who want to enhance their knowledge of custom installation and basic fabrication either to continue their education or pursue a hobby of interest. This course prepares students to work on their own cars. The program is offered in the Evenings from 6pm to 9:30pm Monday to Wednesday or Saturday, from 9:00am to 5:00pm.

Registration Fee	\$90.00
Tuition	\$5,500.00
Lab Fee	\$450.00
MECP Book	\$50.00
Total	\$6,090.00

The Custom Upholstery Course 180 Hours is offered to those students who want to enhance their knowledge as installers and custom fabricators by learning custom automotive upholstery. It is also offered to students who want to pursue a hobby of interest. This program is offered during the Day, Monday to Thursday, 9am to 5pm. Evenings Monday to Thursday 6pm to 9:30pm or Saturday Sessions 9am to 5pm.

Registration Fee	\$90.00
Tuition	\$5,100

Lab Fee	\$00.00
Total	\$5,190

Lab Fee Materials

Materials Covered with Lab Fees in the MEI & FAB Class:

- Wood (1 Box)
- Screws
- Glue
- Spray adhesive
- Silicone
- Sandpaper
- Staples
- Masks
- Gloves
- Plastic drop cloths for your vehicle
- Contact cement
- Silicone spray
- Resin
- Wire gauges: 8, 12, 14, 16, 18
- Connectors
- Brushes
- Ring terminals
- Acetone
- Fuses
- Bondo
- Heat shrink
- Squeegees
- Limited # of Relays
- Catalyst
- Solder
- Epoxy
- Ring terminals for size wire
- Hot glue
- Relays (4 limit)
- Fleece

What materials are not covered with lab fees MEI & FAB?

- Products or components for your own car
- Fabrics for your own car (carpet, vinyl, suede, leather, etc.)
- Wire under 8 gauges
- Additional Relays
- Ring terminals under 8 size wire
- By-Pass Kits
- Alarms & Remote Starters
- Coveralls

What materials are covered with lab fees UPH?

- 5 Yards of either black or white vinyl to use on individual projects
- 3 Yards of headliner material for individual projects
- 5 Yards of stitching foam for individual projects
- Black, red, or white thread for school projects
- Contact Cement
- Spray Glue

- Materials cannot be taken home

What materials are NOT covered with lab fees UPH?

- More than 5 Yards of either black or white vinyl to use on individual projects
- More than 3 Yards of headliner material for individual projects
- More than 5 Yards of stitching foam for individual projects
- Contact Cement
- Spray Glue
- Fabrics of your choice
- Thread of your choice

Additional Costs

Tuition is due in full before class begins unless the student has arranged for a payment plan. All students will receive a designated due date for tuition payments. In-house payment plans are offered to those who qualify.

The additional cost of \$50.00 for the MECP Study Guide is due on the first day of class. The lab fees are due no later than the first day of class as well. The fee of \$60.00 for the MECP Exam is due on the day the student takes the exam. Students are required to have a credit card to purchase the test on line. If the student does not have a credit card, he or she must obtain a pre-paid voucher at least one week in advance. MECP will charge an additional fee of \$10.00 for the voucher.

All students will receive a list of tools needed/mandatory for class with their welcome packets. If students do not purchase their own tools, they can borrow certain items from the school. However, all students will be required to sign out the school tools and may be responsible for any items that are not returned. In addition, specialty tools may be of limited use. Students must have tools to receive placement services.

Students who damage school property, equipment, or misplace tools that have been borrowed from the school will be required to pay the repair or placement costs. These costs will need to be covered before additional instruction is given to the student. Students need to meet all financial responsibilities agreed upon on the enrollment contract before a certificate of completion is issued.

Housing Costs

The school leases apartments with a nearby complex. Students who need housing may arrange for a stay at one of those apartments. Students must fill out a housing reservation form. The apartments are furnished with basic living furniture and appliances. Two students will share a one-bedroom apartment. The costs of the 12-week stay are \$1800 and the cost for the 6-week stay are \$900. This includes all basic utilities. A security deposit of \$200 is needed in advance. It should be noted that housing is nonrefundable if a student is asked to vacate the apartment for not following the rules and regulations.

All students are expected to abide by the set of rules that have been established by the school and the real estate management company. Please refer to housing rules and regulations hand out.

Nearby hotels are also within walking distance and may offer students a great discount. All hotel arrangements are made between the student and hotel management.

Tuition with School Housing MEI & FAB 12 Weeks	\$9800
Tuition with School Housing Upholstery 6 Weeks	\$6000

Veterans (Students Using VA Educational Benefits)

Mobile Technical Training is recognized by the Department of Military & Defense. Students who have joined the military and served our country can use their educational benefits to attend our school. Veterans who have been honorably discharged will be required to submit copies of their discharge papers along with VA Forms 22-1990.

Students who are transferring from another institution to Mobile Technical Training will need to complete VA Form 22-1995 to expedite the approval process. All forms need to be submitted at least 4 weeks before the start of class in order to allow for processing time from the VA.

Students receiving benefits from the VA Administration must complete their program within the program's standard time frame in order to receive benefits. In addition, a veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in our academic policies may lose their VA Educational Benefits. Any changes in enrollment status will be reported to the Veterans Administration and their educational benefits may be terminated with the school.

Making Tuition Payments

After registration, each student will receive an account number and invoice. A copy of the invoice with payment due dates will be mailed or emailed to the student. Students must make their initial payments by the assigned due dates. Students who do not make payments on the due dates or fail to contact the financial coordinator to discuss a payment plan option, will receive an enrollment cancellation notice.

All files will be reviewed daily by the financial coordinator so students on payment plans make their payments on time and receive the proper itemized bills. A list will be generated in the mornings with the names of students who need to see the financial coordinator prior to starting class. This list will be given to the instructors so students are sent to meet with the financial coordinator. The student is expected to make their payments accordingly. A late fee of \$15 may be applied to past due payments. All dishonored checks will carry a fee of \$25.00.

Students who default on their payment plan agreements, will be given the opportunity to get back on track. The list of students with open balances will be given to the director. The director will inform the financial coordinator how to proceed on each account.

If the student fails to respond to the school's attempt to collect tuition, the student will not receive a certification of completion from the school, may not be allowed to take the certification exam, cannot receive technical supports, or benefit from any other student service until the student has contacted the school to continue making payments. If students do not respond to letters, phone calls, or emails, the account will be forwarded to a collections agency. There will be additional fees from the collections company. The student's credit history will be affected.

The school currently works with ARS Collections Company. To place an account in collections, an approval from the director must be on file. A copy of the itemized bill and outstanding amount must be forwarded to ARS via fax, mail, or email to assign an account to collections. ARS will send the school a monthly report with collection information from each account.

Tuition Payments

Students can make their tuition payments with a check, credit card, cash, or money order. All students will make their payments to the financial coordinator. All students will receive a receipt with their payments.

Receipts can be found in the financial coordinator's office. A carbon copy of all receipts are kept on file.

Check Payments: If students pay with a check, all checks should be made out to Mobile Technical Training. A copy of the check must be made for the student's file. A receipt must be provided to the student.

Cash Payments: If students pay with cash, the student must sign the original school receipt stating the cash was given to the financial coordinator. All cash payments must be sealed in an envelope with the receipt number.

Money Orders: If students pay with a money order, all money orders should be made to Mobile Technical Training. A copy of the money order must be made for the student's file. A receipt must be provided to the student.

Credit Card: If students pay with a credit card, the student must sign the merchant's receipt and keep a copy of the customer's receipt. If the payment is being made over the phone, the student must submit a signed credit card authorization form before a payment is processed. Credit card payments will not be accepted without the proper authorization from the credit card holder. A copy of the credit card receipt must be provided to the student or credit card holder. A copy of the signed merchant receipt must be placed in the student's file.

Payment Assistance Options

As part of our commitment to help students, we have created different payment options to assist those in need of financial assistance. Students are eligible for the following options.

In-House Payment Plans (offered by Mobile Technical Training): These are interest free payment plans and do not require a credit check. A down payment is necessary to set up weekly, bi-weekly, or monthly payments. Tuition would be paid in full by the time the student graduates. There are no additional fees for this option.

- Students will receive a copy of the attached school payment plans. Once they select the plan that will work best for them, they must inform the financial coordinator at the school to finalize their payment option. They will receive a due date for their initial payment with their invoice. The payments can be made with a check, credit card, money order, or cash. All students will receive a school receipt with their payments.

Pre-Payment Plans: Starts with a weekly, bi-weekly, or monthly Payment. Students can start making payments 10 to 5 weeks before classes begin. All tuition payments are 100% refundable if students cannot start class or can be transferred to a different class session. There are no credit checks or interest fees and no co-borrower is needed.

- Students will receive a copy of the attached school pre-payment plans. Once they select the plan that will work best for them, they must inform the financial coordinator at the school to finalize their payment option. The pre-payments can be set up with a credit card on file or made with a check, cash, or money order. All students will receive a school receipt with their payments.

Extended Payment Plans: Starts with a Down Payment and requires a weekly, bi-weekly, or monthly payment. There are no requirements for a credit checks or interest rates added. The payments can be extended 5 to 10 weeks after graduation. A credit card authorization form must be left on file to process the payments after graduation.

- Students will receive a copy of the attached school extended payment plans. Once they select the plan that will work best for them, they must inform the financial coordinator at the school to finalize their payment option. The in-house payments can be set up with a credit card on file or made with a check, cash, or money order. The extended payment plans can only be made with a credit card. All students following an extended payment plan must leave a credit card on file to continue processing their payments after graduation. All students will receive a school receipt with their payments.

School Financing & Lending Program: Students can apply for a school financing plan to cover up to 90% of the tuition expenses. To apply for this option, students must complete a school's credit application and submit a co-borrower. Once the credit history for the borrower and co-borrower are verified, students can have up to 4 years to pay off the balance. It should be noted; this option is not offered at

100% financing. A portion of the tuition is required to be paid up front or with an in-house payment plan. In addition, students must apply and qualify for this option.

- Students must submit a credit application. After the credit history has been verified for the borrower and co-borrower, they will receive an approval letter with the terms of the contract. The co-borrower and co-borrower must then sign the original documents and provide a copy of their ID and social security cards. Students will receive a payment book in the mail with instructions on how to make their monthly payments.

Partial School Scholarships (offered by Mobile Technical Training): Students can apply for partial scholarships from the school. Students can apply by scheduling a scholarship exam in person or submitting an essay of minimum 400 words typed stating how this partial scholarship is going to assist them in pursuing their education. The applications must be in no later than 30 days prior to starting a class.

- Students will receive an award letter and an invoice from the school. The student must schedule a meeting with the financial coordinator to accept the scholarship amount and finalize the payment plan option for the remaining balance.

Scholarships (offered by clubs or associations): Students who belong to a car club or industry association may qualify for a scholarship from these associations. Students should ask the club members or industry leaders if there are scholarship opportunities available for them.

- Students who qualify for a club or industry scholarship need to submit an approval or award letter to the school's financial coordinator.

Credit Union (personal or parents): Students can apply for a personal loan thru a credit union. These loans may be available with their community, employer, group or organization, association, or religious affiliation.

- Students who have been approved for a loan thru a credit union, employer, or organization should submit an approval letter to the school's financial coordinator. They will receive an invoice with a due date for the tuition payment.

Trust Fund & College Savings: Students may have a trust fund or college savings funds they can access for school. Students should ask their parents or grandparents about any college trust funds to use towards secondary education.

- Students who are accessing a trust fund or savings fund must notify the school's financial coordinator right away. They will receive an invoice with a due date for the tuition payment.

Personal Loans from your Bank: Students can contact their bank of preference and apply for a personal loan. Personal loans are based on credit history and carry interest and bank fees.

- Students who are applying for a personal bank loan should notify the school's financial coordinator right away. They will receive an invoice with a due date for the tuition payment.

Grants from DVR (Division of Vocational Rehabilitation Services): These are state grants that are offered by state vocational rehabilitation services for those who qualify. Vocational Rehabilitation Services are available to students who may have learning disabilities, physical disability, financial need, or are referred directly by Workforce, One Stop Training Centers, or Justice Department. The student must submit an application to a state agency. The state will determine if the student is eligible.

- Students who are approved for training from a DVR Agency must submit an authorization letter to the school.

Grants from WIA (Workforce Investment Act): These are state grants offered to workers who have been laid off from their jobs and are having difficulty finding employment in their community.

- Students who are approved for training from Workforce must submit an approval and authorization letter from WIA to the school.

Student Financial Aid Information

The school offers many payment options to students who are in need of financial aid. Those students who are eligible may qualify for Federal Financial Aid. Students can access the Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov to determine their eligibility.

Students enrolled at Mobile Technical Training must meet the following requirements to be eligible for Federal Financial Aid:

- Must be enrolled in an eligible program consisting of 300 hours or more
- Must be a U.S. citizen or eligible non-citizen
- Must not be in default on any loan under Title IV Programs
- Must not owe a refund on any loan under Title IV Programs
- Must demonstrate financial need
- Must meet Selective Service Requirements
- Must meet Satisfactory Academic Progress

The following is a list of Federal Financial Aid Programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study
- Federal Direct Stafford Loans (FDLP)

- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Information regarding these programs and eligibility requirements can be found on the US Department of Education’s Guide to Federal Student Aid

http://studentaid.ed.gov/students/publications/student_guide/index.html

Refund Policy

In cases when a refund needs to be made, the financial coordinator will review each file accordingly, notify the director, and abide by the following refund policy:

All tuition monies paid by the applicant will be refunded according to the refund policy if the school rejects the application or the applicant cancels the enrollment agreement within three business days of the signing date of this application, or if the applicant has followed a prepayment plan schedule and is not able to attend class, or in the event the applicant cancels enrollment after an orientation or visit of the school and inspection of equipment and facility prior to starting class.

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule which has been approved by the Department of Workforce & Labor in NJ:

1. Students who wish to cancel their enrollment must advise the school.

The tuition reimbursement will be paid within 30 days from the day the notification is received.

2. All monies will be refunded if the school does not accept the applicant or if both parties sign and the student cancels within three (3) business days after signing the enrollment agreement, even if instruction has begun.

3. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application and registration fees.

4. Withdrawal after attendance has begun will result in the following refund policy for the program of 400, 240, or 180 hours. (An instructional hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.)

Reimbursement Scale

If withdrawal or cancellation occurs: The school will retain:

During the first week.....10% of the tuition
 During the second or third week.....20% of the tuition
 After the third week but prior to completion of 25% of the course45% of the tuition
 After 25% but not more than 50% of the course has been attended ...70% of the tuition

After completion of more than 50% of the course100% of the tuition

For courses of 300 hours or less (80, 180 or 240 hours) the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

Student who have received Federal Financial Aid (Title IV) and withdraw from the school: Mobile Technical Training will calculate a refund by applying the Federal “Return or Title IV Funds” policy.

All refunds will be issued by checks or the credit card on file if the tuition was paid with a credit card. All refunds for payments made with a credit card will be subject to a 4% credit card fee.

A refund calculation sheet must be completed and given to the director for review. The director will review the file and approve any refunds that need to be made. All refunds will be approved and issued by the director. The director will forward all checks or credit card receipts to the financial coordinator so the information can be given to the student. Refunds must be made to the name of the person who made the tuition payment. In addition, refunds that are issued to a credit card, will incur a 4% fee from the credit card merchant account.

Date of Withdrawal Versus Date of Determination (DOD)

The date of withdrawal for the purposes of a refund calculation is the student’s last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic requirement, the date of the student’s withdrawal will be the student’s last date of attendance. The date of determination will be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD will be no more than 14 days from the student’s last date of attendance.

Effect of Leave of Absence Refunds

If a student does not return from an approved leave of absence on the date that is indicated on the written request, the proper refund will be made. The refund calculation will be based on the student’s last date of attendance. The DOD is the date the student was scheduled to return.

Return of Title IV Refunds Policy

Title IV Funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a student is a recipient of Title IV Funds and withdraws from the school after beginning class, the amount of Title IV assistance earned by the student will be determined. If the amount disbursed to the

student is greater than the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school will use worksheets and software developed by the Department of Federal Student Aid to assist in the implementation of the Return regulations. This worksheet can be accessed:

<http://ifap.ed.gov/aidworksheets/attachments/2010IASGClockHourR2T4Final.pdf>

The school will calculate the amount of Title IV Aid the student has earned on a prorated basis. The school will determine the earned and unearned Title IV Aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or in the case of clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV Funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For students who withdraw after the 60% point-in-time, there are no unearned funds.

If the amount earned is less than the amount disbursed or could have been disbursed, then the school will return Title IV fund back to the federal funds account(s). The school will return the amount unearned Title IV funds for which it is responsible within 45 days after the DOD. If the student or parent is required to return any loan funds, the student/parent must repay any unearned funds that were not returned in accordance with the terms and conditions in the Master Promissory Note.

Federal Regulations require the return of Title IV funds in the following order as applicable:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal Plus Loan Programs
4. Any other Title IV Program

If any funds remain after repaying all loan amount, those remaining funds must be credited in the following order:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Other assistance under Title IV Funds for which a return of funds is required

Budget

Students can use the attached budget sheet to help them plan their personal expenses while in school. You can complete this sheet with the financial coordinator to receive assistance planning your expenses.

BUDGET WHILE IN SCHOOL

Mobile Electronic Installation & Fabrication Course: Tuition \$7,500.00
Lab Fee: \$500.00
Book: \$50.00
MECP Test: \$60.00

Total for Mobile Electronic Installation & Fabrication: **\$8,110.00**

Custom Upholstery Course: Tuition \$5,100
Lab Fee: \$0

Total for Custom Upholstery: **\$5,100.00**

Housing: \$1800.00 (MEI & FAB)
\$900.00 (UPH)

*Students will be living in a furnished apartment. The apartments are provided with a kitchen to cook meals daily and private parking. The apartments are 10 to 15 minutes from the school. If the students have other roommates, carpooling can be arranged and money can be saved on gas.

Budget: Weekly Expenses

Food _____
Entertainment _____
Rent _____
Bill #1 _____
Bill #2 _____
Cell Phone _____
Car Note _____
Gas _____
School Supplies _____
Total Weekly Expenses _____

Payment Plan Samples

Day Mobile Electronic Installation & Fabrication Class

Tuition: \$8,000

Down Payment of \$1,200	balance of \$6,800 22 weeks \$310.00	12 weeks of \$567.00	17 weeks of \$400
Down Payment of \$1,500	balance of \$6,500 22 Weeks \$295.50	12 weeks of \$542.00	17 weeks of \$382.50
Down Payment of \$2,000	balance of \$6,000.00 22 weeks \$273.00	12 weeks of \$500.00	17 weeks of \$353.00
Down Payment of \$2,500	balance of \$5,500.00 22 weeks \$250.00	12 weeks of \$459.00	17 weeks of \$323.50
Down Payment of \$3,000	balance of \$5,000.00 22 weeks \$227.50	12 weeks of \$417.00	17 weeks of \$295.00
Down Payment of \$3,500	balance of \$4,500.00 22 weeks \$205.00	12 weeks of \$375.00	17 weeks of \$265.00
Down Payment of \$4,000	balance of \$4,000.00 22 weeks \$182.00	12 weeks of \$333.50	17 weeks of \$235.50
Down Payment of \$4,500	balance of \$3,500.00 22 weeks \$160.00	12 weeks of \$292.00	17 weeks of \$206.00
Down Payment of \$5,000	balance of \$3,000.00 22 weeks \$136.50	12 weeks of \$250.00	17 weeks of \$177.00

Saturday Mobile Electronic Installation & Fabrication Class

Tuition: \$5,950

Down Payment of \$500	balance of \$5,450.00 40 weeks \$136.25	30 weeks of \$182.00	35 weeks of \$156.00
Down Payment of \$1,000	balance of \$4,950.00 40 weeks \$124.00	30 weeks of \$165.00	35 weeks of \$141.50
Down Payment of \$1,500	balance of \$4,450.00 40 weeks \$112.00	30 weeks of \$148.50	35 weeks of \$128.00
Down Payment of \$2,000	balance of \$3,950 40 weeks of \$98.75	30 weeks of \$132.00	35 weeks of \$113.00
Down Payment of \$2,500	balance of \$3,450.00 40 weeks of \$86.25	30 weeks of \$115.00	35 weeks of \$99.99
Down Payment of \$3,000	balance of \$2,950.00 40 weeks of \$74.00	30 weeks of \$99.00	35 weeks of \$84.50

Night Mobile Electronic Installation& Fabrication Class

Tuition: \$5,950

Down Payment of \$500	balance of \$5,450.00 28 weeks of \$195.00	18 weeks of \$303.00	23 weeks of \$237.00
Down Payment of \$1,000	balance of \$4,950 28 weeks \$177.00	18 weeks of \$275.00	23 weeks of \$215.25
Down Payment of \$1,500	balance of \$4,450.00 28 weeks of \$160.00	18 weeks of \$247.25	23 weeks of \$193.50
Down Payment of \$2,000	balance of \$3,950.00 28 weeks of \$142.00	18 weeks of \$220.00	23 weeks of \$172.00
Down Payment of \$2,500	balance of \$3,450.00	18 weeks of \$192.00	23 weeks of \$150.00
Down Payment of \$3,000	balance of \$2,950.00 28 weeks \$106.00	18 weeks of \$164.00	23 weeks of \$128.50

Night Custom Upholstery Class

Tuition: \$5,100

Down Payment of \$500	balance of \$4,600 27 weeks of \$170	17 weeks of \$270.00	22 weeks of \$205.00
Down Payment of \$1,000	balance of \$4,100 27 weeks \$150.00	17 weeks of \$240.00	22 weeks of \$185.00
Down Payment of \$1,500	balance of \$3,600.00 27 weeks of \$130.00	17 weeks of \$212.00	22 weeks of \$160.00
Down Payment of \$2,000	balance of \$3,100.00 27 weeks \$110.00	17 weeks of \$180.00	22 weeks of \$140.00

Saturday Custom Upholstery Class

Tuition: \$5,100

Down Payment of \$500	balance of \$4,600.00 32 weeks of \$140.00	22 weeks of \$205	27 weeks of \$170.00
Down Payment of \$1,000	balance of \$4,100.00 32 weeks of \$125.00	22 weeks of \$185.00	27 weeks of \$150.00
Down Payment of \$1,500	balance of \$3,600.00 32 weeks of \$110.00	22 weeks of \$160.00	27 weeks of \$130.00
Down Payment of \$2,000	balance of \$3,100.00 32 weeks of \$95.00	22 weeks of \$140.00	27 weeks of \$110.00

Day Custom Upholstery Class

Tuition: \$5,100

Down Payment of \$1,000	balance of \$4,100.00 15 weeks of \$270	5 weeks of \$820.00	10 weeks of \$410.00
Down Payment of \$1,500	balance of \$3,600.00 15 weeks of \$240.00	5 weeks of \$720.00	10 weeks of \$360.00
Down Payment of \$2,000	balance of \$3,100.00 15 weeks of \$205.00	5 weeks of \$620.00	10 weeks of \$310.00
Down Payment of \$2,500	balance of \$2,600.00 15 weeks of \$170.00	5 weeks of \$500	10 weeks of \$260.00

Extended Payment Plans: Require a Credit Card on File

COURSE OUTLINE

Mobile Electronic Installation & Fabrication Course 400 Hours

The Mobile Electronic Installation & Fabrication Program at Mobile Technical Training is divided into 8 Segments. All segments include 2 Sections: Instructional & Hands-On Lab Work. ***Upon graduation, all students will receive a certificate of completion from the program.***

Segment 1: Full Time: 7 days, 56 hours

Segment 1: In this segment students will be introduced to the mobile electronic industry. We will go over tools required and safety precautions. The instructors will go over different products and brands in class to get the students familiar with pricing and quality of such. Students will then cover AC/DC fundamentals and the two essential laws of electricity, such as OHM's Law and Kirchoff's Law. All vehicle circuitry will be analyzed. There will be a test and a quiz. This segment is beneficial for all students even if they have previous experience. We will cover essential information needed for the MECP Exam.

Segment 2: Full Time: 7 days, 56 hours

Segment 2: In this segment students will cover electrical components to get them ready for hands on projects. Instructors will cover wiring & fuses, speaker basics, introduce sound theory, the tricks behind a clean installation such as proper routing of wires and many more troubleshooting tips. Students will learn how to properly use a Digital Multi Meter and cover OEM Integration. They will perform installations on actual vehicles. There will be a test and a quiz as well as hands on evaluation.

Segment 3: Full Time: 12 days, 96 hours

Segment 3: In this segment students learn even more tricks of the trade. They will learn the real fundamentals of tampering with the vehicle's overall electrical functions. Students will learn how to work with relays, at the same time understand alarms and remote starters. In addition, they will learn how to troubleshoot alarms as well as getting real hands on experience of what it is to work in the field. There will be a quiz, test, hands on evaluation and group work.

Segment 4: Full Time: 4 days, 32 hours

Segment 4: Here students will learn all about mobile video, navigation systems, and satellite radio. Students will install rear view cameras and over head units. They will understand how to produce theater quality surround sound and picture in a vehicle as exquisite as a 5.1 surround system. There is a midterm and a final to prepare students for the MECP Exam. At this point, students will be ready for the MECP Exam Bronze Level followed by Silver.

Segment 5: Full Time: 5 days, 40 hours

Segment 5: In this segment students will learn how to pull out the true harmonious sound of a speaker by using simple geometry to design the key elements of a speaker box (sealed, ported and bandpass boxes). Students will also learn how a simple design can produce a ferocious acoustic impact on almost any vehicle. This is what separates amateurs from professionals. Students will be graded on their performance and proper building of the enclosure. *Plus: KEEP what you build!*

Segment 6: Full Time: 5 days, 40 hours

Segment 6: Here students will learn to use materials such as Fiberglass, Resin, Hardener, Bondo, Liquid Acrylic, Foam, ABS Plastics, Plexi-glass, illumination techniques, wrapping panels, and much more. Students will get a chance to really expand their creativity side and unlock the secrets to preparing a show quality vehicle. There will be a fun installation challenge in which students will be put in groups and given a car to customize. The sky is the limit with their creativity!

Segment 7: Full Time: 6 days, 48 hours

Segment 7: In segment 7, students get a chance to customize their own cars. This is the segment they have been waiting for since the first day of class. Now is the time to shine on your own. Put all techniques into practice and impress your instructors with what you can create.

Segment 8: Full Time: 4 days, 32 hours

Segment 8: Students will learn how to tint automotive windows. This will make them more marketable in the automotive aftermarket installation industry. In addition, students will take part of a final trouble shooting workshop to discuss everything that has been learned throughout the course and take final hands on examination. They will then learn how to create a professional resume, review interviewing skills, customer service, and plan for a successful business. There will be a graduation ceremony.

Total Hours Completed Full-Time Students: **400**

COURSE OUTLINE

Part Time Mobile Electronic Installation & Basic Fabrication Course 240 Hours

The Part Time/Saturday Mobile Electronic Installation & Fabrication Program at Mobile Technical Training is divided into 6 Segments. All segments include 2 Sections: Instructional & Hands-On Lab Work. ***Upon graduation, all students will receive a certificate of completion from the program.***

Segment 1: In this segment students will be introduced to the mobile electronic industry. We will go over tools required and safety precautions. The instructors will go over different products and brands in class to get the students familiar with pricing and quality of such. Students will then cover AC/DC fundamentals and the two essential laws of electricity, such as OHM's Law and Kirchoff's Law. All vehicle circuitry will be analyzed. There will be a test and a quiz. This segment is beneficial for all students even if they have previous experience.

Segment 1: – Saturday: 4 days, 32 hours Part Time: 9 Days, 32 hours

Segment 2: In this segment students will cover electrical components to get them ready for hands on projects. Instructors will cover wiring & fuses, speaker basics, the tricks behind a clean installation such as proper snaking routes for wires and many more troubleshooting tips. Students will learn how to properly use a Digital Multi Meter and cover OEM Integration. They will also learn about industry products for sound and video. They will perform installations on actual vehicles. There will be a test and a quiz as well as hands on evaluation.

Segment 2: – Saturday: 5 days, 40 hours Part Time: 12 days, 40 hours

Segment 3: In this segment students learn even more tricks of the trade. They will learn the real fundamentals of tampering with the vehicle's overall electrical functions. Students will learn how to work with relays, at the same time understand alarms and remote starters. In addition, they will learn how to troubleshoot alarms as well as getting real hands on experience of what it is to work in the field. There will be a quiz, test, hands on evaluation and group work.

Segment 3: – Saturday: 7 days, 56 hours Part Time: 16 days, 56 hours

Segment 4: In this segment students will learn how to pull out the true harmonious sound of a speaker by using simple geometry to design the key elements of a speaker box (sealed, ported and bandpass boxes). Students will also learn how a simple design can produce a ferocious acoustic impact on almost any vehicle. This is what separates amateurs from professionals. Students will be graded on their performance and proper building of the enclosure.

Segment 4:– Saturday: 5 days, 40 hours Part Time: 12 days, 40 hours

Segment 5: Here students will learn to use materials such as Fiberglass, Resin, Hardener, Bondo, Liquid Acrylic, Foam, ABS Plastics, Plexi-glass, illumination techniques, wrapping panels, and much more. Students will get a chance to really expand their creativity side and unlock the secrets to preparing a show quality vehicle.

*Segment 5:– **Saturday:** 4 days, 32 hours **Part Time:** 9 days, 32 hours*

Segment 6: In segment 6, students get a chance to customize their own cars. This is the segment they have been waiting for since the first day of class. Students will receive a certificate of completion from the program. There will be a graduation ceremony.

*Segment 6:– **Saturday:** 5 days, 40 hours **Part Time:** 12 days, 40 hours*

Total Hours Completed Saturday Students: **240**

COURSE OUTLINE

The Custom Upholstery Course consists of 5 Segments and a total of 180 hours. The course can be taken part time hours. Approximately 90% of the course is hands on training and 10% theory.

Segment 1

In this phase, students will be introduced to the field of upholstery. They will be taught safety and precaution methods that should be taken in an upholstery shop. Students will be introduced to the sewing machine for the first time and the proper care that should be taken. In addition, they will learn about the different fabrics and materials they will be working with. Segment 1 is essential for all students who do not have sewing experience and wish to gain skills as an upholsterer.

Part Time: 7 Days, 20 hours
Saturday: 2.5 Days, 20 hours

Segment 2

In this phase, students will enhance their knowledge of upholstery and learn about different sewing and stitching techniques. They will work on a vehicle seat and learn how to prep the vehicle, strip seats apart, and begin their first upholstery project. They will also learn custom upholstery techniques and learn how to add seat warmers and lumbar support.

Part Time: 12 Days, 48 Hours
Saturday: 6 Days, 48 Hours

Segment 3

In this phase, students will expand their knowledge of custom upholstery and learn about working with door panels, headliners, and headrests. They will also learn about hand sewing to complete visors and steering wheels.

Part Time: 12 Days, 40 hours
Saturday: 5 Days, 40 hours

Segment 4

In this phase, students will learn about planning and designing for an upholstery job. They will review customer service and designing the interior of the vehicle to match the customer's needs. Students will demonstrate their creativity and design their own projects. They will also be taught how to prepare their portfolios.

Part Time: 5 Days, 16 hours
Saturday: 2 Days, 16 hours

Segment 5

In the final phase, students will complete their final projects. They will be allowed to work on their own vehicles or bring in a project they wish to complete. Certain projects will be mandatory and others will be optional. Students must demonstrate knowledge of all the techniques that have been taught and take the final hands on exam.

Part Time: 16 Days, 56 hours

Saturday: 7 Days, 56 hours

Total Hours Completed: 180

Course Outline Vinyl Wrapping

Segment 1 Introduction to Vehicle Wrapping and Types of Vinyl Wraps

In this phase, students will be introduced to Vehicle Wrapping and its origins. They will be taught safety precaution methods that should be taken with different wraps, styles, and vehicles. Students will also learn how to read data sheets, inspect a vehicle prior to performing the service, and the different cleaning solutions to be used in the vehicle. In addition, they will learn how to use all tools and become familiar with different film distributors.

2 Days Full Time

Segment 2 Prepping the Vehicle and Learning to Use all Tools

In this phase, students will begin the prepping the vehicle for the wrap. They will learn to properly use the squeegees tools on borders, flat areas, recessed areas, angles, and leading to parts of the vehicle. They will also learn how to manage heat and tension with a heat gun so they avoid over stretching the film. They will practice the techniques on door panels, fender, hood, trunk lid, bumper, and motorcycle tank. At the end of this phase, students will properly clean the vehicle to prepare it for the wrap.

2 Days Full Time

Segment 3 Wrapping a Complete Vehicle Hands on Practice

In this phase, students wrap a complete vehicle as a group. They will practice sealing the wrap and also apply the clear protection film. They will then practice how to remove adhesive from a finished wrap. They will practice embossed logos and finish prepping the vehicle after the wrap is completed.

4 Days Full Time

Segment 4 Styling Ideas and Sales

In this phase, students will learn about different styling ideas to customize the vehicle's wrap. They will learn how to layer different color wraps to create different designs and shapes. Students will also learn about pricing and estimating job quotes depending on the quality of materials being used, type of vehicles, and duration of jobs. There will be a final hands-on and written test.

2 Days Full Time

Total hours completed: 80

2016 Course Schedule

Full Time Classes

Course: Mobile Electronic Installation, Window Tinting, and Fabrication 400 Hours

Schedule: **Monday to Thursday, 9am to 5pm**

Course Length: **12 Weeks**

Start Dates	End Dates
January 18, 2016	April 07, 2016
April 25, 2016	July 14, 2016
August 01, 2016	October 20, 2016
October 24, 2016	January 12, 2017

Course: Custom Automotive Upholstery & Interior Design 180 Hours

Schedule: **Monday to Thursday, 9am to 5pm**

Course Length: **5 Weeks**

Start Dates	End Dates
January 18, 2016	February 24, 2016
March 07, 2016	April 07, 2016
April 25, 2016	Jun 02, 2016
June 06, 2016	July 13, 2016
August 01, 2016	September 01, 2016
September 19, 2016	October 20, 2016
November 07, 2016	December 14, 2016

Course: Custom Vinyl Wrap 80 Hours

Schedule: **Monday to Friday, 9am to 5pm**

Course Length: **2 Weeks**

Start Dates	End Dates
July 18, 2016	July 29, 2016
October 24, 2016	November 04, 2016
December 12, 2016	December 23, 2016

2016 Course Schedule

Part Time Classes

Course: Mobile Electronic Installation and Fabrication 240 Hours

Schedule: **Monday to Wednesday, 6pm to 9:30pm**

Course Length: **23 Weeks**

Start Dates	End Dates
September 28, 2015	March 02, 2016
August 29, 2016	February 01, 2017

Course: Custom Automotive Upholstery & Interior Design 180 Hours

Schedule: **Monday to Wednesday, 6pm to 9:30pm**

Course Length: **15 Weeks**

Start Dates	End Dates
January 18, 2016	April 27, 2016

2016 Course Schedule

Saturday Classes

Course: Mobile Electronic Installation and Fabrication 240 Hours

Schedule: **Saturday, 9am to 5pm**

Course Length: **30 Weeks**

Start Dates	End Dates
January 09, 2016	July 30, 2016
April 16, 2016	November 19, 2016
August 13, 2016	February 25, 2017
October 29, 2016	May 27, 2017

Course: Custom Automotive Upholstery & Interior Design 180 Hours

Schedule: **Saturday, 9am to 5pm**

Course Length: **20 Weeks**

Start Dates	End Dates
January 09, 2016	May 21, 2016
June 11, 2016	October 22, 2016

Contact Information

School Contact Information:

201-329-9000

201-329-9007 FAX

1-877-TECH-MT2

www.mobiletechtraining.com

Gene@mobiletechtraining.com

Karina@mobiletechtraining.com

Abdel@mobiletechtraining.com

"Customize Your Future Today!"

