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School Bulletin/Catalog



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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.

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Our History

Mobile Technical Training was founded in 2001 and has since been offering training in the Custom Automotive Aftermarket Industry. We are a one-of-a-kind school offering classes during the day, night, and Saturday schedules to accommodate students with different schedules. Our passion for cars is shared with those who love cars and learn by hands-on practice.

We have prepared a curriculum that covers aspects of the mobile electronic installation field and automotive customizing industry. Our courses are designed for students who have a passion for the automotive industry, 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 our student success, 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, Vinyl Wrapping and the most exciting, the Car Show Industry. Today more than ever, custom car shows are being held across the world. From Japan to Australia, Brazil to Canada, 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, vinyl wrappers, detailers, and even aspiring business owners.

Our Mission Statement & Teaching Philosophy

Our school mission is to provide training that will lead to employment in the Vehicle Customizing Industry, with a focus in Mobile Electronic Installation, Vinyl Wrapping and Detailing fields. This is done by creating a learning environment where students can learn in a small class size setting and practice plenty of hands-on activities that resemble the workplace environment. Each student will be respected for his/her own potential and dedication to the industry. We know that if we want a student to succeed, we must go beyond the classroom setting. We must provide extensive hands learning and work in a structured environment.

School Core Principles

Accountability, Trust, Innovativeness, Courageousness, Decisiveness, Compassion, Work Pride, Respect, and Passion for what we do daily!

Our Goals

1. To provide a learning environment that focuses on student accomplishments where 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 and car customizing 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 a sense of empathy to provide our students with adequate services.
5. To follow all rules and regulations in accordance with state and accreditation guidelines, as well as ethical business practices.

Statement of Non-Discrimination

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

Mobile Technical Training abides by Title VI of the Civil Rights Act of 1964.

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, Christopher Columbus Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King, 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.

School Closure

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available forms of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

Facilities

Mobile Technical Training is in a 9,000-square foot building with a large reception area, well-lit classrooms, woodshop, 1 large installation bay, vinyl wrap room, school store, and administration offices. Classrooms can accommodate up to 16 students per class. The maximum teacher-student ratio is 1 to 16. 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.), wood, carpet, vinyl wrap, knifeless tape, window tint films, detailing solutions, detailing tools (vacuum, extractor, power washers, foam cannon, etc.) and other industry products/tools.

There are school vehicles and vehicle parts available for students to practice all techniques. This enables students to learn technical information and acquire hands-on practice to prepare them for the real-life scenarios found in the workplace. In addition, students who qualify could 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 several hotels in the area for students who travel long distances. Students may ask for a list of hotels that are within walking distance of the school. 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 & Vehicle Customizing Program* consists of *600 hours of instruction and lab work*. This is a vocational program which prepares students for employment to enter the field of mobile electronics, vinyl wrapping, tinting, and detailer in an entry level position as an installer, tinter, detailer, vinyl wrapper, or sales position. Students will be trained to pass the Basic MECP Exam. Students will receive a certificate of completion at the end of the course.

The *Saturday and Evening Mobile Electronic Installation Course* consists of *160 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. Students will receive a certificate of completion at the end of the course. This course is not within the school's scope of accredited programs. This course does not provide credit towards the Mobile Electronic Installation & Vehicle Customizing Program

The Vinyl Wrapping Course consists of *80 hours of instruction and lab work*. This is a continuing education course offered to students who wish to learn a painting alternative technique, work on their own cars, or enhance their automotive skills. Students will learn 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. Students will receive a certificate of completion at the end of the course. This course does not lead to vocational training when taken by itself. This course may provide credit towards the Mobile Electronic Installation & Vehicle Customizing Program and is within the school's scope of accredited programs.

The Automotive Detailing Course consists of *80 hours of instruction and lab work*. This is a continuing education course offered to those who wish to add detailing to their skill set and are already working in the automotive industry. Students will learn to detail the exterior, interior, engine bay of the car and buffing techniques. Students will receive a certificate of completion at the end of the course. This course is not within the school's scope of accredited programs when taken by itself but may provide credit towards the Mobile Electronic Installation & Vehicle Customizing Program.

Each school day is 8, or 3 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 (some courses will require Friday)
 6:00pm to 9:00pm Part Time Monday to Wednesday
 9:00am to 5:00pm Part Time Saturday

Class Schedule

MEI & Vehicle Customizing Program (Mobile Electronic Installation, Window Tinting, Vinyl Wrap, and Detailing)

Total Program Hours: 600 Clock (+ 6 Friday Sessions)

Full Time Class 600 Hours	4 Days a week Monday to Thursday + 6 Friday Sessions	8 hours a day	18 weeks
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Saturday MEI (Mobile Electronic Installation)

Total Course Hours: 160 Clock

Part Time Class 160 Hours	3 Days a week Monday to Wednesday	3	18 weeks
Saturday Class	1 Day a week Saturday	8 hours a day	20 weeks

Vinyl Wrapping

Total Course Hours: 80 Clock

Full Time 80 Hours	5 Days a week Monday to Friday	8 hours a day	2 weeks
Part Time 80 Hours	3 Days a week Monday to Wednesday	3 hours a day	9 weeks
Saturday Class 80 Hours	1 Day a week Saturday	8 hours a day	10 weeks

Automotive Detailing

Total Course Hours: 80 Clock

Full Time 80 Hours	5 Days a week Monday to Friday	8 hours a day	2 weeks
Part Time 80 Hours	3 Days a week Monday to Wednesday	3 hours a day	9 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. If the student is under 18, parent or guardian consent is needed to enroll.
2. Students must possess a High School Diploma or General Education Development Certificate (G.E.D.) to take a Course of 300+ hours. The school will also accept passing grades on a state authorized exam such as TASC or HiSET. If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will evaluate the validity of the student's high school completion by checking directly with the high school and confirming with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. *Students with international high school diplomas must provide validation of the diploma from a 3rd party verification company. The official letter of acceptance will only be provided once the proof of international diploma validation is received by the school. The diploma must be translated in English Language, notarized, and validated by a 3rd party company specializing in validating educational records. The student may choose <https://validential.com/> to validate their high school diploma or transcripts. There will be a fee of \$79 to \$99 charged by the 3rd party. The certificate of validation must be submitted to the school before the class starts. If the document is not validated, it will not be accepted by the school. The school does not admit individuals based on ATB and/or another eligible Career Pathways program or home-schooling completion.*
3. A registration and application fee of \$90.00 must be submitted.

Conditions for Admissions:

Mobile Technical Training is committed to providing a safe learning environment for all students and staff. Applicants who have been convicted of, pleaded guilty or no contest to any felony or other violent crime, or are required to register as a sex offender, will be subject to review by the school's administration department prior to being accepted. This policy will be extended to those students who are already enrolled and attending classes as well. The conviction of a felony after being accepted into the school or while attending classes is grounds for discipline and may result in the termination of a student's enrollment.

Registration for Courses:

Students can register in person, mail, or electronically by submitting the required documents. Registration for a course is valid for one session only. The following are required to process a student's application:

- Identification (driver's license, birth certificate, or passport) & High School Diploma, G.E.D, or Passing Score TASC.
- Initial payment for registration and tuition fees
- Signed School Application & Enrollment Contract

The school will then review the documents and notify the student in writing of their acceptance into the program. It should be noted, registering in a course does not guarantee a seat in the class. Students must meet all financial and document submission deadlines to be cleared for class.

Class Size

Mobile Technical Training makes every effort possible to regulate the class size for all programs. Class sizes will range from 8 to 16 students. In situations where a class size exceeds 12 students, there will be an assistant instructor present.

Communication and Instruction

All instruction is conducted in English Language.

ADMINISTRATION POLICIES

Credit for Previous Training

The school will evaluate previous industry related course work or job training experience from a student if it has been completed within 3 years from the date they are applying to the school. The school may decide to award or not to award any credit based on the program requirements. This decision will be based on the previous school's accreditation and program of study, type of employment, or type of military service. If the previous training is not industry related or accredited by an agency recognized by the US Department of Education, it will not be considered. If the previous training is

industry related and is accredited by an agency recognized by the US Department of Education, the school will evaluate the certification or license the student has received and the recognition it holds nationwide in the industry. The license must be obtained from an industry recognized agency. If previous work experience or military experience is industry related, the student must complete a hands-on evaluation to be conducted by the class instructor prior to starting the class. Previous credit cannot be awarded for more than 20% of the total program clock hours. The school does not have an established articulation agreement with any school.

Credit for Previous Training within the school

Students who are applying for the Mobile Electronic Installation & Vehicle Customizing Program and have successfully completed a Continuing Education Course in the same academic year, may receive credit for the total clock hours they completed but only if they completed the training with a Final Passing Grade and met attendance requirements. The hours previously completed, and grades can be credited towards the 600-hour program if they have a passing score and received a certification from the school. The final grade they previously received and clock hours they completed will be applied towards the student's overall GPA and attendance in the 600 Hour Program. Graduates who are not in the same academic year but are within 3 years from their completion dates will need to complete a hands-on evaluation with a passing score. If they do not complete the evaluation up to the instructor standards, credit will not be given. Any graduate from a continuing education course returning after 3 years from their completion dates will not be eligible for any credit.

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 and holds a zero-tolerance policy towards the use or possession of any illegal drugs, marijuana, alcohol, narcotic, or controlled substance by students/staff on school grounds. If a student is in possession of any drugs or alcohol substances, he/she will be in violation of the code of conduct 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 notice certain odors of alcohol or marijuana will ask the student to leave immediately. In certain cases, student vehicles will not be allowed in the installation bay. Instructors who observe students to be under the influence will notify the director right away and file an incident report. This may also lead to a discharge from school.

Weapons Policy

No weapons of any type are allowed on campus or at student housing. This includes, but is not limited to: handguns, 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/staff 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.

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. **Absenteeism of 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 to be eligible for graduation:

- 600 Hour Course-Students must complete a minimum of 540 hours of training
(Allowed to miss this number of hours = 40 MEI, 8 Vinyl, 8 Detailing, 4 Window Tint)
- 160 Hour Course-Students must complete a minimum of 144 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 **6 consecutive** calendar days (MEI/VCP), or 3 consecutive calendar days (CONT ED) excluding holidays or scheduled breaks and has failed to respond to the school phone calls, mail, emails, texts, the school director will be notified right away. Students who fail to contact the school may be dismissed from the program once attempts have been made to contact them via phone, mail, email, or texts. Students will receive a dismissal notification from the school.

Percentage Absence Rule

Excessive absences incurred 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. Students are encouraged to submit documentation to the school when they miss a class; this includes medical/travel/funeral records or court documentation.

Graduation requirements stipulate that the student must be in attendance **at least 90%** of the instructional time. Certain absences are permitted for illness or any unavoidable legal circumstances as long as they do not exceed 10% of their scheduled hours in a course. *(Please note, if the student has documentation, they can receive makeup hours with another class to make up the hours and work needed for graduation. If there is no documentation, the student will not receive makeup hours.)*

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

Phone Call, Email, Text	1 to 2 Absences
Letter, Phone Call, Email, Text / Meeting with FSA Rep and Instructor	3 Absences
Letter, Phone Call, Email, Text / Meeting with the School Director for Probation Notice	4 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 timeline 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, Leaving Early, or Arriving Late:

Each instructional day is 8, or 3 hours in length. Hours lost due to cutting class, leaving early, or arriving late with no documentation, will be recorded as absences and/or tardiness. The time and lessons missed must be made up to meet the minimal graduation requirements. Students will need to meet with the financial aid coordinator before returning to class. Students who show a pattern of cutting class will not be allowed to make up time with other classes. This will be marked as an absence on their records.

Make-Up Work

Students must receive instruction in all aspects of the course to meet their educational goals. If work is missed due to **an absence (only if the student provides required documentation)** 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. Students can see their instructors or student services to arrange for tutoring.
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 to take part in another class. Their attitude, class participation, grades, and attendance will be evaluated to be allowed with another class.

Additional makeup time policies

- Only those students who have documentation can make up time.
- Make up time must cover the topics the students missed or will need to miss.
 - Please refer to the class syllabus to see topics that will be covered.
- Students need a grade for that specific section they missed. It will be marked incomplete until the grade is received.
- Make up time cannot take place with a topic the student previously covered and requires materials, otherwise the following fees will apply:
 - Vinyl wrap/Window Tint class: the daily fee of \$75 per day will be applied for students who already took this section.
 - Box building: the daily fee of \$75 per day will be applied for students who have already taken this section.
- Make up time must include a topic that will be covered on their academic plan. Students will get a grade for the makeup time.
- Students making up time can only attend a class if there is room.
 - If the class has more than 14 students, the class has no more room.
 - The student will have to wait until there is room to cover that topic.
- Makeup time cannot be provided for students who want to graduate early.

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:

5 Times Late or Left Early =	1 Day Absent
10 Times Late or Left Early=	2 Days Absent
15 Times Late or Left Early=	3 Days Absent <i>A meeting with the student, instructor, and student services will be taking place.</i>
18 Times Late or Left Early=	4 Days Absent <i>A meeting with the student and school director will be taking place.</i>

Attendance Violations

Students who need an appeal of attendance violation must make the request within three (3) calendar days of the violation. For the attendance appeal to be considered, the student must:

- Attend 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:

- A death in the family
- An illness or injury suffered by a student/close relative
- Special circumstances of an unusual nature which are not likely to recur.

If the student's appeal is granted, 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. Instructors will record the incomplete grade in the student's record. Students will be given one week to make up missed examinations. This may alter the student's expected graduation date. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F (Failed) and the student will not meet graduation requirements. The instructor will inform the student in person or via email they have not met graduation requirements with an academic plan form. It is ultimately the student's responsibility to contact their instructor about completing the course work, taking examinations, or if necessary, extending the deadline.

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 Failed. This will affect the student's graduation requirements. The student will be notified in writing by student services, instructor, and director they have not met graduation requirements.

Smoking/Vaping

Smoking, electronic cigarettes, or vaping are not permitted inside the school building or by the installation bay door. Students should only smoke or vape in designated areas outside the building.

Code of Conduct

The code of conduct applies 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, staff, and faculty should be protected.

The following are unacceptable, will not be tolerated, and are grounds for automatic termination:

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 providing false information to the school, forgery, alteration, or use of institution documents, or identification with intent to defraud.
4. Intentional/Constant disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings, or other school activities.
5. Physical or Verbal Abuse / Altercations (*yelling, shouting, cursing, threats*), bullying, harassment, of any person on school premises (in the building or parking lot), on social media pages, or at functions sponsored or supervised by the school.
6. The possession of any weapons on school property will not be allowed.
7. Theft or Damage to the school premises, property, staff, instructors, students, or school visitors.
8. Failure to comply with the directions of staff, instructors, and administrators acting in the performance of their duties. *Example: not following safety guidelines.*

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.
11. Unprofessional behavior that interferes with teaching, learning, business practices such as yelling, cursing, threatening, or insulting others.
12. The use or smell of any illegal substances (alcohol, marijuana, etc.) on school property.

Conduct Penalties that may be applied when necessary:

1. Verbal Warning
2. Written Warning to be followed by Class Dismissal for the Day
3. Meeting with Students Services/School Director which may be followed by School Suspension
4. Dismissal from the School

If the director, in their 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 under the law.

Dress Code

A clean and neat appearance helps develop professional conduct in a new career. Students are expected to dress accordingly when working in the classroom, installation bay, and woodshop. Although the school does not require uniforms at this time, students are expected to demonstrate personal cleanliness, proper hygiene, and the following dress code:

The following are **NOT** permitted as part of the dress code:

- Flip Flops, Crocs, Sandals or Open Toe Shoes (Students must always wear anti-slippery boots or sneakers)
- Pajamas (students must wear jeans or dockers)
- 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 damage the interior of a vehicle is PROHIBITED
- Hair must be pulled back for safety precautions especially when working in the woodshop.
- Proper eye and hearing equipment must be used in the WOODSHOP and BAY
- Hats/Caps, Clothing with inappropriate language, symbols, or political messages.

Fights

The staff of Mobile Technical Training works hard to provide a pleasant and safe learning environment. If students are arguing, a verbal and written notice will be issued. If there is a physical fight, students will be dismissed from the school. This is a violation of the code of conduct. Based on the severity of the aggression, the student may not be allowed to return to class/school if the safety of others is not secured. The following may lead automatic dismissal from the school:

- Verbal Accusations or Threats
- Constant Disruption of Class
- Constant disrespect towards instructors, staff, or other students

Conditions for Dismissal

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

- Not adhering to the school's rules, regulations, policies, and code of conduct.
- Missing more than 10 percent of instruction time that is recorded as unexcused absences.

- Not meeting SAP or maintaining the minimum grade point average.
- Not meeting financial obligations with the school.

Instructors can have students leave the class if they are being disruptive. The student must leave the classroom and meet with student services if they have been asked to remove themselves from the learning environment. The events will be documented and brought to the director's attention. A meeting with the student, staff, and director must take place prior to allowing the student to rejoin the class. 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 with the school refund policy.

Re-Entry Policy

Students who have been dismissed from the school and are requesting reentry must submit a written request to 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, they may have to wait until there are openings in another class. Students may also be required to complete independent work prior to being admitted in class to be up to date with the material being covered.

Student Complaint Appeal/Process

Students who have complaints or need to address an incident are encouraged to first bring the matter to their instructor's attention or with the student services department. Instructors and Student Services Staff are trained to address all concerns immediately and always refer to the school catalog for guidance on how to address certain complaints or incidents.

All students' complaints/incidents will be recorded in writing for school records. If the complaint cannot be resolved, the instructor/staff, the student must bring the issue to the attention of the director or assistant director right away to receive guidance on how to proceed.

Students are advised to make an appointment for a meeting with the school director by submitting a written request if they feel their concern has not been addressed.

All written requests should include the following information:

1. The student's full name, DOB, 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.
4. Attach copies of any documents or materials that support your concern.
5. The statement must be dated and signed by the student.

The school director or assistant director will notify the student in writing of the meeting date on 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 members 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 meeting outcomes. The decision of the Director and/or appeal panel is final. If after taking these steps, students feel their complaint has not adequately been addressed or that the school is not in compliance with Standards of Accreditation, they may file a written complaint with the school's accrediting company by using the accreditor's complaint form.

Here is additional information on the student complaint procedures required by the school's accreditation agency:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
 - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to

rendering a decision.

3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

Students are also given information on filing a complaint with the state in which the school is approved to operate. Students can contact **New Jersey Department of Labor & Workforce Development, Center for Occupational Employment Information, Attention: Conflicts at P.O. Box 057, Trenton, NJ 08625-0057**. Conflict resolution Questions can be found on the website at <https://www.nj.gov/labor/lwdhome/coei/teu.html>

Grading System and Progress Reports

Our teaching philosophy allows us to appreciate students who come with different learning styles. 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	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

INC (0) = Incomplete

WD = Withdrawal

WP = Withdrawal Passing

WU = Withdrawal Unsatisfactory

* **INC (0)** = grade is excluded from the CGPA calculations until the student receives the final grade in the course. Students do not meet graduation requirements with an INC grade on their records.

** **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 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 CGPA 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 to remain eligible for financial assistance and remain eligible to graduate from the school. This policy applies to all students enrolled in a course consisting of 300+ hours of training; full time (30 hours or more weekly) or part time (16 hours or more weekly) status. SAP is determined by measuring two components: Qualitative (grade-based) and Quantitative (time-based). A student must maintain a specified grade point average and proceed through the program of study at a specified minimum pace. These two components are measured at the same time.

SAP Measurements

SAP: Qualitative = Grade Based	MEI/VCP 600 Hours
	2.0 CGPA
SAP: Quantitative = Time Based	MEI/VCP 600 Hours
	300 Hour Mark*
Rate of Progression	Normal progression is 67% cumulative Minimum Pace of Completion Calculation. Students must successfully complete at least 67% of clock hours during each period of enrollment. Each period of enrollment consists of four courses. The student must pass at least 3 of the 4 courses to meet the normal rate of progression in each period of enrollment.

* For a program measured in clock hours, the maximum time frame to complete SAP cannot be longer than 150 percent of the length of the education program, as measured by the cumulative number of clock hours the student is required to complete. Remedial coursework will be included in the qualitative assessment of SAP.

Evaluations Period for SAP

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

Grading Period #1: Upon 300-hour completion of the 600-hour program, (cannot exceed 150% of the total scheduled clock hours) *The student must meet SAP requirement for this period no later than by completion of 450 hours in the 600-hour program.* There are 4 required courses to complete the grading period. A student must pass at least 3 of the 4 required courses to meet the rate of progression.

Example: John completed 300 hours and passed 4 required courses. The student has met SAP requirements for this period.

Grading Period #2: Upon 300-hour completion of the 600-hour program, (cannot exceed 150% of the total scheduled clock hours) *The student must meet SAP requirements for this period no later than by completion of 750 hours in the 600-hour program.*

There are 4 required courses to complete the grading period. A student must pass, minimum 3 of the 4 required courses to meet the rate of progression.

Example: Shelly completed 300 hours and passed only 2 of the 4 required courses. The student did not meet SAP requirements for this period due to not meeting Rate of Progression.

A student who fails either measure becomes ineligible for financial aid and graduation.

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 clock hours in the standard length of the program to complete the requirements for graduation.

Program Transfers

When a student attending classes transfers to another program within the school, the maximum timeframe will be calculated based on the number of clock hours the student must complete to meet graduation requirements of the new program after transferring applicable clock hours. When a student has not started class and needs to transfer their start date, the school allows a one-time transfer option. The student must submit new enrollment forms to reflect the new start date. Any transfer will only be approved if there is room in a class. If the class is full, the student's transfer request may not be approved. If the student needs to transfer for the second time, they will need to re-register with the school and pay the registration fee again as well as submit new enrollment forms to reflect the new start date.

Academic & Financial Aid Warning

1. Students who are in danger of not meeting Satisfactory Academic Progress, SAP will receive a Financial Aid Warning Notice.
2. At that point, a meeting with the student, class instructor and student services coordinator will take place to develop an academic performance plan. The student must follow this plan to avoid losing financial aid eligibility and maintain academic progress.
3. The student will receive a written notification and plan of improvement from the instructor and student services coordinator to be signed by them as well.
4. The warning period will be 2 weeks (10 days) or 60 instructional hours. The plan will consist of completing additional coursework given by their instructor, individualized tutoring, and completion of additional hours of training.
5. The student will be required to stay after class hours to complete one-on-one tutoring for one hour during the first 5 days or attend Friday tutoring session.
6. The student will be given deadlines to turn in new class assignments and retake any failed tests/quizzes and may be required to attend other classes taking place.
7. The student will be monitored by the instructor and the student services coordinator during this period.
8. If at the end of the warning period the student has improved and is now meeting the required CGPA of 2.0, the student's warning period will be removed, and the student will continue to receive FSA funds.

9. The student will receive a written notification signed by the school director stating the Financial Aid Warning has been removed.
10. If at the end of the warning period, the student has failed to make SAP, they will lose their aid eligibility.
11. The student has the option to submit an appeal to be reconsidered and placed in financial aid probation.

Academic and Financial Aid Probation

When a student loses FSA eligibility because they failed to make satisfactory progress, the student may appeal that result based on injury or illness, the death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress. The student may then be placed on financial aid probation for a specific length of time, not to exceed 60 instructional hours.

Academic and Financial Aid Appeal

A student who chooses to file an academic and financial aid appeal must submit the request in writing to the school director within three 3 business days of probation notification. The letter must state the mitigating circumstances such as injury, illness, death of a relative, or other special circumstance the student feels prevented him/her from meeting Satisfactory Academic Progress.

The school director will review the appeal and notify the student in writing of the decision within two business days. If the appeal is approved, an academic progress plan must be documented and implemented so the student reaches Satisfactory Academic Progress within a specific time frame. The student will then be placed on Financial Aid Probation during this period. The student may continue receiving financial aid for the enrollment period. However, 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, not kept with the academic and financial aid appeal progress plan, the student will be dismissed from the program. A student who has violated Academic and Financial Aid Requirements and has been dismissed from a program will not be eligible for readmission.

Scenario A: Financial Aid Warning → Meets SAP → Financial Aid Warning Status Removed

Scenario B: Financial Aid Warning → Does Not Meet SAP → Student May file Appeal →

Financial Aid Probation → Student Meets SAP

OR Student Does Not Meet SAP → Dismissal

Progress Reports

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. Additional lab fees may apply.

Retaking Failed Coursework

Students who need to improve the Grade Point Average must repeat any failed coursework. Courses that are failed may be repeated twice, if 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. Additional lab fees and charges may apply.

Retaking Failed Hands-on Examinations

Students who do not receive a passing grade on a Final Hands-on Exam may be given one more opportunity to retest on a different date once they have done more practice on their own. The student will not be allowed to retake the test on the same day and must follow the school's schedule. If after the second attempt, the student still fails the hands-on examination, they will be given a third chance to pass but will be charged a retest fee of \$75. The student can only retake the exam when an instructor is available and must schedule the exam with student services. If after the third attempt, the student does not pass the final examination, they will not be allowed to retake any exams until they retake the course. At this point, the final grade will remain; the student will need to re-register for the course and will be charged tuition.

School Projects

All students must complete the assigned work and projects 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 will receive a failing grade for the assignment. This will impact the student's overall GPA.

The following are not tolerated during class time:

- Sleeping in Class, Installation Bay, Woodshop, Vinyl Wrap Room, or Lounge Area
- Accessing the computers for personal use when instruction is taking place
- Working on a project that has not been approved by an instructor
- Careless Attitude towards school tools, products, and equipment.

Tools

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

Students who do not have certain specialty tools may borrow the tools from the school but may be held responsible for items that are not returned to the school. Students who act negligently with school tools, equipment, property will not be allowed to use the school items. To avoid this, students must follow a tool check out process that is in place. This will ensure all tools are returned daily.

- 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.
- Detailing class students are required to bring a buffer.
- Vinyl Wrap Students are required to bring a heat gun, panel removers, and measuring tape.

Students who intentionally damage school property, equipment, or misplace tools that have been borrowed from the school will be required to pay the repair or placement costs. Failure to do so may result in additional disciplinary action.

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 repair/swapping/performance or autobody 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 in the vehicle prior to doing the

work in class.

- Students must sign an agreement choosing to work on their own cars.
- The school is not responsible for any damages you cause to your vehicle while in class. We ask students to use their best judgement when deciding which projects to do on their person vehicles.
- Students must be aware that working on their own cars is optional and not mandatory. Students can practice their work on all school cars first.
- Vehicles with a strong smell of marihuana will not be allowed in the installation bay.
- Students planning to wrap their own car in class: Please be aware not all students may be able to wrap the entire vehicle in class due to time restrictions. The student can team up with another student or work outside of class hours on the vehicle to advance on their wrap project. The instructor may decide which vehicles may be worked on based on the condition of the vehicle.

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 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 (600, 160, or 80 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.

Returning Students who did not finish training.

- Any returning student who did not finish their training, stopped attending class, did not request a leave of absence, and wants to come back within their 12-month enrollment period, **will need to re-register.**
- If there is no leave of absence on file, the student stops attending class without letting us know, and then contacts us months down the line to finish their training, they will not be allowed to join another class.
- They will have to reapply for a new course and term dates. Pay \$90 registration again because they never updated their status with the school and were marked as incomplete or failed.
- The director will make the decision to credit or not credit any hours or tuition.
- This will only take place if they student is coming back within 12 months from the original date of registration.
- Any student returning after the 12 months of open enrollment have passed will be considered a **brand-new student and no credit for hours or tuition may be rendered.**

Graduation Requirements Overall MEI/VCP

The following are graduation requirements:

- Minimum GPA of 2.0 or higher
- Passing Grade on all Hands-on Evaluations
- Research Paper Presentation for MEI/VCP Students
- Final Installation Hands-on Exam for MEI/VCP Students
- MECP Exam Passing Score for MEI/VCP Students
- 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 (excluding Continuing Ed Courses)
- Exit Interview with Financial Aid Coordinator (excluding Continuing Ed Courses)

Graduation Requirements Continuing Ed Courses

- Minimum GPA of 2.0 or higher (C or Better Letter Grade)
- Passing Grade on all Hands-on Evaluations

- Completed all Assignments.
- Satisfactory Attendance and Punctuality (must be present at least 90% of the total course hours)
- All financial Obligations must be up to date.

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 to 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. Students can request a 2nd copy by submitting a \$10 fee and designated form to student services.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights 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 arrange the review of the records and notify the student of a date when it could be done.

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 from 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, 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 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 security recording cameras to prevent unauthorized entry. The facility is opened each morning and closed each evening by 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 staff or faculty 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 will receive an invitation to participate in an orientation prior to or on 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. Therefore, many different student activities such as car shows, seminars, and visit to other shops will be scheduled throughout the year during the appropriate season. Announcements will be posted on the student services bulletin board and common areas.

Job Placement Requirements

Students enrolled in the Mobile Electronic Installation & Vehicle Customizing Program 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 Vocational -Career Oriented Course (MEI/VCP). The following are the requirements students must meet to receive job placement services:

1. MECP Passing Score and Certification
2. Attend a Resume and Interviewing Workshop at the school.
3. Submit a complete resume to the Job Placement coordinator.
4. Submit a list of Businesses.
5. Attend all scheduled interviews.
6. Demonstrate proper attendance and punctuality records.
7. Must have their own tools to work in the field.
8. Maintain a valid driver's license and positive attitude.

All students enrolled in the MEI/VCP will meet individually with the job placement and career services representative to discuss their plans after graduation. Students who need placement assistance will meet with the Job Placement Coordinator to arrange interviews and post interview follow-ups. Students will also attend mockup interviews to prepare them for the job interview. Recommendations to employers will be made based on the performance of the student in class, hands on practice, student's attitude, attendance/punctuality, and the instructor's recommendation.

Students who do not require placement services must submit documentation to the school to show the services may not be needed at the time. The following documentation will be needed from students who do not require placement services:

- Medical Excuse: Students who cannot work due to a disability upon graduation, must submit documentation and sign Medical Excused Form.
- Furthering Education: Students who plan on furthering their education upon graduation must submit documentation of enrolment in another school and sign the Further Education Excused Form.
- Military: Students who are called to active duty or plan to enlist in the armed forces upon graduation, must submit documentation to show military orders and Sign Not Available for Employment form.

- Leaving the Country: Students who are leaving the country upon graduation must submit documentation and sign a Not Available for Employment form.
- Self-Employment: Students who are planning on self-employment upon graduation must submit documentation of their business or Tax ID and sign a Self-Employment Form.

This information will be used to document the school's effort to assist the student with placement information. This information is also required from our accrediting agency to ensure all students are receiving job placement and career services from the school.

Job Placement and Career Services 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 decline a job opportunity due to inexcusable circumstances will lose any assistance from the school. We always encourage students to communicate with their Job Placement Coordinator before they abandon a job.

Refresher Segments

Only students who completed their training and have met all financial obligations will have the opportunity to take one refresher segment with no additional charges *within three years* from their date of completion with the approval from the office as long as the course/program is still being offered and does not require a lab fee. No additional charges apply to a segment in the mobile electronic installation course. There will be additional lab fees to students who take a refresher segment for the fabrication, vinyl wrap, window tint, and detailing course. The fee is \$75 per day. All returning graduates must bring their own tools to class and meet financial obligations prior to attending the class. They must also follow the daily lesson plan and complete all assignments as required by their instructors.

Tutoring Outside of Class Hours

This service is offered to students who need additional training time to improve their CGPA. Students can attend free tutoring sessions outside of class hours from 5:15pm to 6:00pm or on Friday when there is no class by speaking with their instructor or student services rep. Students who are late to class will not be eligible for free tutoring.

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. Students will receive an appointment to meet with the career services representative while in class.

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. Students may see someone in student services to use a school computer for test purposes.

Field Trips

On occasion, an instructor may schedule a field trip to an industry shop, store, warehouse, or industry related business. The purpose of the field trip is to help those students who plan on having their own business or need to buy industry tools and materials for personal projects. This will allow students to meet other industry representatives. There may be additional costs for tolls, gas, and transportation associated with the field trips. These expenses will be the responsibility of the student. Students who do not wish to attend, can notify their instructor. Field trips are not mandatory, this is optional.

Parking

All vehicles parked on school property must be properly registered and insured. Parking can be found in the front, side, and rear of the building. Parking is on a first come first served basis. Students who arrive early can get spots closer to the entrance. The school reminds students to observe all speed limits and avoid spinning tires, drifting, speeding, or reckless driving on school grounds. Students are reminded not to park in other private lots next to the school. This may lead to having

their vehicles towed at their own expense. Cars cannot remain in the parking lot or inside the school bay overnight. Failure to follow directions may result in additional disciplinary actions.

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.

COVID Information and Precautions

1. All visitors, students, and staff may choose to wear face covering when entering the building and while inside the Building while under state mandatory guidelines.
2. All visitors, students, and staff must report any symptoms of chills, cough, fever, difficulty breathing, dry cough, and any COVID-19 related symptoms to their immediate supervisor/instructor. **MONITOR YOUR SYMPTOMS DAILY**
3. All visitors, students, and staff who are experiencing COVID-19 symptoms, should not report to class or work. You must notify your immediate supervisor/staff right away. You will be asked to provide the appropriate clearance from a doctor. **STAY HOME**
4. All visitors, students, and staff who have come in contact with anyone who has tested positive for COVID-19 must inform their immediate supervisor/instructor right away. (Social distancing guidelines that are recommended by the state when this occurs will be followed.)
5. Instructors will enforce disinfecting work areas. This will require class to end earlier and disinfecting common work areas daily. (Work areas must be wiped properly; products and tools must be sanitized at end of day.)
6. If you need to find out where to get a **FREE COVID-19 TEST**, please see the front desk.
7. Students are not allowed in staff offices unless they have an appointment to meet with them.
8. Students will be assigned different lunch schedules to avoid large gatherings. It is important that you follow this schedule. Students should not take extra time for lunch or take lunch early. You will not be allowed in the class if you return late from lunch or are constantly leaving the classroom.
9. Handwashing/sanitizing breaks will be taken thru out the day.
10. Social Distancing State Guidelines may be followed:
 - Wash your hands with soap and water.
 - Use hand sanitizer regularly.
 - Wear face covering
 - Avoid group gatherings inside a vehicle.
 - Avoid sharing personal items.
 - Cover your cough and sneeze.
 - Use the elbow sneeze.
 - Dispose of your tissues in the garbage
 - Bring your own utensils and dishes if needed.
 - Do not share food.
11. Contact Tracing: Let's take care of each other "Honesty and Communication are key"
 - Students and Staff: Contact Tracing is Key to Avoid the Spread of COVID.
 - If you have been in contact with anyone who has tested positive for COVID in your household or outside of your household, **PLEASE** inform the **SCHOOL** right away and help us avoid the spread of the virus.
12. Vaccinated Students: Student who have proof of vaccination may not be dismissed from class if they have come in contact with another student who tested positive but must wear a mask around others for a period of 10 days.
13. Unvaccinated Students: Students who have not been vaccinated and have come in contact with another student who tested positive, may be asked to quarantine for a period of up to 10 days and return to class with a negative covid test result.
14. Students who test positive for COVID, will be asked to quarantine for the recommended days. Students may join the class via Zoom if the material can be covered with a Zoom session. Students may return to class with a negative covid test result.
15. Guidelines may change based on recommendations from the state and federal agencies.

Emergency Preparedness

The school has prepared an Emergency Preparedness Plan to make students aware of how to handle certain emergency situations that may take place due to unforeseen circumstances. Students should become familiar with the school's emergency plans. This plan is posted on our website and can be found by clicking on <https://mobiletechtraining.com/wp-content/uploads/2023/08/School-Emergency-Plan-2023.pdf>

FINANCIAL INFORMATION

Financial Obligation

A student who has applied, is accepted, and has started 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 tutoring services. 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 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/registration fee of \$90. Registration requires meeting with the admissions officer to complete all necessary documents for entry into school and submitting all the necessary paperwork in person, by mail, e-mail, or fax.

The Mobile Electronic Installation & Vehicle Customizing Program 600 Hours Prepares students for the MECP Certification and for an entry level position as a Mobile Electronic Installer, Window Tinter, Vinyl Wrapper and Detailer. This program is offered during the Day from 9:00am to 5:00pm, Monday to Thursday.

Registration Fee	\$90.00
Tuition	\$15,300.00
Alarm/Remote Starter	\$200.00
Lab Supplies	\$460.00
MECP Test	\$105.00
Total	\$16,155.00

Lab Supplies Fee includes window tinting tools (except for heat gun), 1-way alarm and remote starter (by-pass not included), class materials such as wire, relays, wood, carpet, vinyl wrap, tint, and detailing supplies for class projects.

The Vinyl Wrapping Course consists of 80 hours and is offered to all students who wish to 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.

Registration Fee	\$90.00
Tuition	\$3,900.00
Total	\$3,990.00

Additional Fees: The costs of a heat gun, which is a mandatory tool for class. This can range from \$20 to \$80 depending on the brand of the heat gun. Panel removers, ranging from \$40 to \$60 and a measuring tape, ranging from \$12 to \$20. Vinyl Wrap for a student's personal project is not covered with tuition.

The Auto Detailing Course consists of 80 hours and is offered to those who wish to add detailing to their skill set and offer detailing services to customers. Students will learn to detail the exterior, interior, and engine bay of the vehicle.

Registration Fee	\$90.00
Tuition	\$2,900.00
Total	\$2,990.00

Additional Fees: The costs of a buffer and pads. This can range from \$200 to \$600 depending on the brand of the buffer and pads.

The Part-Time/Saturday Mobile Electronic Installation Course 160 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 9pm (M-W) or Sat from 9am to 5pm.

Registration Fee	\$90.00
Tuition	\$4,000.00
MECP Test	\$105.00
Total	\$4,195.00

Materials covered with lab fees for MEI/FAB

Wood for 1 Box	Catalyst	Wire: 8, 12, 14, 16, 18
Screws and Glue	Epoxy	Connectors
Spray Adhesive	Hot Glue	Ring Terminals
Silicone & Spray	Fleece	Fuses
Resin	Sandpaper	Heat Shrink
Acetone	Staples	Solder
Bondo	Gloves	Limited number of relays
Squeegees	Contact Cement	

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 and Tools

Materials covered and NOT covered with Vinyl Wrap Class:

The school provides vinyl wrap from different manufacturers for class use only. Colors and types of wraps vary per class. Students who wish to permanently wrap their own vehicles in class must purchase their own wrap. The school does not provide wrap for each student to wrap their own car in class. The wrap material cannot be taken home. Those students who wish to purchase their own wrap can do it thru the school and benefit from certain manufacturer discounts.

Materials covered with and NOT covered with Detailing Class:

The school provides detailing solutions from different manufacturers for class use only. Brands and quantities will vary per class. The school does not endorse any brand of detailing solutions and tries to expose the class to different solutions. This will help students when working with different customer needs. Materials are to be used in class only and cannot be taken home.

Additional Costs

All students will receive a list of tools that are needed and are mandatory for class with their acceptance letters. It is mandatory for students to bring the required tools to class to do the assigned work. If students don't bring their

tools to class, their grade may be affected. Students have the option of adding the costs of tools with their financial aid packages if eligible. Additional expenses may include vinyl wrap materials for personal projects, specialty tint film for personal projects, additional cleaning solutions and ceramic coating for personal projects, and installation products and equipment for personal projects.

Housing Costs

The school can refer students to residents who rent rooms in the local area. Students who need housing may arrange for a stay at one of those apartments. The student will be provided with the landlord's contact information to contact them directly to arrange for housing.

Veterans (Students Using VA Educational Benefits)

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

Mobile Technical Training is recognized by the Department of Military & Defense. Veteran Students who have been honorably discharged after completing active-duty terms and are eligible for benefits under Chapter 31, 33, Post 911, or Voc. Rehab, will be required to submit a copy of a Certificate of Eligibility or Statement of Benefits to verify educational benefits. If they do not have a Certificate of Eligibility, they must complete VA Form 22-1990 to apply for educational benefits. Students who are transferring from another institution to Mobile Technical Training will need to complete VA Form 22-1995. Students may be allowed to start class once the school VA Educational Representative verifies educational benefits with the VA while they wait for a copy of the Certificate of Eligibility. In addition, they must submit registration documents such as an application, registration fee, and enrollment contract to the school. Students who may not be 100% covered by VA Education Benefits due to limited active-duty time served, will have remaining balances for tuition, tools, books, and test fees. These students must meet with the school's financial aid coordinator to discuss payment options or federal financial aid eligibility. All veteran students will be charged tuition and fees at the rate for in-state residents.

Students receiving benefits from the VA Administration must complete their program within the program's standard time frame 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 eligibility with the school for VA Educational Benefits. Any changes in enrollment status will be reported to the Veterans Administration. Attendance is updated regularly with the school and kept on file. The school certifying VA representative will inform the VA of any changes in the student's attendance as necessary. Veteran students who fail to follow attendance requirements may lose their monthly BAH and may be terminated from the school.

Making Tuition Payments

After registration, each student will receive an invoice with tuition due dates. 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. 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, 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 collection's 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, 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. Unpaid accounts will be referred to the credit bureaus.

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 is 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 or credit card authorization 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 signed merchant receipt will 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.

Tuition Discounts: Students who demonstrate financial hardship may be eligible for partial tuition discounts. Students who are unemployed, working only part time, have a long commute and expenses with travel such as tolls, gas, extra housing/rent fees, may be the main provider at home, have other members in the household who are also enrolled in college/trade school, are single parents, may demonstrate financial hardship with the school. These amounts range from \$500 to \$1000.

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

Senior Scholarship: Students who are high school seniors and are considering a career in customizing vehicles, may qualify for a scholarship of up to \$2000. They must submit a copy of their high school transcripts showing passing grades, may have a part time job, and submit an essay stating, "why they want to start a career in this industry. The application must be submitted by the deadline assigned by the school.

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. *Students who are sponsored by a state program and have a balance upon completion of the program, will be responsible for the balance if they do not meet post-graduation requirements by WIA.*

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 available currently for qualifying programs:

- Pell Grant
- 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; 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, except for the application and registration fees.
4. Withdrawal after attendance has begun will result in the following refund policy for the program of 600, 160, or 80 hours. (An instructional hour is defined as 60 consecutive minutes of which includes attendance, instruction, project set up and clean up.)

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 course	45% 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 course	100% of the tuition

For courses less than 300 hours = (80 or 160 hours) the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

Students 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 of Title IV Funds" policy. (Please refer to this 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% merchant credit card fee once the student has started class. Refunds are not eligible for tools, books, alarm, remote starter, or MECF test fees. These items are for the student to keep and for their own personal use.

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 in the form of a check or credit card (no cash). 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.

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 standard, 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.

Officially Withdrawn Students

An Official Withdrawal refers to when a student chooses to discontinue his/her enrollment from the school. The student must obtain the withdrawal form from the Registrar's Office, completed it and submit it to the financial aid Office, or notify the office verbally. The date and time the verbal notification is received will be properly documented by the registrar's office. The withdrawal date will be recorded with an effective date when all forms are completed and signed. The Financial Aid office will ask the student to complete an exit counseling for any student loans they may have. They will be provided with a written confirmation of withdrawal to be signed by the Financial Aid Office and School Director

Unofficially Withdrawn Students

An Unofficial Withdrawal refers to a student who fails to attend or ceases to attend one or more classes without officially withdrawing or notifying the school. The withdrawal determination date for students who do not officially withdraw will be recorded as the last attendance date in the program. Students who miss 6 days in MEI/VCP or 3 days in CONT/ED COURSES of overall attendance and fail to obtain excused absences will receive an unofficial withdrawal notification.

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 if unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, legal matter, housing issue, employment issue, childcare needs, time to resolve a financial issue, military service requirements, national emergency, 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 met for a leave of absence request:

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. If a student cannot resume their program academically at the point in which he/she left prior the leave of absence, they will be withdrawn from the program and lose financial aid eligibility. The student will receive a formal letter of termination from the school if they do not return from the LOA.

Possible Effects of LOA

Students who are considering an 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. *(This may not take place during the 180 days)*
- They may have to wait for an opening in class if the class is full. *(This may not take place during the 180 days)*
- Financial aid eligibility may be affected.

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 (R2T4) Refunds Policy - Department of Education Refund Policy

Title IV Funds are awarded to a student under the assumption he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws or does not return from a Leave of Absence, the student may no longer be eligible for the full amount of Title IV funds 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 by the student. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement of the earned aid that was not received. 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 as of the date the student ceased attendance, based on the number of clock-hours the student was scheduled to be in attendance.

Up through the 60% point in each payment period, a prorated schedule is used to determine the amount of Title IV Funds the student has earned at the time of withdrawal. This is calculated by: $\frac{\text{The Total Number of Clock Hours Completed in Payment Period}}{\text{The Total Number of Clock Hours Scheduled in Payment Period}} = \text{Percent of Student Aid Earned}$.

Example: Student was Scheduled to be in attendance 200 hours (at the time of withdrawal or termination) / Scheduled 300 Hours = 66% of Aid has been earned. Zero amount needs to be returned to Department of Education.

Example: Student was scheduled to be in attendance 100 hours (at the time of withdrawal or termination) / Scheduled 300 Hours = 33% of Aid has been earned, therefore 67% of Aid must be returned to Department of Education.

After the 60% point in the payment period, 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. The school will notify the student in writing of all calculations being applied within 30 days after the date the school determines the student has withdrawn.

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 of unearned Title IV funds for which it is responsible within 45 days after the DOD to the federal program. 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. The school will complete the Default Group Referral Form to report an overpayment on a student's Title IV Disbursement that must be returned.

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

30 Day – First Time Borrowers

First-time borrowers have a 30-day delay period that the institution must honor. The Department of Education will not release any Loan Funds to the school until the student has met their 30 days of enrollment. Students with the 30-day delay who have requested additional funds from Department of Education loans (Sub, Unsub, or Parent Plus) may not receive their funds until the 30-day delay period has been met.

Post Withdrawal Disbursement Policy

The school will provide written notification to the student or parent for Plus Loan within 30 days of the date of determination of the withdrawal with the following information:

- Amount of Disbursement and Type
- Option to Accept or Decline some or all the Title IV Funds
- The repaying obligation for any loan fund that was disbursed
- Deadline to respond within 14 days

The school must receive a confirmation from the student or parent borrower prior to disbursement. The confirmation can be made in writing by the borrower or verbally documented by the school prior to disbursement. If the confirmation is received after the school's deadline but before the 180 days after the date of determination, the school may choose to honor the late response.

Examples

Scenario A: Student starts class and completes 200 hours of training in the 300-hour program. This is considered the student's first payment according to SAP, which is scheduled to be processed at completion of 300 hours. The R2T4 calculation will be processed as follows:

- 200 hours completed ÷ 300 total hours in period of enrollment = 66% of Title IV Aid Earned

If the percentage is greater than 60%, then the total amount of Title IV Aid is considered to have been earned at 100% rate. No refund of Title IV Funds is needed.

Scenario B: Student starts class and completes 120 hours of training in the 300-hour program. This is the student's first payment according to SAP, which is scheduled to be processed at completion of 300 hours. The R2T4 calculation will be processed as follows:

- 120 hours completed ÷ 300 total hours in period of enrollment = 40% of Title IV Aid Earned
- If the percentage is less than 60%, then the total amount of Title IV has not been earned by the student. A refund of Title IV Fund is needed.

Example: The student received \$1000 in Title IV Funds as a Direct Loan, only 40% of this will be considered earned (\$400) and 60% will be the Title IV Refund Amount (\$600).

Please refer to the order of return for more information on how the Title IV Refund will be returned.

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.

SAMPLE BUDGET WHILE IN SCHOOL

Mobile Electronic Installation & Vehicle Customizing Program	Costs
Registration Fee	\$90.00
Tuition	\$15,300.00
Alarm and Remote Starter	\$200.00
MECP Test	\$105.00
Lab Materials	\$460.00
Total	\$16,155.00

Budget: Weekly Expenses

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

COURSE OUTLINE

Mobile Electronic Installation & Vehicle Customizing Program: *(Some segments may be offered in different order, depending on the class availability and start date of the student.)*

Segment 1: In this segment students will be introduced to Automotive Technology as it pertains to the mobile electronic industry. They will go over tools required and safety precautions. 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 1: Full Time: 4 days, 30 hours –**

Segment 2: In this segment, students will learn about vehicle telematics and how it's applied in the 12-volt industry. As installers, they must be familiar with modern technology and terms. They will learn about internal communication network that interconnects components inside a vehicle. CAN Bus, which is the vehicle standard designed to allow devices to communicate with each other within the vehicle. They will learn how information is sent and received thru fiber optic cables. Class A, B, & C, GM LAN, SAEJ1850, Flex Ray, D2B, IE BUS, MOST protocol, LIN Protocol will be reviewed and analyzed so an installer could understand the technology found in the vehicle before any work is performed. Students will learn to test vehicles for this technology. In addition, students will learn proper assembly and disassembly of the vehicle. They will perform hands on exercises to understand removal of panels, proper use of tools, and safety precautions to take when putting all panels back in the designated areas of the car. *Segment 2: Full Time: 4 days, 30 hours –*

Segment 3: In this segment students will cover Audio Product Knowledge to prepare for different audio installation techniques. Students will cover all audio products that can be found in the vehicle and aftermarket integration equipment that is required for audio installation in a car. Students will also cover sound theory to understand how audio products are integrated in the vehicle and improve the quality of sound. In addition, students will review electrical components such as wiring, fuses, battery terminals, RCA, distribution blocks needed to perform installations. They will also cover Mobile Video Product Knowledge to prepare for different mobile video and lighting system installation techniques. Students will cover all mobile video products such as t.v's in the car, cameras, rearview cameras, dash cameras, sensors, and aftermarket integration equipment that is required for mobile installation in a car. Students will also cover lighting equipment to understand how to install it in the vehicle. In addition, students will review electrical components such as wiring, fuses, battery terminals, RCA cables, distribution blocks needed to perform installations *Segment 3: Full Time: 6 days, 45 hours –*

Segment 4 In this segment students will learn to properly design audio, mobile video systems and perform the installation process in the vehicle. This segment is all hands-on. Students will apply the knowledge gained up to this point and will be required to install audio, mobile video, and lighting system in a car. In addition, extensive troubleshooting topics that the everyday installer encounters will be analyzed. Students will perform different hands on practice to gain experience with the removal of panels, wire routing, equipment installation, and finishing the job. Students will be allowed to use their vehicles for practice. There will be a quiz, test, and hands on grade at the end of this segment. *Segment 5: Full Time: 8 days, 60 hours –*

Segment 5: In this segment students will learn the real fundamentals of the vehicle's overall electrical functions. They will be introduced to the automotive security and remote starter industry, learning about products, brands and pricing. Students will continue using vehicle and product schematics to test all wiring. They will review important precaution steps to be taken with the BCM and ECU of a vehicle. They will also cover extensive review of relay functions and applications. Troubleshooting security and remote starter installation and plenty of hands on experience will be gained at the end of this segment. There will be a quiz, test, hands on evaluation and group work.

- Segment 6: Full Time: 13 days, 97 hours –

Segment 6: In this segment students will review all topics covered up to this point to prepare them for the MECP Exam. Extensive review will be performed. They will then take the MECP Basic Installer Exam. *Segment 7: Full Time: 2 days, 14 hours –*

Segment 7: In this segment students will learn 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. They will learn to work with woodshop tools such as a table saw, jig saw, panel saw, router, belt sander and drill press. An emphasis on safety and proper tool usage will be placed. Upon completion of this segment, students will build their own speaker box and wrap it with carpet or vinyl. *Segment 8: Full Time: 5 days, 37 hours –*

Segment 8: In this segment, students will learn to disassemble a headliner and prepare it for starlight installations. Students will wire up the light, properly run the wires on the headliner, and return it to vehicle. This segment will

provide students with additional knowledge on lighting systems, interior panel removal, gluing panels on the vehicle, and wiring. *Segment 9: Full Time: 5 days, 37 hours –*

Segment 9: In this segment students will learn to detail the exterior and interior of a vehicle, focusing on rims and tires, engine bay, glass, seats, headliners, trunks, and removing odors from the vehicle. They will learn about industry products, pricing, safety regulations, and customer service. They will learn to perform specialty services such as a cigarette burn repair, removal of pet hair, carpet dying, trim dying, and more. Students will learn to restore headlights and apply ceramic coating on a finished vehicle. They will practice advanced buffing techniques to remove scratches on the exterior of the vehicle. *Segment 10: Full Time: 10 days, 80 hours –*

Segment 10: This segment will make students more marketable in the automotive aftermarket installation industry. They will learn about different brands of window tint film, pricing, state laws, application of the tint, removal of the tint on flat, curved windows, and headlights. They will be allowed to work on their own vehicles. *Segment 11: Full Time: 5 days, 37 hours –*

Segment 11: In this segment, students will be taught to wrap a vehicle in different sections. They will start by prepping the vehicle for the wrap, reviewing the styles of wrap, removing panels from the vehicle, and wrapping hoods, door panels, trunks, fenders, mirrors, and bumpers. They will learn to work with knifeless tape and wrap overlays and inlays. By the end of this segment, students will be able to wrap an entire vehicle with matte, gloss, or satin color change wrap. Students will be allowed to work on their own vehicles. *Segment 12: Full Time: 10 days, 80 hours –*

Segment 12: In this segment students will gain valuable industry experience by working on installation jobs that are scheduled by the school. Students will install, audio, lighting, mobile video equipment, security, remote starters on customer vehicles. They will benefit from a real-life work scenario by interacting with the customer when they perform a vehicle inspection, test the products, prepare the vehicle for the install, perform the installation service, and return the vehicle to the customer. They will also be allowed to finish working on their vinyl wrap and detailing projects. *Segment 13: Full Time: 4 days, 30 hours –*

Segment 13 Career Services: In this segment students will work with the job placement coordinator to help them prepare for job interviews and the hiring process. Students will be required to attend a job placement workshop, prepare a resume, conduct a job search, and a mockup interview. They will also cover topics on starting their own business and marketing their services. *Segment 14: Full Time: 2 days, 15 hours –*

Segment 14 Final Testing: In this segment, students will be required to perform a final installation of security and remote starter, perform proper soldering techniques, and an audio/mobile video installation. Students must pass this hands-on exam to receive a certificate of completion from the school. There will be a graduation ceremony on the last day of class. *Segment 15: Full Time: 2 days, 15 hours –*

Total Hours Completed Full-Time Students: **600**

COURSE OUTLINE

Part Time Mobile Electronic Installation Course 160 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: 5 days, 40 hours Part Time: 11 Days, 40 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: 11 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: 5 days, 40 hours Part Time: 11 days, 40 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: 11 days, 40 hours

Total Hours Completed Saturday MEI Students: 160

COURSE OUTLINE

Course Outline Vinyl Wrapping 80 Hours

Segment 1: 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 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. An emphasis on cutting, heating, applying, and post heating the wrap will be made.

Full Time: 2 Days, 16 Hours

Segment 2: In this phase, students will begin the prepping the vehicle for the wrap. They will learn to properly use the squeegees 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, roof, trunk lid, and bumper. At the end of this phase, students will have wrapped each of these parts in a vehicle.

Full Time: 2 Days, 32 Hours

Segment 3: In this phase, students will practice wrapping additional items such as mirrors, antennas, spoilers, door handles, and speed shapes. They will learn to create inlays and overlays on different parts of the car. They will learn additional knifeless tape techniques and expand their skills into more advanced projects.

Full Time: 2 Days, 8 Hours

Segment 4: In this phase, students will wrap an entire vehicle as a class project. They will be expected to fully finish the wrap on the vehicle and will be graded on technique, project planning, time spent on the project, group participation and the finished project. Students will be allowed to use their cars for practice as an option. At the end, students must pass a final hands-on evaluation and written test to receive their certificate of completion. 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.

Full Time: 3 Days, 24 Hours

Total hours completed Vinyl Wrap: 80

Course Outline: Auto Detailing Course 80 Hours

Segment 1: Introduces students the Auto Detailing and its benefits to both customers and detailing professionals. Detailing the exterior of the vehicle will be the primary focus of Phase 1, with students learning safe and proper procedures to detailing the exterior of a vehicle. In addition, they will learn how and when to use all tools and compounds and become familiar with different distributors. By the end of Phase 1, students will be able to wash and detail the entire exterior of a vehicle safely and effectively. *Full Time: 2 days, 16 Hours*

Segment 2: Students will become familiar with the services offered by detailers for vehicle interiors. Students will learn when and how to use tools and chemicals on the interior of the vehicle. Students will learn to safely use steam and extremely hot water as part of interior detailing. Students will learn to safely use the extractor inside the vehicle. Students will learn an efficient and thorough procedure to detailing the interior of a vehicle and ways to adapt to their needs. *Full Time: 2 Days, 16 Hours*

Segment 3: Students will become familiar with services that are not typically considered a part of a “full auto detailing.” These are services that a customer may select as additional services once the vehicle has been detailed or for those who have an urgent need to restore the cloth, vinyl, or suede material inside the vehicle, damaged and faded carpets, or cigarette burn. They will restore trims on the exterior of the vehicle as well as headlight and backlights. *Full Time: 1 Day, 8 Hours*

Segment 4: Students will be exposed to advanced topics in Auto Detailing. Students will learn to use a rotary buffer for Extreme Paint Correction. They will learn to select the right buffer and pads. They will learn to select the correct compounds and paint correction steps to be taken in the process. They will learn to examine the top coat on a vehicle and assess the damage for paint correction. All topics covered in Phase 4 will be demonstrated by the instructor and followed by hands-on practice by the students. *Full Time: 3 Days, 24 Hours*

Segment 5: Students will perform full auto detail and learn the business of Auto Detailing. Students will practice all procedures in preparation for the final Hands-on Assessment where, in teams of 2-3, they will be given 6 hours to perform a full detail, including headlight restoration. Students will learn how and when to quote prices and times, tips on how to sell services, and marketing strategies. In addition, students will learn about ceramic coating application, customer services, sales, ordering materials, and pricing jobs. Phase 5 will also include a final written assessment on all material covered throughout the course, *Full Time: 2 Days, 16 Hours*

Total Hours Completed Automotive Detailing: 80

2025 Schedule

Mobile Electronic Installation and Vehicle Customizing Program 600 Hours

Includes Mobile Electronic Installation, Custom Fabrication, Automotive Window Tinting, Vinyl Wrap & Detailing.

Day Class Schedule: Monday to Thursday, 9:00am to 5:00pm + 6 Friday Sessions Course Length: 18 Weeks

Start Dates	End Dates
January 06, 2025	May 14, 2025
February 24, 2025	July 09, 2025
April 07, 2025	August 08, 2025
May 27, 2025	October 02, 2025

Continuing Education Mobile Electronic Installation Only

Saturday Schedule: Saturday, 9am to 5pm Course Length: 20 Weeks

Start Dates	End Dates
March 15, 2025	August 09, 2025

Automotive Vinyl Wrap 80 Hours Continuing Education Course

Day Classes Schedule: Monday to Friday, 9am to 5pm

Course Length: 2 Weeks

Start Dates	End Dates
December 02, 2024	December 13, 2025
January 06, 2025	January 17, 2025
February 03, 2025	February 14, 2025
March 10, 2025	March 21, 2025

Night Classes Schedule: Monday to Wednesday, 6pm to 9pm

Course Length: 9 Weeks

Start Dates	End Dates
March 31, 2025	May 28, 2025

Automotive Detailing 80 Hours Continuing Education Course

Day Classes Schedule: Monday to Friday, 9am to 5pm

Course Length: 2 Weeks

Start Dates	End Dates
January 06, 2025	January 17, 2025
February 24, 2025	March 07, 2025
March 10, 2025	March 21, 2025

Night Classes Schedule: Monday to Wednesday, 6pm to 9pm

Course Length: 9 Weeks

Start Dates	End Dates
March 31, 2025	May 28, 2025

Holidays: Classes will NOT be held on these holidays:

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

Contact Information

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