





All students who complete our program will receive a diploma stating that they completed all hours required for the course that is required to graduate. Students must score 70% or (C) average or more on written tests in order to qualify for graduation from the NCCER.

The Heavy Equipment Operator School of Idaho will provide equipment and materials for the school term. Students under the age of 18 will not be accepted. Any applying student rejected on enrollment by school receives a full refund. Students will be dismissed for breaking school rules or misconduct. Any student dismissed for these reasons will not be afforded a refund.

## **METHODS OF PAYMENT**

Financial Aid

Department of Labor, Vocational Rehabilitation, Veteran's Administration Education or other government entity

Personal Payment

### **\*\*\*CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person or by Certified Mail.
2. Cancellation before the fourth (4<sup>th</sup>) Business Day, results in a refund of all monies paid.
3. Cancellation after completing 33% of the program will result in no refund. **NO REFUNDS WILL BE MADE.**
4. Any refunds other than tuition (room, rent), are made on a pro-rated basis of what the student has used on a day to day basis.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance or the date of cancellation by the student, whichever the latter, is used in the calculation unless earlier written notice is received.
6. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
7. Under no circumstances will the 2.5% surcharge for online or credit card payments be refunded.

## **GROUND FOR TERMINATION**

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement. Any student dismissed for these reasons shall not be afforded a refund. Heavy Equipment Operator School of Idaho's purpose is to provide for the scholastic and moral development of the students who have chosen to attend this school. Discipline is one of the means to achieve and maintain the school's learning environment and promote the scholastic development of the student. Heavy Equipment Operator School of Idaho attempts to instill self-discipline and inner direction to assist the student in fulfilling their present responsibilities and in preparing for their future role in the workforce.

The common good of the student body and of Heavy Equipment Operator School of Idaho demands that decisive action be taken in cases of serious or repeated violations of school regulations, procedures, or unwritten conventions. In the face of a student's failure to accept responsibility, the school authorities may see the need for a suspension from school.

Students are expected to maintain a grade average of "C" (GPA 2.0) or higher. When this standard is not met the Instructor and Administration will attempt to determine the cause of the problem. If the cause is found to be a learning deficiency, learning support will be provided. Adult or peer tutoring may also be recommended. If the cause is not a learning problem, the school will attempt to correct the problem through direct counseling with the student, conference with the parents, and a period of probationary enrollment. If improvement is not exhibited at the end of the specified period, the student will be withdrawn from the school.

In addition, students who have been admitted more than twice will not be readmitted.

**EMPLOYMENT ASSISTANCE**

Although placement assistance may be offered, the institution does not guarantee employment, implied or indirectly implied.

**INSURANCE LIABILITY**

The Heavy Equipment Operator School of Idaho is not liable for any injuries or illnesses of students', unless it is proven that the injury or illness is the result of negligence by the Heavy Equipment Operator School of Idaho.

**SUBSTANCE ABUSE AGREEMENT**

Heavy Equipment Operator School of Idaho enforces a Drug and Substance Abuse policy that prohibits student use of illegal substances. This policy provides the School with the right to administer to student's urinalysis and other drug tests as deemed necessary by the School Administration.

**ACKNOWLEDGEMENT**

This document is a binding contract between the institution and applicant and no further modification or representation except as herein expressed by both parties will be recognized.

**CREDENTIAL AWARDED**

Upon satisfactory completion of the program the student will be awarded a Diploma.

**STUDENT / PARENT ACCEPTANCE**

Our signatures below indicate that we have read the Enrollment Agreement and accept the above conditions for Enrollment.

Our signatures below also indicate that we have read the Substance Abuse Agreement. We accept the above conditions for Substance Abuse and provide the School permission to administer drug detection tests as deemed necessary by the School Administration.

\_\_\_\_\_  
Applicant's Name in Print Date

\_\_\_\_\_  
Signature of Applicant and Date Signature of Parent/Guardian (If necessary) Date

\_\_\_\_\_  
Signature of School Administration Representative Date