

MOTORCYCLE MECHANICS INSTITUTE

MARINE MECHANICS INSTITUTE



COURSE CATALOG 2018-2019

TECHNICIAN TRAINING PROGRAMS

Motorcycle
Marine

VOL. 18 / NO. 01



Kimberly J. McWaters

President and Chief Executive Officer
Universal Technical Institute, Inc.

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

A handwritten signature in black ink, reading "Kimberly J. McWaters".

Dear Future Professional Technician:

A wise person once said, "Do what you love and you'll never work a day in your life." It's a simple philosophy but it really means something special here at UTI. Our founders had a dream to help people by providing them with the knowledge and skills to pursue their passion. The passion to work with their hands solving technical problems. This is the backbone of our country, this is the "new smart" of American education. I'm proud to report this dream continues to be realized every single day, on every UTI campus, by students just like you.

Now it's your turn to join this proud tradition.

As a student, you're taking your first steps down the road to a future that's full of promise and we're here to support you every step of the way. From caring expert instructors to hands-on experience in our manufacturer-sponsored labs, we have the staff, facilities and industry relationships you'll need to succeed. It's this winning formula that's made us the "industry's choice" for technician training. In fact, today's top manufacturers prefer to employ UTI graduates because they know you'll have what it takes to be a valuable addition to their team.

In this catalog, you'll find the basic facts about the school and your training program. If you have any questions or would like additional information, please contact your UTI Admissions Representative or your UTI campus directly.

Welcome to UTI. We're excited to have you with us because we share the same dream – your future success.

Sincerely,

A handwritten signature in black ink, reading "Kimberly J. McWaters".

Kimberly J. McWaters

President and Chief Executive Officer
Universal Technical Institute, Inc.

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For important information about the educational debt, earnings and completion rates of students who attended this program, visit www.uti.edu/disclosures.

The Motorcycle Mechanics Institute and Marine Mechanics Institute campus in Orlando and the Motorcycle Mechanics Institute campus in Phoenix are owned by UTI Holdings, Inc., a subsidiary of Universal Technical Institute, Inc., located in Scottsdale, AZ.

All photos represent programs listed in this catalog.







INTRODUCTION

Mission Statement

Our mission is to be the leading provider of technical training for students seeking entry-level careers as automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle and marine technicians, as well as welders and CNC machining technicians. Our technician training programs provide students with fundamental skills applicable and transferable to a variety of related industrial technician professions requiring an ability to diagnose, maintain and repair gas and diesel engines; mechanical, electrical and hydraulic equipment; and electronic systems.

MMI's Philosophy

Motorcycle Mechanics Institute and Marine Mechanics Institute (MMI) are dedicated to providing students with the technical education needed to begin successful careers as technicians in the motorcycle and marine repair fields. We provide a positive learning environment that encourages students to successfully complete their training programs and apply their knowledge and skills in technician careers. MMI's balance of theory, diagnosis, demonstrations and practical lab work consistently develops graduates who are accepted throughout the industry and recognized as potential leaders in their fields.

Administration

Universal Technical Institute of Arizona, Inc.; Universal Technical Institute of California, Inc.; Universal Technical Institute of Illinois, Inc.; Universal Technical Institute of Massachusetts, Inc.; Universal Technical Institute of Northern California, Inc.; Universal Technical Institute of Pennsylvania, Inc.; Universal Technical Institute of Phoenix, Inc.; Universal Technical Institute of Texas, Inc.; Universal Technical Institute of Northern Texas, LLC; Universal Technical Institute of Southern California, LLC; and Universal Technical Institute of North Carolina are wholly owned subsidiaries of UTI Holdings, Inc. Officers of the subsidiaries are Kimberly J. McWaters, President and Chief Executive Officer; Jerome A. Grant, Chief Operating Officer and Executive Vice President; Scott Yessner, Interim Chief Financial Officer; and Chad A. Freed, Executive Vice President of Business Development and General Counsel.

History

MMI has grown from a small regional training center to a manufacturer-endorsed educational institution. The Motorcycle Mechanics Institute, founded in 1973, and the Marine Mechanics Institute, founded in 1991, began as divisions of Clinton Technical Institute, which had been owned and operated by The Clinton Harley Corporation since 1977. In 1979, MMI was accredited by the National Association of Trade and Technical Schools, now known as the Accrediting Commission of Career Schools and Colleges.

In 1997, The Clinton Harley Corporation became a subsidiary of Universal Technical Institute, Inc., as the result of a merger between the two schools. In 2003, UTI became a public company through a successful initial public offering of its common stock.

In 2005, The Clinton Harley Corporation changed its name to Universal Technical Institute of Phoenix, Inc. It remains a subsidiary of Universal Technical Institute, Inc. The school's official name is Universal Technical Institute, Motorcycle and Marine Mechanics Institute Divisions.

MOTORCYCLE MECHANICS INSTITUTE

In 1983, an agreement was signed with the Harley-Davidson Motor Company to provide dealer training and entry-level technicians through MMI's Harley-Davidson Late-Model training courses.

In 1984, MMI published "The Complete Guide to Motorcycle Mechanics."

In 1986, the MMI training facility opened in Orlando, Florida. Also, it received formal endorsement from American Honda and began training Honda-specific, entry-level technicians through the HonTech training courses.

In 1989, MMI received formal endorsement from Yamaha Motor Corporation., U.S.A., and began providing dealer training and entry-level technicians through the YamaPro® training courses. Also, MMI received formal endorsement from American Suzuki to provide dealer training and entry-level technicians through the FAST training courses. And MMI received formal endorsement from Kawasaki Motors Corp., U.S.A.

In 1994, MMI published the second edition of "The Complete Guide to Motorcycle Mechanics."

In 1997, MMI began the K-Tech Specialist Program with support from Kawasaki Motors Corp., U.S.A.

In 1999, MMI in Orlando began its first K-Tech specialist class with support from Kawasaki Motors Corp., U.S.A.

In 2001, the Orlando campus began its HonTech training with support from American Honda Motor Corp.

In 2002, the Orlando campus began its first YamaPro® class with support from Yamaha Motor Corp., U.S.A.

In 2006, the Phoenix campus began its BMW Motorrad training with support from BMW Motorrad USA.

In 2009, the Orlando campus began its BMW Motorrad training with support from BMW Motorrad USA.

MARINE MECHANICS INSTITUTE

In 1991, MMI began its first outboard marine class in Orlando.

In 1994, MMI received formal endorsement from American Suzuki Marine.

In 1995, MMI began sterndrive training. Also, it began formal dealer training for Bombardier Inc./Sea-Doo jet boat.

In 1998, MMI became an authorized training center for Volvo Penta of the Americas, Inc.

In 1999, MMI began dealer training for Mercury Marine, Mercury Outboard and MerCruiser products. Also, it began dealer training on Honda Marine products for American Honda Motor Corp.

In 2000, MMI began dealer training on Volvo Penta marine products for Volvo Penta of the Americas, Inc. Also, it received formal endorsement from Mercury Marine and began its first MercTech class.

In 2016, MMI began offering students the opportunity to pursue and achieve provisional certification as factory-certified technicians for Mercury Marine outboard products.

In 2016, MMI began offering Marine students the opportunity to pursue and achieve provisional certification as factory-certified technicians for Mercury Marine outboard products.

WHY MMI STANDS OUT

Scholarship Programs

UTI makes available sponsored scholarships to students who qualify. Specific conditions, criteria and awards vary by state. For more information, visit our website at uti.edu/scholarships.

Scholarships include but are not limited to the following:

Participants who compete in the National Automotive Dealers Association Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of National Automotive Dealers Association judges. Winners are placed by the judges based on their scores.

Pennsylvania residents who apply for the Boys & Girls Clubs of America Scholarship and are one of the 15 scholarship recipients are eligible to receive one of 15 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus and are valued at 63% to 100% of the student's program tuition (ranging from \$33,500 to \$42,950). The Boys & Girls Clubs of America Scholarship is a two-part scholarship submission that includes an essay and a self-produced video. Submitted videos will be reviewed for eligibility and narrowed down to the top 10 finalist videos for each Boys & Girls Clubs of America region (five regions total). All finalist videos will be forwarded to the Boys & Girls Clubs of America for final review and scholarship selection.

Participants who compete in the FFA (Future Farmers of America) Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of National FFA Organization judges. Winners are placed by the judges based on their scores.

Participants who compete in the Ford AAA Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of Ford AAA judges. Winners are placed by the judges based on their scores.

Participants who compete in the SkillsUSA Competition and place first through sixth are eligible to receive one of 264 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are judged during a timed hands-on competition by a panel of SkillsUSA judges. Winners are placed by the judges based on their scores.

Participants who compete in the Top Tech Challenge Competition and place first through sixth are eligible to receive one of 12 scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 100% of the student's program tuition (ranging from \$7,675 to \$50,550). Students are graded based on performance at multiple hands-on workstations. Winners are placed based on their scores compared to those of other competitors.

New Jersey residents who participate in the New Jersey Cooperative Education Association Charles V. Rosica Scholarship Program and are recognized as the top two finalists are eligible to receive one of two scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 25% to 50% of the student's program tuition (scholarship amount is \$15,000). Students are evaluated through an interview by a panel of New Jersey Cooperative Education Association judges. Winners are placed by New Jersey Cooperative Education Association judges.

New Jersey residents who participate in the New Jersey Cooperative Education Coordinators Association (NJCECA) Scholarship Program and are recognized as the top two finalists are eligible to receive one of two scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 50% of the student's program tuition (ranging from \$15,350 to \$25,275). Students are interviewed by a panel of NJCECA judges. Winners are placed by NJCECA judges.

Pennsylvania residents who apply for the mikeroweWORKS Scholarship and are one of the five top finalists are eligible to receive one of five scholarships. These scholarships can be used at the Universal Technical Institute of Pennsylvania campus, and are valued at 63% to 100% of the student's program tuition (ranging from \$29,950 to \$31,900). The mikeroweWORKS Scholarship is a two-part scholarship submission that includes an essay and a self-produced video. Essay submissions are graded by the UTI Scholarship Department using a pre-defined eligibility and grading matrix. All students with eligible essays will have their videos posted online on the UTI Facebook page for public voting.

Significant Investment in Facilities and Equipment

MMI has made significant investments in the latest vehicles, equipment and up-to-date facilities to give our students valuable hands-on training that's in demand with employers in the motorcycle and marine industries. MMI training facilities encompass the following campuses:

- Orlando, Florida, campus (motorcycle) – 1 classroom, 27 labs, 2 computer labs, 1 resource room and approximately 90,750 square feet of space
- Orlando, Florida, campus (marine) – 1 classroom, 8 labs, 2 computer labs, 1 resource room and approximately 30,750 square feet of space
- Phoenix, Arizona, campus – 2 classrooms, 47 labs, 2 computer labs, 1 resource room and approximately 115,000 square feet of space

All training areas have the required lighting, heating, ventilation, cooling and plumbing/sanitation facilities as determined by local requirements.

Curriculum Development

MMI maintains a national curriculum development department to design and modify our programs according to industry needs. Working closely with industry advisory boards, curriculum development professionals determine the skills needed by technicians in today's job market and develop curriculum that will convey that knowledge.

MMI experts, all with years of industry and teaching experience, produce our course books and laboratory assignments. Course books are used in classroom activities, outside of class study and during lab experiences. The books are provided in up-to-date, easy-to-read formats for students to study, reinforcing material covered in lectures and labs.

Experienced Instructors

Before joining MMI, all instructors are required to have a combination of field experience and training sufficient to meet accreditation standards and state regulations in the states in which the school is licensed or approved to operate. Due to their experience and training, MMI instructors are able to share information and insights with students that otherwise might take years to learn on the job.

MMI updates its instructors through a variety of seminars and workshops that keep them abreast of new technology so they can pass that knowledge along to students. Instructors also continue their education and improve their teaching skills through training provided by the Center of Excellence in Education.

Student Support Staff

MMI has an experienced and highly skilled staff that is dedicated to assisting students. We help students determine whether they qualify for financial aid, assist them in obtaining affordable housing and part-time employment, and offer support in many more areas.

Graduate Employment Assistance

Although we cannot guarantee employment, we do place great emphasis on assisting MMI graduates to obtain entry-level technician positions as they begin their careers.

Graduate Refreshers

To refresh their knowledge, graduates can retake any course they have successfully completed as often as they desire at no additional tuition cost (provided the course is still offered and space is available). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. Graduate refreshers are treated as audited courses and do not impact a student's CGPA or overall attendance rate (i.e., do not replace the previous attempt(s)).

Industry Alliances

Students add value to their technician education through manufacturer-specific training created through MMI's alliances with world-class manufacturers in the motorcycle and marine industries.

Motorcycle students can reinforce their training program by enrolling in the manufacturer-specific advance training of their choice, including BMW Motorrad, Honda, Kawasaki, Suzuki, Yamaha and Harley-Davidson.

Marine students benefit from manufacturer-specific training from leading marine manufacturers such as Honda Marine, Mercury Marine, Suzuki Marine, Volvo Penta and Yamaha Marine.

Articulation Opportunities

MMI strongly supports education as the key to a successful future. Part of this support involves arranging strategic alliances with other institutions of higher education for students interested in continuing their education after graduation. MMI has developed articulation agreements with several schools around the country that make it possible for graduates to transfer some of the credits earned at MMI. This provides MMI graduates with excellent opportunities to transfer to advanced degree programs.

MMI has credit-acceptance programs with City University of Seattle,* a private, nonprofit higher education institution serving working adults who want to pursue further educational opportunities without interrupting their careers. With campus locations throughout the United States and around the world, City University of Seattle offers MMI graduates an opportunity to obtain an associate or bachelor's degree in less time (usually less than four years, depending on the number of MMI credits accepted*) via distance learning from wherever their careers may take them.



MMI graduates also can earn an associate, bachelor's or master's degree in some of the fastest growing fields at DeVry University, which has more than 85 locations in major metropolitan areas across the country. Students can transfer course credit as technical specialty or elective course credit into DeVry's baccalaureate program for a Bachelor of Science degree in Technical Management. Also, most programs are offered online, meaning courses can be taken anywhere, anytime.

Ferris State University offers education and training with career-focused associate, bachelor's and master's degrees; professional development certificates; and customized training courses. Graduates of UTI's Automotive Technology program may be able to obtain 48 semester transfer credit hours toward Ferris State's Bachelor of Science degree in Automotive Management or Automotive Engineering Technology. Ferris State also offers the Great Lakes Scholarship to residents in 21 states, which allows them to qualify for in-state tuition.

UTI students may transfer applicable credits to the Bachelor of Science in Business Administration degree program at Argosy University.* With locations in Arizona, California, Texas, and nine other states, plus Online Programs, Argosy University offers degree programs designed to equip students with the communication, critical thinking, and problem-solving skills needed to pursue an entry-level career choice.

The University of Phoenix also has made it possible for students at applicable UTI campuses who are earning an associate degree to transfer some of the credits earned directly to University of Phoenix toward a Bachelor of Science degree in Management.* With campuses located in most major cities nationwide and online, the university is prepared to accept those graduates who meet their admissions requirements and want to continue their education to obtain its bachelor's degree.

MMI also has teamed with Wayland Baptist University (WBU) to offer MMI graduates an opportunity to continue their education through a credit transfer program. WBU has campuses in Arizona, Texas and other states as well as online programs.

Western International University (WIU) offers MMI graduates an opportunity to continue on to earn a bachelor's degree through a credit transfer program. A number of MMI's credits may transfer into various bachelor's degree programs at WIU.* The University has residential campuses in Arizona and online degree programs.

UTI students may transfer applicable credits to the Bachelor of Science in Business Administration degree program at Argosy University.* With locations in Arizona, California, Texas, and nine other states, plus Online Programs, Argosy University offers degree programs designed to equip students with the communication, critical thinking, and problem-solving skills needed to pursue an entry-level career choice.



MMI students will be provided detailed information on these important continuing education opportunities during the career development portion of their training. Enrolling students may obtain information directly from their Admissions Representative. In all cases, MMI graduates must meet the admissions requirements of the accepting campus in order to transfer credit and complete a program.

*The institution accepting MMI credits determines if and how many credits will be accepted.

Transfer of MMI Course Credits to Another Institution

MMI is considered a vocational institution and does not offer degree programs or academic programs at the college level. Students receive diplomas upon successful completion of the training programs. However, the credits earned are not college level and do not automatically transfer to another school unless that school is willing to accept them from a transferring student.

MMI does not ensure the transferability of any credits to any other institution.

In most cases, the credits earned will not transfer to another postsecondary institution. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what, if any, credits that institution will accept.

Transfer of Other Institution Credits to MMI

UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

ACCREDITATION/STATE LICENSING

MMI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

ACCSC
Accrediting Commission of Career Schools and Colleges

Agency Approvals

In many states, UTI is an approved vendor recipient of third-party tuition funds from the agencies listed below. Approvals vary by state for each UTI campus. UTI's Agency Department can provide information on the programs available for each campus location.

- Department of Defense Tuition Assistance
- Foster Care
- Native American Tribes
- Trade Adjustment Act
- U.S. Department of Veterans Affairs
- Vocational Rehabilitation Services
- Workers' Compensation
- Workforce Innovations and Opportunities Act

State Licensing

Approvals apply to campuses denoted at the end of each agency listing with an "A" for the Arizona campuses and an "F" for the Florida campus.

Licensed by the Alabama Community College System pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. F

Approved and Licensed to operate by the Arizona State Board for Private Post-secondary Education. A

Licensed by the Arkansas Department of Higher Education. F

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. A

Certificate of Approval to Operate issued by the Delaware Department of Education. F

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, Toll-free: 888-224-6684. F

Authorized under the Georgia Nonpublic Postsecondary Educational Institutions Act of 1990. F

This institution is regulated by: Indiana Department of Workforce Development, Office for Career and Technical Schools
10 N. Senate Avenue, Suite SE 308, Indianapolis, IN 46204

OCTS@dwd.in.gov

<http://www.in.gov.dwd/2731.htm>

317-234-8338 or 317-232-1732 A, F

Approved by the Kansas State Board of Regents. A, F

Licensed by the Kentucky Commission on Proprietary Education, 300 Sower Boulevard, 4th Floor, Frankfort, KY 40601, 502-664-4185. Student Protection Fund – KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed “Form for Claims Against the Student Protection Fund.” This form can be found at the website at www.kcpe.ky.gov. F

Licensed by the Louisiana Board of Regents. F

Licensed by the State of Maine Department of Education. A, F

Motorcycle and Marine Mechanics Institutes are licensed as private career schools with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institutions. Credits earned at the institutions may not transfer to all institutions. A, F

Licensed by the Mississippi Commission on Proprietary Schools and College Registration, Certificate No. C-117. F

Approved to Operate by the Missouri Coordinating Board for Higher Education. A, F

Approved by the Nebraska Department of Education. A, F

UTI Representatives comply with all applicable legal requirements to recruit in the State of Nevada. A, F

Registered with the New Mexico Higher Education Department. A, F

Approved by the Ohio State Board of Career Colleges and Schools. Certificate registration numbers are 98-04-1486T (AZ) and 98-04-1485T (FL). A, F

Licensed by the Oklahoma Board of Private Vocational Schools. A, F

Licensed by the Oregon Higher Education Coordinating Commission. A, F

Registered with the Pennsylvania State Board of Private Licensed Schools. F

UTI Representatives comply with all applicable legal requirements to recruit in the State of Rhode Island.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady St., Suite 300, Columbia, SC 29201, 803-737-2260. Licensure indicates only that minimum standards have been met and is not an endorsement or guarantee of quality. F

Authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. F

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, TX. A, F

UTI Representatives comply with all applicable legal requirements to recruit in the State of Virginia.

Authorized to operate in the state of Washington under WA RCW 28C.10. A, F

Authorized to operate in the state of West Virginia by the West Virginia Council for Community & Technical College Education. F

Approved by the Wisconsin Educational Approval Board. A, F

Licensed by the State of Wyoming as a post-secondary proprietary school under W.S. 21-2-401 through 21-2-407. A.

For more information or to view the campus licenses and accreditation documents, please visit the Office of the Campus President.

Memberships

Active memberships are held in the following organizations:

- American Boat & Yacht Council
- Arizona Fleet Maintenance Council
- Arizona Guidance and Personnel Association
- Arizona Private School Association
- Arizona Trucking Association
- Arizona Veterans Program Association
- Automotive Aftermarket Industry Association
- Automotive Service Association
- Automotive Training Managers Council
- Automotive Wholesalers of Arizona
- Automotive Youth Educational Systems
- Better Business Bureau
- California Association of Private Postsecondary Schools
- Career Colleges and Schools of Texas
- Central Florida Hispanic Chamber of Commerce
- Chamber630
- Chester County (Pennsylvania) Chamber of Business and Industry
- Chicagoland Apartment Association
- Collision Industry Council
- Exton Chamber of Commerce
- Greater Houston Partnership
- Houston Auto Body Association
- Houston Automobile Dealers Association
- Houston Chamber of Commerce
- Illinois Chamber of Commerce
- Independent Automotive Service Association
- Inter-Industry Conference on Auto Collision Repair
- International Autobody Congress & Exposition
- International Automotive Technicians Network
- Irving Chamber of Commerce
- Lisle Area Chamber of Commerce
- Massachusetts Association of Private Career Schools

- Mooresville-South Iredell (NC) Chamber of Commerce
- Naperville Area Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Auto Body Council
- National Automotive Technicians Education Foundation
- National Institute for Automotive Service Excellence
- National Rehabilitation Association
- Natomas Chamber of Commerce
- NextEd
- North American Council of Automotive Teachers
- North Carolina Association of Career Colleges and Schools
- North Carolina Business Committee for Education
- North Carolina Motorsports Association
- Orlando Chamber of Commerce
- Pennsylvania Private School Association
- Phoenix Chamber of Commerce
- Rancho Cucamonga Chamber of Commerce
- Sacramento Hispanic Chamber of Commerce
- Sacramento Metro Chamber of Commerce
- SEMA
- Servicemembers Opportunity Colleges
- SkillsUSA
- Society for Technical Communication
- Statesville (NC) Chamber of Commerce
- Texas Industrial Vocational Association
- Technology & Maintenance Council (American Trucking Association)



ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

To be eligible for enrollment, a prospective student must be at least 16 years of age. Please note that all students enrolling under the age of 18, require a parent or guardian to execute the Enrollment Agreement.

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes.

Prospective students may complete their enrollment through UTI's electronic enrollment process.

All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to UTI. The conditional status remains until the student's documentation is judged acceptable. Allowing adequate lead time (ideally 30 days minimum) for both evaluation of the document(s) submitted and an alert regarding any deficiency prior to any planned relocation to attend school is highly advised.

To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply and MMI must accept one of the following documents:

- Standards-based high school diploma recognized by the student's state (documented with a copy of the diploma, a transcript provided by the high school or a DD Form 214 showing verification of high school graduation). Diplomas and transcripts are evaluated upon receipt. UTI evaluates diplomas for validity and reserves the right not to accept those deemed invalid. Note: Students who are residents of the state of Tennessee and attending MMI-Orlando or UTI-Houston, and all students at NASCAR Tech are required to submit copies of their official high school transcripts rather than copies of their high school diplomas to satisfy admissions requirements; or
- State-issued GED or state-authorized equivalent exam. Students who are residents of the state of Tennessee and attending MMI-Orlando or UTI-Houston, and all students at NASCAR Tech are required to submit copies of their official GED transcripts rather than copies of their certification to satisfy admissions requirements; or
- Evidence of having previously attended a Title IV-eligible program at a postsecondary institution under the Ability to Benefit (ATB) provision prior to July 1, 2012 (documented with a copy of the official ATB test scores and transcript); or
- Successful completion of a degree program at the postsecondary level (associate degree and beyond proven by submission of an official transcript from the college); or
- Successful completion of an officially recognized home schooling program. The home schooling documentation required by UTI for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has no such requirements, additional documentation — including a transcript showing all courses, grades and graduation date, and a notarized statement — must be submitted for review. The campus Registrar or designee will review home school documents and notify the applicant if further documentation is required.

Special Notes on Certificates of Completion and Special Education Diplomas

Students possessing a certificate of high school completion (i.e., completed all courses but did not pass all state standards-based requirements such as testing), or high school diploma or transcript indicating the student earned a special education diploma that did not meet all of the state standards-based requirements must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

Special Notes on MMI Re-enrollees Previously Accepted Under Ability to Benefit (ATB) Provision

- Students whose prior ATB enrollment resulted in graduation can re-enroll.
- Students whose prior ATB enrollment resulted in withdrawal can re-enroll provided they meet all other re-enrollment criteria.
- Former ATB students who may have been accepted to begin coursework but never attended and whose enrollment was therefore canceled must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

Special Notes on Transfers from Other Institutions Who Previously Attended Under ATB Provision

- Students whose prior ATB enrollment can be validated with acceptable documentation demonstrating they had attended a Title IV-eligible program of study prior to July 1, 2012, may be accepted for enrollment at MMI.
- It is not necessary for these students to have received federal financial aid while attending the previous school.
- A transcript from the previous institution is required to verify attendance.

These students may submit a copy of official ATB scores from the previous school or take a new ATB test for MMI admission.

Foreign Education

Foreign education documents from outside the United States or its territories that cannot immediately be confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

Non-matriculating Students

For those students who do not enroll in a full, approved program and are therefore ineligible for federal student aid and a degree/diploma from an accredited program, proof of high school graduation, GED or state-authorized equivalent exam is not required. If a student chooses later to enroll in a full program, all admissions requirements listed above must be satisfied.

Criminal Background Conditions for Admissions and Active Enrollments

MMI is committed to providing a safe learning environment for all students and faculty. An application from a prospective student that indicates a history of being convicted of or pleading guilty or no contest to a violent crime or other type of felony will be subject to further review by MMI before being accepted. This policy extends to those students who have already enrolled or who are active students. Conviction of a felony while attending or while awaiting a first class start is grounds for termination or denial. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants. With regard to admissions decisions, MMI, after its review, will notify students in writing of its decision to accept or deny the application for enrollment.

MMI will not accept applicants who:

- Have been convicted, or pleaded guilty or no contest to a violent crime involving a weapon, resulting in a felony.
- Have been convicted of, or pleaded guilty or no contest to sexual assault, attempted sexual assault or other sexually related crime, including but not limited to child pornography or any non-consensual, involuntary sexual act, resulting in a felony.
- Have been convicted of, or pleaded guilty or no contest to any felony within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to a felony and released from prison/jail within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to murder, attempted murder, vehicular manslaughter, or involuntary or voluntary manslaughter, resulting in a felony.
- Have been convicted of, or pleaded guilty or no contest to selling, transporting, delivering, cultivating and manufacturing, or intending to sell illegal drugs or controlled substances, resulting in a felony unless such conviction or plea is more than 10 years old.
- Have been convicted of, or pleaded guilty or no contest to human trafficking, resulting in a felony.
- Have been convicted of, or pleaded guilty or no contest to two or more felonies unless the most recent felony is more than 10 years old.

The above restrictions apply to convictions received as an adult, as well as those received as a juvenile if the applicant was convicted as an adult. An applicant's entire criminal background, including misdemeanor convictions, is considered when reviewing his or her application for enrollment. Applicants convicted of a misdemeanor after their most recent felony conviction and within the past year are ineligible for enrollment until at least one year after their most recent conviction. Applicants who were convicted in a military court proceeding (e.g., general court-martial) fall under the same felony review process and must provide all appropriate background paperwork. Applicants from states that do not use felony and misdemeanor language have the same requirements for equivalent offenses.



Applicants who have a pending felony charge must resolve the situation to final disposition before consideration by the appeals committee. Also, applicants who have a disposition of adjudication withheld and have not completed the requirements of their disposition will be required to complete all aspects of their adjudication and receive final disposition before being reviewed by the appeals committee. Finally, applicants who have a disposition of adjudication withheld and have proof of final disposition will be required to go through the criminal background process and be reviewed by the appeals committee.

For the safety and security of the campus and depending upon the circumstances, it may be advisable to deny application based on the applicant's past criminal background even if the applicant does not fall into the above categories. Applicants with a criminal background will be reviewed on a case-by-case basis.

Actively enrolled students are expected to notify Financial Aid and Student Services representatives if they are charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending MMI. Students who incur a qualifying offense will be subject to the same process and evaluation as new applicants, which may lead to termination of enrollment.

The Operations Shared Services Manager has the responsibility of reviewing and approving enrollment agreements to ensure proper qualifications in accordance with admissions standards. Applicants who are denied admission will be notified promptly in writing by the campus.

In support of a drug-free environment, MMI students agree, as a condition of acceptance, to MMI's Substance Abuse Prevention policy. Specific details are published in this catalog and are available upon request from the Student Services Department.

MMI, based on information obtained during the interview process, may request a criminal background check on any applicant. Adverse reports will be taken into consideration regarding acceptance.

International Students

This school is authorized under federal law to enroll non-immigrant students. In addition to the general admissions requirements, all non-immigrant applicants who have entered or wish to enter the U.S. for educational studies must secure and provide documentation of M-1 visa status prior to registration.

Students must also demonstrate proficiency in the English language during the admissions interview.

If a student requires certification of high school equivalency, students may take the General Educational Development (GED) exam, a battery of tests administered by the state Department of Education that provides adults an opportunity to receive certification indicating an equivalency to a high school diploma, or state-authorized equivalent exam. MMI is required to report to the U.S. Citizenship and Immigration Services all students issued I-20s who do not attend class as scheduled. In the event the same student has received three I-20s — regardless of the length of time between each — and the student has not attended class as planned, MMI reserves the right not to issue additional I-20s or allow re-enrollment.

It is each student's responsibility to be aware of certain rules and regulations that govern his or her stay in the United States and enrollment in school. For example, students attending school on M-1 visas are not eligible to take Leaves of Absence.

English Language Proficiency

All instruction at MMI campuses is conducted in English.

English language proficiency is determined by an interview with an admissions representative. Successful completion of the interview marks proficiency appropriate for classroom learning. No standard English language test is administered.

MMI does not provide English language learning services.

Enrollment

Classes are not conducted on a term basis; enrollment may take place at any time during the year. However, instruction may begin only when classes are scheduled. Classes are scheduled to start approximately every six weeks.



Graduation Documents

MMI Motorcycle and MMI Marine award diplomas upon completion of their programs. The graduation document awarded for the program in which students are enrolled is shown on the Catalog Addendum, which also outlines the length and cost of each program.

Course Schedules

Courses are three weeks in length at all campuses. New students can start approximately every six weeks. Certain start dates may be limited. Check with the Admissions Office at your campus or your Admissions Representative regarding availability.

Start dates, holidays and vacation schedules are included in this catalog. Because class sessions vary among all MMI campuses, specific times are listed on the Enrollment Agreement for each campus. Each student's actual class time is determined at orientation. MMI reserves the right to change the times of its scheduled classes at its discretion, and class start/end times may vary at the discretion of the Campus President. MMI reserves the right to change a student's session at any time based upon course availability.

Change of Start Date

A student may change start dates after signing an Enrollment Agreement. If a change in start date is requested within 72 hours after signing the Enrollment Agreement and making an initial payment, no reregistration fee will be charged. If a change in start date is requested after the 72-hour period, the agreement will be canceled and a new agreement with its own separate terms must be signed.

Tools and Supplies

All tools necessary for training are supplied with the following exception: Each student is required to have a digital multimeter that meets or exceeds specifications set by MMI. This meter is used throughout the program and ultimately will be an essential tool for students when they graduate and obtain employment in the occupational field. The approved digital multimeter is available for purchase at the campus and the current cost of the multimeter is listed on the Catalog Addendum.

Students who are near graduation and have no outstanding obligations to the school will receive a Career Starter Tool Set Voucher, redeemable for a choice of Snap-on® tool sets with a list price value of more than \$1,300. Vouchers should be redeemed with your campus Snap-on® tools representative prior to graduation.

Students are only eligible to receive tools through this offer one time. Students who have transferred to another campus within the MMI/UTI/NASCAR Tech system after having received a Snap-on® tool voucher will not be eligible to receive another Snap-on® tool voucher through this offer. Students will also have access to tool discounts through the Snap-on® Student Excellence Program as long as they are attending classes at MMI full time.

The major tools and equipment that students will use are described individually in the course descriptions for each program (where appropriate).

Lab Fees

All students are required to pay lab fees, which are due prior to the first day of class. This fee covers the cost of materials and supplies used in all lab sessions. This fee is in addition to tuition and is listed on the Catalog Addendum.

Instructional Materials and Uniforms

The cost of a Personal Resource Manual and two MMI work shirts are included in tuition. Additional work shirts may be purchased on campus.

Registration/Testing/Orientation

Registration is normally conducted the week prior to the first week of class. Testing and orientation are also scheduled prior to that first week. Please check with your campus for the current schedule.

CURRICULUM INFORMATION

Clock-to-credit-hour Conversion

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Texas Workforce Commission (TWC) Clock-to-credit-hour Conversion

One academic semester credit hour is equal to a minimum course time of:

- 15 hours of classroom lecture;
- 30 hours of laboratory experience; or
- 45 hours of externship.

The school shall calculate lecture, laboratory, and externship credit hour conversions individually for each class, rounding down to the nearest half credit hour. The school shall add the total for the credit hours for lecture, laboratory, and externship to determine the total credit hours for a class.



Curriculum Changes

The school is continuously seeking to improve the quality of the education it provides. As a result, the school reserves the right to make changes to the curriculum. These changes may occur at any time and may include such items as:

- Varying course offerings and/or course sequence in any program of study
- Revising the curriculum content of any program or course
- Changing the number of credit hours in any program of study or any course in any program of study

Such changes will not negatively affect currently enrolled students and will be approved in advance by the school's state regulatory body. The Education Director can provide information on plans that the school has for improving the curricula.

Comparable Program Information

Information on comparable programs, tuition, fees and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC). For more information, contact:

ACCSC
Accrediting Commission of Career Schools and Colleges

ACCSC
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org

Graduation Rate and Required Disclosures

For more about our graduation rates, the median debt of students who completed the program and other important information, please visit www.uti.edu/disclosure.

MOTORCYCLE TECHNICIAN SPECIALIST PROGRAM DESCRIPTIONS

PROGRAM OBJECTIVE

The objective of MMI's Motorcycle Technician programs is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs. To reinforce students' preparation for future career success, emphasis is placed on professionalism skills development.



PROGRAM DESCRIPTIONS

The listings below are the core Motorcycle Technology Prerequisite (MTP) and manufacturer-specific training along with their descriptions and objectives.

Note: Manufacturer-specific training may not be taken by themselves and require the completion of a core Motorcycle Technician Prerequisite (MTP).

Motorcycle Technician Prerequisite (MTP)

The 18-week Motorcycle Technician Prerequisite (MTP) will be the first step in training for an entry-level position as a professional motorcycle technician. This prerequisite provides students with an understanding of motorcycle fundamentals and theory of operation as well as hands-on training. This comprehensive education will provide the student with the knowledge and experience to be successful in their chosen manufacturer-specific training.

Due to ongoing technological advances in the motorcycle industry, motorcycle systems have become increasingly complex. It's no longer sufficient to simply replace defective parts. To comprehend and master technological development, a motorcycle technician must have a theoretical understanding of basic motorcycle mechanics, as well as a practical grasp of each system. At MMI, instruction is presented in a logical, step-by-step progression from the fundamentals to state of the industry

technology. Instructors explain each component, beginning with the essentials of motorcycle operation and proceeding through practical applications, technical aspects of each system, the latest technologies and up-to-date service procedures. All instruction is clarified and reinforced through demonstrations, videos, selected readings and hands-on training activities.

Students will receive focused, specialized training designed to prepare them for the job market. MMI instructors are knowledgeable, experienced and actively involved in the progress of each student.

At the conclusion of your full program (the prerequisite and manufacturer-specific training), you will receive a graduation diploma, as well as any manufacturer-specific certificates you have earned.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
Total		224	226	0	450	21	19.5

MANUFACTURER-SPECIFIC TRAINING

MMI students take their learning to higher levels with manufacturer-specific training supported by major motorcycle manufacturers. You may choose to add as many manufacturers to your training program as you feel will satisfy your career goals through the graduate re-enrollment process. Because many motorcycle dealerships service and sell various product lines, MMI graduates with specialized training in multiple areas are preferred. The manufacturer-specific training is supported by the following manufacturers:

- BMW Motorrad
- Harley-Davidson
- Honda
- Kawasaki
- Suzuki
- Yamaha



BMW Motorrad

AZ and FL campuses

12 weeks, 14 credits

Hours: 80 classroom, 220 lab



The BMW Motorrad-specific training is officially sponsored and endorsed by BMW Motorrad USA. This training is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians.

Students have the opportunity to earn an MMI/BMW-endorsed Motorrad Technician certificate upon successfully completing the training. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated.

Students enrolled in BMW Motorrad must meet the following requirements at the conclusion of the Motorcycle Technician Prerequisite (MTP) and prior to starting BMW Motorrad:

- Have a CGPA of 3.0 or better
- Have an attendance rate of 95% or better

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
BMW-001	BMW Motorrad Section 1	31	44	0	75	3.5	3.0
BMW-002	BMW Motorrad Section 2	9	66	0	75	3.5	2.5
BMW-003	BMW Motorrad Section 3	9	66	0	75	3.5	2.5
BMW-004	BMW Motorrad Section 4	31	44	0	75	3.5	3.0
Total		80	220	0	300	14.0	11.0

Harley-Davidson Late Model

AZ and FL campuses

24 weeks, 28 credits

Hours: 205 classroom, 395 lab



This exclusive training is designed to provide the knowledge and skills necessary to succeed as an entry-level service technician. It was developed by MMI with the support of the Harley-Davidson Motor Company, which also helps equip the Harley-Davidson Late Model courses.

The Late Model program allows students to further develop their core H-D technical skills that become the foundation to build upon as technicians. Students are introduced to the systems and procedures necessary to service late model Harley-Davidson® motorcycles, progressively working through the routine (Vehicle Maintenance), intermediate (Chassis Service) and complex (Powertrain Service).

In addition to the highly regarded credentials earned through the Harley-Davidson Late Model program at MMI, the Harley-Davidson® PHD program allows students to begin learning the PHD assessment process while performing the lab tasks in the courses. Hands-on PHD assessment is an essential element in the Harley-Davidson® Technician Recognition program, which, upon students successful completion, makes it possible for graduates to enter the industry with important dealer training classes satisfied.*

Participation and achievement in the PHD program combined with the skills learned through hands-on training labs can make MMI graduates more appealing to prospective employers in the Harley-Davidson® dealership network.

*MMI students are encouraged to complete PHD assessments. PHD qualification is recognized only when graduates are employed by authorized Harley-Davidson dealers. Certain accommodations may be unavailable to students who wish to pursue PHD certification if the accommodations will fundamentally alter an essential element of the program. For example, PHD assessments must be completed in the allotted time and to the lab task standard in order to meet manufacturer requirements.

Participating students have the opportunity to acquire the following Harley-Davidson University® PHD* course credits:

- Vehicle and Chassis Service (VCS)
- Electrical Diagnostics (ED)

The last six weeks of Harley-Davidson Late Model are Dealer Service Operations 1 & 2 (DSO). These courses constitute a two-part program capstone designed to build upon and strengthen core technician and service support skills learned throughout the Late Model program. The hands-on training focus is on building proficiency and confidence in specific technical procedures, as well as professional soft skills that include service writing, warranty procedures and customer service.

In DSO, lab tasks are performed on fully operational motorcycles in a simulated service facility. Students perform all stages of the service process as if they are in an actual dealership—from loading the bike onto the lift for service to unloading and delivering the bike to the service writer for customer pickup. Performance requirements are in strict alignment with Harley-Davidson University® PHD training and students have the opportunity to achieve PHD course equivalency in these courses.

In addition to servicing and repairing motorcycles, students rotate into support roles such as service writer and service consultant. Work is performed with Harley-Davidson's proprietary web access (h-dnet.com®) and Harley-Davidson.com to support technicians (students) in their service tasks.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HDLM-121	H-D Tech 1 – Introduction to Vehicle Service	40	35	0	75	3.5	3.5
HDLM-122	H-D Tech 2 – Introduction to Powertrain	35	40	0	75	3.5	3.0
HDLM-123	H-D Vehicle Maintenance	35	40	0	75	3.5	3.0
HDLM-124	H-D Electrical Diagnostics	25	50	0	75	3.5	3.0
HDLM-125	H-D Chassis Service	25	50	0	75	3.5	3.0
HDLM-126	H-D Powertrain Service	35	40	0	75	3.5	3.0
HDLM-127	H-D Dealer Service Operations 1 (DSO1)	5	70	0	75	3.5	2.0
HDLM-128	H-D Dealer Service Operations 2 (DSO2)	5	70	0	75	3.5	2.0
Total		205	395	0	600	28.0	22.5



Harley-Davidson Screamin' Eagle

HDSE-001 – H-D SCREAMIN' EAGLE

AZ and FL campuses

3 weeks, 3.5 credits

Hours: 32 classroom, 43 lab



Powertrain Performance – Students familiarize themselves with the Harley-Davidson® Screamin' Eagle® line of performance options. They learn about the performance applications of components such as cylinder heads, camshafts, ignition systems, and intake and exhaust systems. The emphasis is on learning the correct application and combination of these performance components. Students learn how to identify all of the variables in a Harley-Davidson® motor that can increase combustion efficiency and drivability performance.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HDSE-001	H-D Screamin' Eagle	32	43	0	75	3.5	3.0
Total		32	43	0	75	3.5	3.0

Harley-Davidson Early Model

AZ and FL campuses

6 weeks, 7 credits

Hours: 64 classroom, 86 lab

Harley-Davidson Early Model is designed to provide students with knowledge and experience on the design, repair and maintenance of Harley-Davidson® vehicles dating back to 1936. Engineering, technical and service data comes directly from Harley-Davidson® materials. The focus is hands-on experience as students learn to disassemble, repair and maintain early model Harley-Davidson® vehicles. Early model motorcycles along with a large variety of component assemblies provide ample exposure to many varieties of early model H-D® products. Students study vintage service bulletins as well as special information packets on topics such as model changes, component design changes, adaptability of late model parts and locating suppliers of obsolete components.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HDEM-001	H-D Early Model 1	32	43	0	75	3.5	3.0
HDEM-002	H-D Early Model 2	32	43	0	75	3.5	3.0
Total		64	86	0	150	7.0	6.0

HonTech

AZ and FL campuses

12 weeks, 14 credits

Hours: 145 classroom, 155 lab



For students seeking an American Honda-endorsed program that can lead to a career as a technician with a Honda motorcycle dealership, MMI is the place to start. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in HonTech comes directly from American Honda training centers. Instructors are HonTech-trained and receive regular updates from American Honda on designs and procedures. The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HTECH-001	HonTech Module 1	35	40	0	75	3.5	3.0
HTECH-002	HonTech Module 2	35	40	0	75	3.5	3.0
HTECH-003	HonTech Module 3	45	30	0	75	3.5	4.0
HTECH-004	HonTech Module 4	30	45	0	75	3.5	3.5
Total		145	155	0	300	14.0	13.5

K-Tech

AZ and FL campuses

12 weeks, 14 credits

Hours: 80 classroom, 220 lab



For Kawasaki-endorsed training that provides the hands-on skills to become a successful entry-level Kawasaki technician, MMI is the place to start. K-Tech Specialist is officially sponsored, supported and endorsed by Kawasaki Motors Corp., U.S.A. This training is designed to provide students with the knowledge and experience necessary to become entry-level Kawasaki Technicians. K-Tech is equipped by Kawasaki with motorcycles, ATVs, RUVs, Mules and

personal watercraft. All necessary special tools and machinery are supplied by MMI. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki-endorsed entry-level certificate is awarded upon graduation.

Students receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They become familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to the K-Dealer website includes methods for tracking parts availability, orders and vehicle service inquiries using K-Dealer. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
KTEC-011	K-Tech Specialist Module 1	20	55	0	75	3.5	2.5
KTEC-012	K-Tech Specialist Module 2	20	55	0	75	3.5	2.5
KTEC-013	K-Tech Specialist Module 3	20	55	0	75	3.5	2.5
KTEC-014	K-Tech Specialist Module 4	20	55	0	75	3.5	2.5
Total		80	220	0	300	14.0	10.0

Factory Authorized Suzuki Training (FAST)

AZ and FL campuses

12 weeks, 14 credits

Hours: 70 classroom, 230 lab



MMI offers a Suzuki training program officially endorsed by Suzuki Motor of America, Inc. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki motorcycle technician. During training, MMI FAST graduates have the opportunity to achieve Bronze and Silver level recognition by completing all Suzuki E-learning modules while in the FAST program.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
FAST-001	FAST Module 1	20	55	0	75	3.5	2.5
FAST-002	FAST Module 2	20	55	0	75	3.5	2.5
FAST-003	FAST Module 3	17	58	0	75	3.5	2.5
FAST-004	FAST Module 4	13	62	0	75	3.5	2.5
Total		70	230	0	300	14.0	10.0

YamaPro®

AZ and FL campuses

12 weeks, 14 credits

Hours: 68 classroom, 232 lab



MMI's YamaPro® is officially endorsed by Yamaha. Students learn to service and repair Yamaha motorcycles, ATVs, Side-by-side, watercraft, generators and snowmobiles. Students who pass the Bronze test and graduate from MMI YamaPro® may receive Bronze level field designation after completing 90 days of employment at a Yamaha dealer. Students also have the opportunity to begin work on Silver level classwork while at MMI, provided they have completed their YamaPro® labs tasks – a distinct advantage for entry-level technicians beginning their careers.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
YPRO-001	YamaPro Module 1	17	58	0	75	3.5	2.5
YPRO-002	YamaPro Module 2	17	58	0	75	3.5	2.5
YPRO-003	YamaPro Module 3	17	58	0	75	3.5	2.5
YPRO-004	YamaPro Module 4	17	58	0	75	3.5	2.5
Total		68	232	0	300	14.0	10.0

Performance and Drivability

PERF-001 – PERFORMANCE AND DRIVABILITY

AZ and FL campuses

3 weeks, 3.5 credits

Hours: 30 classroom, 45 lab

Students will learn the principles of motorcycle performance, and how to diagnose common performance and drivability issues using a motorcycle/ATV dynamometer. Training will include the operation of the dynamometer and associated computer software, and the use of exhaust gas analyzer (EGA) equipment. Students will learn effects that compression, cam and ignition timing, and cylinder head flow have on engines, and how to use OEM and aftermarket components to improve an engine's performance.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
PERF-001	Performance and Drivability	30	45	0	75	3.5	3.5
Total		30	45	0	75	3.5	3.5

MOTORCYCLE TECHNICIAN SPECIALIST

SELECTING YOUR TRAINING PROGRAM

MMI makes it easy for you to structure your training program to fit your career plans. A variety of manufacturer-specific training courses allows you to customize your training program. Motorcycle Technician Specialist training programs, which vary in total number of weeks according to the courses you select, are listed below:



	Weeks	Hours	Credits
Motorcycle Technician with H-D Late Model	42	1,050	49
Motorcycle Technician w/BMW & FAST	42	1,050	49
Motorcycle Technician w/BMW & HonTech	42	1,050	49
Motorcycle Technician w/BMW & K-Tech	42	1,050	49
Motorcycle Technician w/BMW & YamaPro	42	1,050	49
Motorcycle Technician w/FAST & HonTech	42	1,050	49
Motorcycle Technician w/FAST & K-Tech	42	1,050	49
Motorcycle Technician w/FAST & YamaPro	42	1,050	49
Motorcycle Technician w/HonTech & K-Tech	42	1,050	49
Motorcycle Technician w/HonTech & YamaPro	42	1,050	49
Motorcycle Technician w/K-Tech & YamaPro	42	1,050	49
Motorcycle Technician with Performance	45	1,125	52.5
Motorcycle Technician with H-D Late Model & Early Model	48	1,200	56

MOTORCYCLE TECHNICIAN SPECIALIST PROGRAMS

Motorcycle Technician with H-D Late Model

Program M07000: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 429 classroom, 621 lab

The objective of MMI's Motorcycle Technician with H-D Late Model program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

Harley-Davidson Late Model allows students to further develop their core H-D technical skills that become the foundation they will build upon throughout their careers as technicians. Students are introduced to the systems and procedures necessary to service late model Harley-Davidson® motorcycles, progressively working through the routine (Vehicle Maintenance), intermediate (Chassis Service) and complex (Powertrain Service). In addition to servicing and repairing motorcycles, students rotate into support roles such as service writer and service consultant. Work is performed with Harley-Davidson's proprietary web access (h-dnet.com®) and Harley-Davidson.com to support technicians (students) in their service tasks.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
Harley-Davidson Late Model							
HDLM-121	H-D Tech 1 – Introduction to Vehicle Service	40	35	0	75	3.5	3.5
HDLM-122	H-D Tech 2 – Introduction to Powertrain	35	40	0	75	3.5	3.0
HDLM-123	H-D Vehicle Maintenance	35	40	0	75	3.5	3.0
HDLM-124	H-D Electrical Diagnostics	25	50	0	75	3.5	3.0
HDLM-125	H-D Chassis Service	25	50	0	75	3.5	3.0
HDLM-126	H-D Powertrain Service	35	40	0	75	3.5	3.0
HDLM-127	H-D Dealer Service Operations 1 (DSO1)	5	70	0	75	3.5	2.0
HDLM-128	H-D Dealer Service Operations 2 (DSO2)	5	70	0	75	3.5	2.0
Total		429	621	0	1,050	49.0	42.0

Motorcycle Technician w/BMW & FAST

Program M07001: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 374 classroom, 676 lab

The objective of MMI's Motorcycle Technician with BMW Motorrad and Factory Authorized Suzuki Training (FAST) program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

BMW Motorrad is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians. An MMI/BMW-endorsed Motorrad Technician certificate may be awarded upon successfully completing the elective. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated. Students also will get familiar with the BMW Motorcycles model lineup, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. They will learn about service; consumable products; changing oil; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians.

FAST is where students will complete a Suzuki training program that is officially endorsed by Suzuki Motor of America, Inc.. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki Motorcycle Technician. To help students become familiar with the daily operations of a typical dealership, they also will gain practical experience during each module working as service writers for the FAST lab.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
BMW Motorrad							
BMW-X-001	BMW Motorrad Section 1	31	44	0	75	3.5	3.0
BMW-X-002	BMW Motorrad Section 2	9	66	0	75	3.5	2.5
BMW-X-003	BMW Motorrad Section 3	9	66	0	75	3.5	2.5
BMW-X-004	BMW Motorrad Section 4	31	44	0	75	3.5	3.0
Suzuki FAST							
FAST-001	FAST Module 1	20	55	0	75	3.5	2.5
FAST-002	FAST Module 2	20	55	0	75	3.5	2.5
FAST-003	FAST Module 3	17	58	0	75	3.5	2.5
FAST-004	FAST Module 4	13	62	0	75	3.5	2.5
Total		374	676	0	1,050	49.0	40.5

Motorcycle Technician w/BMW & HonTech

Program M07002: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 449 classroom, 601 lab

The objective of MMI's Motorcycle Technician with BMW Motorrad and HonTech program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

BMW Motorrad is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians. An MMI/BMW-endorsed Motorrad Technician certificate may be awarded upon successfully completing the elective. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated. Students also will get familiar with the BMW Motorcycles model lineup, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. They will learn about service; consumable products; changing oil; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians.

HonTech is where students will receive training that has been endorsed by American Honda endorsed. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in the elective comes directly from American Honda training centers. The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
BMW Motorrad							
BMWX-001	BMW Motorrad Section 1	31	44	0	75	3.5	3.0
BMWX-002	BMW Motorrad Section 2	9	66	0	75	3.5	2.5
BMWX-003	BMW Motorrad Section 3	9	66	0	75	3.5	2.5
BMWX-004	BMW Motorrad Section 4	31	44	0	75	3.5	3.0
HonTech							
HTECH-001	HonTech Module 1	35	40	0	75	3.5	3.0
HTECH-002	HonTech Module 2	35	40	0	75	3.5	3.0
HTECH-003	HonTech Module 3	45	30	0	75	3.5	4.0
HTECH-004	HonTech Module 4	30	45	0	75	3.5	3.5
Total		449	601	0	1,050	49.0	44.0

Motorcycle Technician w/BMW & K-Tech

Program M07003: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 384 classroom, 666 lab

The objective of MMI's Motorcycle Technician with BMW Motorrad and K-Tech Specialist program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

BMW Motorrad is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians. An MMI/BMW-endorsed Motorrad Technician certificate may be awarded upon successfully completing the elective. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated. Students also will get familiar with the BMW Motorcycles model lineup, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. They will learn about service; consumable products; changing oil; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians.

The K-Tech Specialist elective is where students will receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They get familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to K-Dealer includes methods for tracking parts availability, orders and vehicle service inquiries using the K-Dealer website. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki endorsed entry-level certificate is awarded upon graduation.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
BMW Motorrad							
BMWX-001	BMW Motorrad Section 1	31	44	0	75	3.5	3.0
BMWX-002	BMW Motorrad Section 2	9	66	0	75	3.5	2.5
BMWX-003	BMW Motorrad Section 3	9	66	0	75	3.5	2.5
BMWX-004	BMW Motorrad Section 4	31	44	0	75	3.5	3.0
K-Tech							
KTEC-011	K-Tech Specialist Module 1	20	55	0	75	3.5	2.5
KTEC-012	K-Tech Specialist Module 2	20	55	0	75	3.5	2.5
KTEC-013	K-Tech Specialist Module 3	20	55	0	75	3.5	2.5
KTEC-014	K-Tech Specialist Module 4	20	55	0	75	3.5	2.5
Total		384	666	0	1,050	49.0	40.5

Motorcycle Technician w/BMW & YamaPro®

Program M07004: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 372 classroom, 678 lab

The objective of MMI's Motorcycle Technician with BMW Motorrad and YamaPro® program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

BMW Motorrad is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians. An MMI/BMW-endorsed Motorrad Technician certificate may be awarded upon successfully completing the elective. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated. Students also will get familiar with the BMW Motorcycles model lineup, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. They will learn about service; consumable products; changing oil; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians.

YamaPro® is where students will receive Yamaha specific training. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. The YamaPro® elective is officially endorsed by Yamaha. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. Students who pass the Bronze test and graduate from the MMI YamaPro® elective may receive Bronze level field designation after completing 90 days of employment at a Yamaha dealer. Students also have the opportunity to begin work on Silver level classwork while at MMI, provided they have completed their elective labs tasks.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
BMW Motorrad							
BMW-001	BMW Motorrad Section 1	31	44	0	75	3.5	3.0
BMW-002	BMW Motorrad Section 2	9	66	0	75	3.5	2.5
BMW-003	BMW Motorrad Section 3	9	66	0	75	3.5	2.5
BMW-004	BMW Motorrad Section 4	31	44	0	75	3.5	3.0
YamaPro							
YPRO-001	YamaPro Module 1	17	58	0	75	3.5	2.5
YPRO-002	YamaPro Module 2	17	58	0	75	3.5	2.5
YPRO-003	YamaPro Module 3	17	58	0	75	3.5	2.5
YPRO-004	YamaPro Module 4	17	58	0	75	3.5	2.5
Total		372	678	0	1,050	49.0	40.5

Motorcycle Technician w/FAST & HonTech

Program M07005: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 439 classroom, 611 lab

The objective of MMI's Motorcycle Technician with Factory Authorized Suzuki Training (FAST) and HonTech program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

FAST is where students will complete a Suzuki training program that is officially endorsed by Suzuki Motor of America, Inc.. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki Motorcycle Technician. To help students become familiar with the daily operations of a typical dealership, they also will gain practical experience during each module working as service writers for the FAST lab.

HonTech is where students will receive training that has been endorsed by American Honda endorsed. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in the elective comes directly from American Honda training centers. The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
Suzuki FAST							
FAST-001	FAST Module 1	20	55	0	75	3.5	2.5
FAST-002	FAST Module 2	20	55	0	75	3.5	2.5
FAST-003	FAST Module 3	17	58	0	75	3.5	2.5
FAST-004	FAST Module 4	13	62	0	75	3.5	2.5
HonTech							
HTECH-001	HonTech Module 1	35	40	0	75	3.5	3.0
HTECH-002	HonTech Module 2	35	40	0	75	3.5	3.0
HTECH-003	HonTech Module 3	45	30	0	75	3.5	4.0
HTECH-004	HonTech Module 4	30	45	0	75	3.5	3.5
Total		439	611	0	1,050	49.0	43.0

Motorcycle Technician w/ FAST & K-Tech

Program M07006: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 374 classroom, 676 lab

The objective of MMI's Motorcycle Technician with Factory Authorized Suzuki Training (FAST) and K-Tech Specialist program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

FAST is where students will complete a Suzuki training program that is officially endorsed by Suzuki Motor of America, Inc. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki Motorcycle Technician. To help students become familiar with the daily operations of a typical dealership, they also will gain practical experience during each module working as service writers for the FAST lab.

The K-Tech Specialist elective is where students will receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They get familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to K-Dealer includes methods for tracking parts availability, orders and vehicle service inquiries using the K-Dealer website. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki endorsed entry-level certificate is awarded upon graduation.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
Suzuki FAST							
FAST-001	FAST Module 1	20	55	0	75	3.5	2.5
FAST-002	FAST Module 2	20	55	0	75	3.5	2.5
FAST-003	FAST Module 3	17	58	0	75	3.5	2.5
FAST-004	FAST Module 4	13	62	0	75	3.5	2.5
K-Tech							
KTEC-011	K-Tech Specialist Module 1	20	55	0	75	3.5	2.5
KTEC-012	K-Tech Specialist Module 2	20	55	0	75	3.5	2.5
KTEC-013	K-Tech Specialist Module 3	20	55	0	75	3.5	2.5
KTEC-014	K-Tech Specialist Module 4	20	55	0	75	3.5	2.5
Total		374	676	0	1,050	49.0	39.5

Motorcycle Technician w/FAST & YamaPro®

Program M07007: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 362 classroom, 688 lab

The objective of MMI's Motorcycle Technician with Factory Authorized Suzuki Training (FAST) and YamaPro® program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

FAST is where students will complete a Suzuki training program that is officially endorsed by Suzuki Motor of America, Inc.. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki Motorcycle Technician. To help students become familiar with the daily operations of a typical dealership, they also will gain practical experience during each module working as service writers for the FAST lab.

YamaPro® is where students will receive Yamaha specific training. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. The YamaPro® elective is officially endorsed by Yamaha. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. Students who pass the Bronze test and graduate from the MMI YamaPro® elective may receive Bronze level field designation after completing 90 days of employment at a Yamaha dealer. Students also have the opportunity to begin work on Silver level classwork while at MMI, provided they have completed their elective labs tasks.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
Suzuki FAST							
FAST-001	FAST Module 1	20	55	0	75	3.5	2.5
FAST-002	FAST Module 2	20	55	0	75	3.5	2.5
FAST-003	FAST Module 3	17	58	0	75	3.5	2.5
FAST-004	FAST Module 4	13	62	0	75	3.5	2.5
YamaPro							
YPRO-001	YamaPro Module 1	17	58	0	75	3.5	2.5
YPRO-002	YamaPro Module 2	17	58	0	75	3.5	2.5
YPRO-003	YamaPro Module 3	17	58	0	75	3.5	2.5
YPRO-004	YamaPro Module 4	17	58	0	75	3.5	2.5
Total		362	688	0	1,050	49.0	39.5

Motorcycle Technician w/HonTech & K-Tech

Program M07008: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 449 classroom, 601 lab

The objective of MMI's Motorcycle Technician with HonTech and K-Tech Specialist program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

HonTech is where students will receive training that has been endorsed by American Honda endorsed. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in the elective comes directly from American Honda training centers. The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships.

The K-Tech Specialist elective is where students will receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They get familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to K-Dealer includes methods for tracking parts availability, orders and vehicle service inquiries using the K-Dealer website. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki endorsed entry-level certificate is awarded upon graduation.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
HonTech							
HTECH-001	HonTech Module 1	35	40	0	75	3.5	3.0
HTECH-002	HonTech Module 2	35	40	0	75	3.5	3.0
HTECH-003	HonTech Module 3	45	30	0	75	3.5	4.0
HTECH-004	HonTech Module 4	30	45	0	75	3.5	3.5
K-Tech							
KTEC-011	K-Tech Specialist Module 1	20	55	0	75	3.5	2.5
KTEC-012	K-Tech Specialist Module 2	20	55	0	75	3.5	2.5
KTEC-013	K-Tech Specialist Module 3	20	55	0	75	3.5	2.5
KTEC-014	K-Tech Specialist Module 4	20	55	0	75	3.5	2.5
Total		449	601	0	1,050	49.0	43.0

Motorcycle Technician w/HonTech & YamaPro®

Program M07009: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 437 classroom, 613 lab

The objective of MMI's Motorcycle Technician with HonTech and YamaPro® program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

HonTech is where students will receive training that has been endorsed by American Honda endorsed. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in the elective comes directly from American Honda training centers. The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships.

YamaPro® is where students will receive Yamaha specific training. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. The YamaPro® elective is officially endorsed by Yamaha. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. Students who pass the Bronze test and graduate from the MMI YamaPro® elective may receive Bronze level field designation after completing 90 days of employment at a Yamaha dealer. Students also have the opportunity to begin work on Silver level classwork while at MMI, provided they have completed their elective labs tasks.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
HonTech							
HTECH-001	HonTech Module 1	35	40	0	75	3.5	3.0
HTECH-002	HonTech Module 2	35	40	0	75	3.5	3.0
HTECH-003	HonTech Module 3	45	30	0	75	3.5	4.0
HTECH-004	HonTech Module 4	30	45	0	75	3.5	3.5
YamaPro							
YPRO-001	YamaPro Module 1	17	58	0	75	3.5	2.5
YPRO-002	YamaPro Module 2	17	58	0	75	3.5	2.5
YPRO-003	YamaPro Module 3	17	58	0	75	3.5	2.5
YPRO-004	YamaPro Module 4	17	58	0	75	3.5	2.5
Total		437	613	0	1,050	49.0	43.0

Motorcycle Technician w/K-Tech & YamaPro®

Program M07010: AZ and FL campuses

42 weeks, 49 semester credits

Hours: 372 classroom, 678 lab

The objective of MMI's Motorcycle Technician with K-Tech Specialist and YamaPro® program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

The K-Tech Specialist elective is where students will receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They get familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to K-Dealer includes methods for tracking parts availability, orders and vehicle service inquiries using the K-Dealer website. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki endorsed entry-level certificate is awarded upon graduation.

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Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
Motorcycle Technician Prerequisite							
MOTO-101	Engines, Transmissions & Precision Measurement	48	27	0	75	3.5	3.5
MOTO-102	Chassis, Suspension & Final Drive	32	43	0	75	3.5	3.0
MOTO-103	Electrical Systems	40	35	0	75	3.5	3.5
MOTO-104	Vehicle Maintenance	35	40	0	75	3.5	3.0
MOTO-105	Engine Troubleshooting & Noise Diagnosis	26	49	0	75	3.5	3.0
MOTO-106	Electrical Diagnostics	43	32	0	75	3.5	3.5
K-Tech							
KTEC-011	K-Tech Specialist Module 1	20	55	0	75	3.5	2.5
KTEC-012	K-Tech Specialist Module 2	20	55	0	75	3.5	2.5
KTEC-013	K-Tech Specialist Module 3	20	55	0	75	3.5	2.5
KTEC-014	K-Tech Specialist Module 4	20	55	0	75	3.5	2.5
YamaPro							
YPRO-001	YamaPro Module 1	17	58	0	75	3.5	2.5
YPRO-002	YamaPro Module 2	17	58	0	75	3.5	2.5
YPRO-003	YamaPro Module 3	17	58	0	75	3.5	2.5
YPRO-004	YamaPro Module 4	17	58	0	75	3.5	2.5
Total		372	678	0	1,050	49.0	39.5

ADDITIONAL MOTORCYCLE TECHNICIAN SPECIALIST PROGRAMS



MMI motorcycle students who would like to expand their knowledge with additional manufacturer-specific training can program change once they begin training or re-enroll into programs of their choosing. Eligibility for enrollment in these programs may be determined based on state of residency, for enrollment details see your campus admissions representative.

Programs with Performance

45 weeks, 52.5 credits

AZ and FL campuses

MOTORCYCLE TECHNICIAN WITH H-D LATE MODEL W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/BMW & FAST W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/BMW & HONTECH W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/BMW & K-TECH W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/BMW & YAMAPRO W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/FAST & HONTECH W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/FAST & K-TECH W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/FAST & YAMAPRO W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/HONTECH & K-TECH W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/HONTECH & YAMAPRO W/PERFORMANCE

MOTORCYCLE TECHNICIAN W/K-TECH & YAMAPRO W/PERFORMANCE

Students will learn the principles of motorcycle performance, and how to diagnose common performance and drivability issues using a motorcycle/ATV dynamometer. Training will include the operation of the dynamometer and associated computer software, and the use of exhaust gas analyzer (EGA) equipment. Students will learn effects that compression, cam and ignition timing, and cylinder head flow have on engines, and how to use OEM and aftermarket components to improve an engine's performance.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
PERF-001	Performance and Drivability	30.0	45.0	0	75.0	3.5	3.5
Total		30.0	45.0	0	75.0	3.5	3.5



Programs with Harley-Davidson Performance

45 weeks, 52.5 credits

AZ and FL campuses

MOTORCYCLE TECHNICIAN WITH H-D LATE MODEL W/PERFORMANCE

Powertrain Performance – Students familiarize themselves with the Harley-Davidson® Screamin' Eagle® line of performance options. They learn about the performance applications of components such as cylinder heads, camshafts, ignition systems, and intake and exhaust systems. The emphasis is on learning the correct application and combination of these performance components. Students learn how to identify all of the variables in a Harley-Davidson® motor that can increase combustion efficiency and drivability performance.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HDSE-001	H-D Screamin' Eagle	32	43	0	75	3.5	3.0
Total		32	43	0	75	3.5	3.0

Programs with Harley-Davidson Early Model

48 weeks, 56 credits

AZ and FL campuses

MOTORCYCLE TECHNICIAN WITH H-D LATE MODEL & EARLY MODEL



Harley-Davidson Early Model is designed to provide students with knowledge and experience on the design, repair and maintenance of Harley-Davidson® vehicles dating back to 1936. Engineering, technical and service data comes directly from Harley-Davidson® materials. The focus is hands on experience as students learn to disassemble, repair and maintain early-model Harley-Davidson® vehicles. Early model motorcycles along with a large variety of component assemblies provide ample exposure to many varieties of early-model H-D® products. Students study vintage service bulletins as well as special information packets on topics such as model changes, component design changes, adaptability of late-model parts and locating suppliers of obsolete components.

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
HDEM-001	H-D Early Model 1	32	43	0	75	3.5	3.0
HDEM-002	H-D Early Model 2	32	43	0	75	3.5	3.0
Total		64	86	0	150	7.0	6.0

MOTORCYCLE PROGRAM COURSE DESCRIPTIONS

Motorcycle Technician Prerequisite (MTP)

ENGINES, TRANSMISSIONS, AND PRECISION MEASUREMENT (MOTO-101)

Students will learn the theory and operating principles of four-stroke engines. They will learn about design and function of various engine and transmission configurations, clutches and primary drive systems. These lessons are taught through a series of hands-on lab demonstrations that will give students an opportunity to disassemble the system and practice their measuring skills.

Students are introduced to professional work standards, shop safety rules, proper use of common hand tools and manufacturer's service manuals, with special focus on the use of precision measuring tools.

Major equipment used in this course: precision measuring tools, torque wrenches, DMS computer

Prerequisites: None

CHASSIS, SUSPENSION, AND FINAL DRIVE (MOTO-102)

Students will learn about design, operation and maintenance procedures of motorcycle suspension systems, including servicing of steering head bearings, suspension components, as well as brake systems. Students will learn the various types of tire construction, wheel removal and replacement, tire removal and replacement, dynamic and static tire balancing, chain peen removal and replacement, and ATV tire removal and replacement.

Major equipment used in this course: tire mounting equipment, tire balancing equipment, rim truing equipment, torque wrenches, suspension tools

Prerequisites: None

ELECTRICAL SYSTEMS (MOTO-103)

Students will learn the fundamentals of electricity. Subjects include electrical theory, Ohm's and Watt's laws, series and parallel circuits, and how each of these principals is applied to the electrical systems on a motorcycle. Students will use electrical demonstration boards and components to build and test various circuits. Students will learn about design and function of the common electrical systems found on modern motorcycles and powersports equipment from a variety of manufacturers. These systems include starting, ignition, charging and lighting systems. The course also introduces the tools and procedures used to verify proper operation of these systems. The tools include digital multimeters and wiring schematics. The lab tasks are performed on fully operational motorcycles. Students also will learn to make wiring repairs using soldering equipment and connector crimping tools.

Major equipment used in this course: digital multimeters, battery load testers, wiring schematics

Prerequisites: None

VEHICLE MAINTENANCE (MOTO-104)

Students will learn periodic maintenance procedures for motorcycle and powersports equipment, engine inspection and adjustment procedures, oil and oil filter service, cooling system theory, inspection and servicing, as well as chassis adjustments. Instruction also will cover use of specialized maintenance equipment, including valve train service and adjustment tools, and throttle body synchronization tools. In addition, students will learn the proper selection and use of solvents and lubricants.

Instruction will be delivered on use of common dealer management system (DMS) software. This provides students the opportunity to work with electronic repair orders and parts catalogs, helping to create an accurate simulation of a working service department environment.

Major equipment used in this course: throttle synchronizing equipment, coolant system test kit, torque wrenches, DMS computer

Prerequisites: None

ENGINES TROUBLESHOOTING AND NOISE DIAGNOSIS (MOTO-105)

Building upon the skill sets learned in MOTO-101 Engines, Transmissions, and Precision Measurement, students will learn about the tools and procedures used to diagnose common engine issues. This includes use of diagnostic test equipment, identifying and interpreting engine noises, and disassembly and inspection of the engines and engine subsystems. Additional instruction will cover cam timing, engine clearance measurements and service limits.

Major equipment used in this course: precision measuring tools, torque wrenches, specialty powertrain service tools, DMS computer

Prerequisites: MOTO-101



ELECTRICAL DIAGNOSTICS (MOTO-106)

Building upon the skill sets learned in MOTO-103 Electrical Systems, students will be introduced to the tools and procedures used to diagnose common electrical issues on a variety of motorcycle systems, including starting, ignition, fuel injection, and charging systems. Students are introduced to computer-based diagnostic tools, accessing and clearing of diagnostic codes, and use of graphical data to troubleshoot EFI and electrical problems.

Major equipment used in this course: digital multimeters, battery load testers, computer diagnostic equipment

Prerequisites: MOTO-103

MANUFACTURER-SPECIFIC MOTORCYCLE COURSE DESCRIPTIONS

BMW Motorrad

BMW MOTORRAD SECTION 1 (BMW-001)

Students will begin their training by using BMW's web-based training system to learn about the history of BMW motorcycles and BMW Motorrad USA training requirements for technicians. Students also will become familiar with the BMW motorcycles model line, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will learn to identify the structure of the vehicle identification number (VIN), locate the VIN on various motorcycles and identify other labels found on the motorcycles and main group structure.



In this web-based program, students will learn about the structured BMW service and maintenance processes that experienced BMW Motorrad dealership technicians follow to service and maintain BMW motorcycles. They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. Students will learn to identify service information resources and get familiar with fastener torque procedures using a torque wrench. They will learn about service consumable products; changing oils; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Also covered will be an engine service overview and unique model-specific service considerations.

Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians. They will learn to identify the operating system and hardware of advanced BMW diagnostic test equipment; learn about diagnostic methods this tester provides for the evolving technician and expert; and learn to load software, navigate the system and utilize various functions. Also covered will be procedures for reviewing software status, as well as programming and coding procedures.

Major equipment used in this course: diagnostic computer workstation, MBOX diagnostic tool

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

BMW MOTORRAD SECTION 2 (BMW-002)

Students will become familiar with all the skills necessary to service, diagnose and repair modern BMW motorcycles. Students will learn how to perform the first required service procedures. Techniques will include head bolt torque techniques, valve adjustment procedures and servicing steering head bearings. Students also will learn how to set ignition timing the BMW way, throttle body adjustment, and chain/belt drive service and adjustment procedures. Students then will progress to more advanced service techniques as they learn how to service and diagnose BMW ABS brake systems. They will gain hands-on experience servicing and bleeding brakes, as well as troubleshooting BMW anti-lock brake systems. Students will receive repair orders and perform work on BMW motorcycles just as they would in an actual service department.

Major equipment used in this course: diagnostic computer, MBOX diagnostic tool, tire machine and balancer, radiator negative pressurization and refill kit

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, BMW-001

BMW MOTORRAD SECTION 3 (BMW-003)

Students will demonstrate their newly acquired knowledge of BMW Motorrad products as they explore the interactive BMW Motorrad technician prove-out. Students will demonstrate their mastery of what they have learned while experiencing what it will be like to work in a BMW dealership. Students receive repair orders and perform work on BMW motorcycles just as they would in an actual service department.

Major equipment used in this course: diagnostic computer, MBOX diagnostic tool, tire machine and balancer, radiator negative pressurization and refill kit

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, BMW-001, BMW-002



BMW MOTORRAD SECTION 4 (BMW-004)

Students move on to advanced BMW Motorrad Online Service System diagnostic computer troubleshooting software. Students perform coding and programming on new control modules and update existing software levels to the latest versions. After reviewing the basics of BMW ignition, charging and starting systems, students will delve deeply into engine management systems, service and repair. Students will use schematics to assist with diagnosing and troubleshooting systems problems using a systematic approach. Students also will learn about the BMW anti-theft system. Finally, students will be challenged to troubleshoot actual system problems using this software.

Major equipment used in this course: diagnostic computer, MBOX diagnostic tool, BMW electrical repair kit, Midtronics conductance analyzer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, BMW-001, BMW-002, BMW-003

Harley-Davidson Late Model

H-D TECH 1 – INTRODUCTION TO VEHICLE SERVICE (HDLM-121)

Parts and Service Literature Usage and Lookup Exercises

Students will become familiar with proprietary Harley-Davidson® electronic dealer management systems, TALONs™ and service literature. This preliminary work and research supports students' performing the hands-on service tasks in the lab.



Vehicle Model Identification

Students learn the current model year's product line and how to positively identify specific models, both current and past. These identification skills are required to ensure use of correct service literature, parts and service procedures.

Harley-Davidson University®

Students will be encouraged to participate in the optional Harley-Davidson® PHD program. This program is designed to allow students to begin the PHD assessment process while performing the lab tasks for the course. Assessment in the PHD-aligned courses is the first step in the Harley-Davidson® Technician Recognition program, which upon completion makes it possible for graduates to enter the industry with important dealer training classes satisfied. Combined with the skills learned in hands-on training labs, participation and achievement in this program will make MMI graduates more appealing to prospective employers in the Harley-Davidson® dealership network. Students who participate in this program use the web-based Harley-Davidson University® learning management site HDU Online™.

Setup and Service

Students will learn hands-on servicing of the various Harley-Davidson® steering head assemblies and suspensions components. They will learn tasks a technician is required to perform during scheduled vehicle maintenance to provide safe and proper handling. Students also have opportunities to complete the hands-on pre-assessment components required for eligibility to participate in the optional Harley-Davidson® University PHD course equivalency.

Major equipment used in this course: wheel balancing and tire changing equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

H-D TECH 2 – INTRODUCTION TO POWERTRAIN (HDLM-122)

Engines

Engine design fundamentals and operation, and the latest service bulletins from Harley-Davidson will be covered. Students disassemble and reassemble air-cooled and liquid-cooled engines to gain familiarity with the systems, including the oil pump and cam compartment. Students also will learn to inspect wear patterns and develop a detailed understanding of late model Harley-Davidson® lubrication systems. Current service publications will be used to explain service bulletins and updates in detail.

Transmissions

Students will learn the design fundamentals and functions of the six-speed, late model transmission. Students will disassemble and reassemble these transmissions to gain familiarity with the systems.

Fuel Injection

Students will be introduced to the design and function of the Harley-Davidson® fuel injection system and components. They also will learn about the H-D® engine management system, including troubleshooting through use of authorized computer test equipment.

Major equipment used in this course: torque wrench, precision measuring tools

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

H-D VEHICLE MAINTENANCE (HDLM-123)

Vehicle Maintenance

Students get hands-on experience as they put their service literature skills to work on Harley-Davidson® motorcycles. Through interactive demonstrations, they learn about rear-wheel services, drive system adjustments, cable replacements and brake services. Students also are introduced to the Harley-Davidson® Digital Technician® II. Students use this diagnostic computer to perform initial setup and servicing of Harley-Davidson® motorcycles. After interactive demonstrations, students perform scheduled job tasks with assistance as needed from the instructor. Students are graded on job quality, as well as their work productivity and efficiency.

Service Procedures

The Vehicle Maintenance course also begins to teach the process of organizing all procedures learned in prior courses into scheduled maintenance jobs involving the entire vehicle. Students are graded according to industry standards, which includes their performance and procedural accuracy. They also have opportunities to complete the hands-on pre-assessment components required for eligibility to participate in the optional Harley-Davidson University® PHD course equivalency.

Major equipment and tools used in this course: Digital Technician® II, wheel balancing and tire changing equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121

H-D ELECTRICAL DIAGNOSTICS (HDLM-124)

Students will be taught design, function, test procedures, technical updates and troubleshooting. They learn the systematic approach to diagnostics using factory authorized computer test equipment to test and troubleshoot electrical problems on late model Harley-Davidson® motorcycles. The systems covered in this course include charging, starting and H-D® engine management. This course will follow current electrical diagnostic curriculum as offered in the Harley-Davidson University® PHD Electrical Diagnostics class. The tasks in this course are aligned with those in HDU®'s ED course, allowing participating students more opportunities to complete the pre-assessments required to achieve PHD eligibility.

Major equipment and tools used in this course: Digital Technician® II, breakout boxes, digital multimeters

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121

H-D CHASSIS SERVICE (HDLM-125)

Students will learn basic service procedures for chassis and suspension components on late-model H-D® vehicles. They will perform bearing replacement and adjustments, springer front-end service and chassis service on the Harley-Davidson® Tri Glide® trike models. Students also will learn about brake systems, including ABS service procedures. The tasks in this course are aligned with those in HDU®'s Vehicle and Chassis Service (VCS) course, allowing participating students more opportunities to complete the pre-assessments required to achieve PHD eligibility.

Major equipment and tools used in this course: tire machines and wheel balancing equipment, torque wrenches, Digital Technician® II, specialty chassis service tools

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121, HDLM-123

H-D POWERTRAIN SERVICE (HDLM-126)

Students perform in-depth services, inspections and repairs focused on the powertrain of the Harley-Davidson® motorcycle, including the engine, primary and final drive, and wheel assemblies. All vehicle services are performed on fully operational motorcycles, so good organizational skills and attention to detail are very important. Examples of work performed are engine top end service, clutch service, primary drive service, drive belt replacement and rear tire replacement. Students also perform full vehicle services per Harley-Davidson's® scheduled maintenance procedures. Participating in a simulated service facility, students will learn to work with repair orders and schedules while diagnosing, repairing and servicing engines, drive systems and related fuel system components. Students also have opportunities to complete more of the hands-on pre-assessment components required for eligibility to participate in the optional Harley-Davidson University® PHD course equivalency.

Major equipment and tools used in this course: Digital Technician® II, wheel balancing and tire changing equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121, HDLM-122, HDLM-123

H-D DEALER SERVICE OPERATIONS 1 (HDLM-127)

Vehicle and Chassis Service

This capstone course focuses on the service procedures learned and practiced throughout the Late Model program. Lab tasks are performed in alignment with the VCS course, allowing qualified participating students the opportunity to perform the final assessments required to achieve PHD course equivalency.

In this simulated service environment, students perform routine maintenance and scheduled service tasks without assistance from the instructor. This includes identifying any issues with the motorcycle and making recommendations for repairs and possible up-sells. The students complete all services and repairs then prepare the motorcycle for delivery to the customer.

In addition to performing these tasks, students act in support roles such as service consulting and parts & accessories consulting while other students rotate into their technician roles.

Major equipment and tools used in this course: Digital Technician® II, tire changing and wheel balancing equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121, HDLM-122, HDLM-123, HDLM-124, HDLM-125, HDLM-126



H-D DEALER SERVICE OPERATIONS 2 (HDLM-128)

Electrical Diagnostics & Repair/Accessory Installation

This capstone course focuses on the electrical diagnostic procedures learned and practiced throughout the Late Model program. Lab tasks are performed in alignment with HDU®'s Electrical Diagnostics (ED) course, allowing qualified participating students the opportunity to perform the final assessments required to achieve PHD course equivalency.

In this simulated service environment, students apply the systematic approach to diagnostics to determine the cause of various electrical issues and perform the repairs necessary without assistance from the instructor. The students complete all services and repairs then prepare the motorcycle for delivery to the customer.

Students also have the opportunity to perform common accessory installations using products from the Harley-Davidson® Motor Parts & Accessories catalog. In addition to performing these tasks, students act in support roles such as service consulting and parts & accessories consulting while other students rotate into their technician roles.

Major equipment and tools used in this course: Digital Technician® II, breakout boxes, multiscopes, Midtronics battery testers, tire changing and wheel balancing equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121, HDLM-122, HDLM-123, HDLM-124, HDLM-125, HDLM-126

Harley-Davidson Screamin' Eagle

H-D SCREAMIN' EAGLE (HDSE-001)

Powertrain Performance – Students familiarize themselves with the Harley-Davidson® Screamin' Eagle® line of performance options. They learn about the performance applications of components such as cylinder heads, camshafts, ignition systems, and intake and exhaust systems. The emphasis is on learning the correct application and combination of these performance components. Students learn how to identify all of the variables in a Harley-Davidson® motor that can increase combustion efficiency and drivability performance.

Dynamometer Operations – Students learn to use the Dynojet® dynamometer as a tool for diagnosing and correcting drivability issues. It is also used to demonstrate the effects of Screamin' Eagle® products on a motorcycle's performance.

Major equipment and tools used in this course: Digital Technician® II, torque wrenches, precision measuring tools, dynamometer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106, HDLM-121, HDLM-123, HDLM-124

Harley-Davidson Early Model

H-D EARLY MODEL 1 (HDEM-001)

Big Twin Engines

Students will learn Panhead, Knucklehead, Shovelhead and Evolution® engine design, function and service. Panhead topics will include pan covers and D-rings, gaskets and hardware, rocker arm and rocker bearings, intake manifold inserts, valves, guides and springs, cylinder head updates and unleaded conversion, pistons, rings, cylinder design, pushrods, gearcase covers, gears and shafts, oiling and breathing system functions, circuit breakers, lower-end flywheel assemblies, and case designs.

Knucklehead topics will include cylinder head design, rocker arm and rocker shafts, valves, springs and spring covers, oil feed and return systems, pinion shaft design, and carburetor and manifold designs.

Shovelhead topics will include rocker box and rocker arm, rocker shafts, cylinder heads, valves and springs, pistons, tappets, cam and pinion gear, lower end, and oil pump.

Evolution® topics will include engine disassembly, pushrods, rocker box, rocker arm and shafts, cylinder heads, valves and springs, cylinders, pistons lifters, cam, and gearcase.

Side Valve & Iron XL Engines

Students will be taught engine design, function and servicing. Topics include valves and springs, cylinder and piston designs, gearcase covers, cam gears, tappets and guides, feed and return oil pump design and function, timed breather systems, flywheels, rods and case designs, circuit breakers, and carburetor and manifold designs.

Transmissions & Clutches

Students will learn about primary drive and clutch designs, foot clutch and mousetrap adjustment and service, kick-start mechanism designs, hand shift, ratchet top and plate-type shift fork and shaft designs, countershaft and main shaft assemblies, transmission service, three-speed and reverse differences, pushrod and throw out bearing designs, and early chain adjustments.

Major equipment and tools used in this course: arbor press, torque wrench, precision measuring tools, digital multimeter

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

H-D EARLY MODEL 2 (HDEM-002)

Carburetion

Students will learn the design, function, adjustment, troubleshooting and servicing of early model carburetors.

Early Chassis Maintenance

Students will learn about Springer® front-fork assembly, Big Twin Glide front forks, Sportster® Glide front forks, Star hub rebuild, ball bearing hub service, hydraulic rear-drum brake design and service, mechanical front and rear brakes, early disc brake design, and frame alignment check.

Early Electrical Systems

Students will learn electrical systems, including ignition systems (battery point, circuit breaker, magneto and early electronic). Students also will learn about two- and three-brush generators and other charging systems, early AC alternators and basic wiring.

Final Review

Students will have an opportunity to review coursework and practice techniques on school-owned vintage vehicles. In addition, a final review will be conducted to reinforce instruction. Service information on early model Harley-Davidson® models not covered in the course also will be provided.

Major equipment and tools used in this course: arbor press, torque wrench, precision measuring tools, digital multimeter

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

HonTech



HONTECH MODULE 1 (HTEC-001)

Engine Service – Students will learn the design characteristics of various Honda motorcycle, ATV and SXS engine configurations. They also will learn motorcycle lubrication systems and how to disassemble, inspect, measure and reassemble a motorcycle top end to Honda's specifications. Honda transmissions will be covered and students will learn the disassembly, inspection, power flow and reassembly procedures of the transmission. Students also will learn how to disassemble, inspect and reassemble Honda motor valve trains, chain drives, motorcycle and scooter clutches, power equipment engines, and cooling systems. Students also will become familiar with Honda's electronic parts lookup system.

Major equipment used in this course: precision measuring tools, torque wrenches, Honda's Motorcycle Communication System (MCS)

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

HONTECH MODULE 2 (HTEC-002)

Students will use workstations in the ATV and SXS module to learn all aspects of ATV and SXS servicing, model identification, principles of operation and safety procedures. Students also will learn how to service and maintain steering systems. The suspension system module will teach the latest servicing procedures, including seal replacement on inverted forks, nitrogen/oil shock servicing, Honda brake system servicing and frame component servicing.

Major equipment used in this course: tire machine and wheel balancer, suspension service tools, precision measuring equipment

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106



HONTECH MODULE 3 (HTEC-003)

Electrical Systems – Students will gain an understanding of Honda wiring diagrams and their interpretation and use on motorcycles, scooters, ATVs and power equipment, including generators. Students will perform the latest troubleshooting procedures on Honda charging, ignition and lighting systems. They also will learn to identify, diagnose and repair Honda charging systems, including half-wave, full-wave and three-phase systems. Students will learn to identify, diagnose and repair Honda ignition systems, including TPI, digital, and AC and DC CDI.

Major equipment used in this course: digital multimeter, battery charging station, peak reading meter

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

HONTECH MODULE 4 (HTEC-004)

Vehicle Maintenance – Students will learn how to service and maintain Honda motorcycles, scooters, ATVs, SXS and power equipment engines. They also will learn to perform the Honda idle drop procedure and all aspects of vehicle maintenance. Students also will learn about fuel delivery systems, including PGM-FI, mechanical slide and constant velocity carburetors. This module will also cover emission control systems found on Honda street bikes. Up-to-date service bulletin information will be provided during each module to keep students current with what is happening in the field.

Major equipment used in this course: synchronization gauge, digital tachometer, compression and leak-down testers, Honda's Motorcycle Communication System (MCS)

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

K-Tech

K-TECH SPECIALIST MODULE 1 (KTEC-011)

Lesson 1: Students will learn KX™ maintenance to perform the most common tasks required for this competition vehicle. Operation of the KX DFI fuel injection system will be covered in addition to the electrical systems and suspension system, including inverted front forks and rear shock service and set-up.

Lesson 2: Electrical – Students will learn about the operation and troubleshooting of charging, ignition and starting systems. Charging systems topics will include permanent magnet alternators, rectifier/regulator and DC circuits. Electrical ignition topics will include how CDI and TCBI systems work, and what components are used in each system. Starting systems topics will include lockout systems and relay operation. Students also will learn about the headlight, self-cancelling turn signals, fuel pump and speedometer systems.

Lesson 3: Motorcycle Fuel Injection System – Students will get familiar with the operation of Kawasaki's Digital Fuel Injection (DFI®) systems. Students will learn component identification, as well as location, component testing and troubleshooting. Using the latest Kawasaki Diagnostic System (KDS) software, students will connect laptop computers to fuel-injected models and perform component tests.

Major equipment used in this course: nitrogen tank with adapter, digital multimeter, battery charger

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106



K-TECH SPECIALIST MODULE 2 (KTEC-012)

Lesson 1: Motorcycle Engine and Transmission – Students will learn how to remove, disassemble, inspect, reassemble and install four-stroke engines, including measuring the top end, piston rings, valve train, bottom end, crankshaft, connecting rods, transmission, clutch and lubrication system components. They will learn how to provide recommendations on required parts. Students will learn the workings of Kawasaki's V-twin engines.

Lesson 2: Motorcycle Periodic Maintenance – Students will become familiar with Kawasaki maintenance and repair procedures. Students will learn procedures for inspecting and adjusting valves on multiple motorcycles in Kawasaki's line of products. Emission control and cooling systems are also covered.

Lesson 3: Motorcycle Chassis, Suspension and Brakes – Students will learn motorcycle chassis service, including tire changes, brake service and steering head service on multiple motorcycles in Kawasaki's line of products.

Major equipment used in this course: tire machine

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

K-TECH SPECIALIST MODULE 3 (KTEC-013)

Lesson 1: V-twin, ATVs and Teryx — Students will become familiar with Kawasaki's ATV line. This includes ATV model codes and periodic maintenance, including ATV valve adjustment, tire removal/installation, electrical diagnosis and body panel removal/installation. They will also learn the internal workings of a limited slip ATV differential, engine brake control, wet brake system, steering and suspension systems, and continuously variable transmission (CVT) system. Students will become familiar with Kawasaki's Teryx™ models. They will perform periodic maintenance, including valve adjustment and oil change, as well as drive belt removal and replacement.

Lesson 2: Mule™ Utility Vehicle — Students will be introduced to the workings of the Kawasaki Mule™ utility vehicle. Topics will include lubrication and cooling systems, fuel systems, suspensions and steering systems, brake systems, and periodic maintenance.

Lesson 3: Diesel Mule™ — Students will be introduced to the workings of the Kawasaki diesel Mule™. Topics will include diesel engine theory and safety, top end and bottom end components, lubrication system, cooling system, and fuel systems. Students will perform Mule™ diesel engine service.

Major equipment used in this course: clutch servicing tools, precision measuring tools, torque wrenches, diesel engine servicing tools

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

K-TECH SPECIALIST MODULE 4 (KTEC-014)

Lesson 1: Basic Watercraft Design and Theory — Students will learn the operation and service procedures for Kawasaki's personal watercraft. They will learn the basic theory and design of engine components, superchargers, electrical systems, drive systems, cooling systems and bilge systems. Students will become familiar with Kawasaki four-stroke engines used in the personal watercraft. Students will perform an engine removal and reinstallation, engine disassembly and reassembly, and periodic maintenance.

Lesson 2: Jet Ski® Electrical — Students will learn the inner workings of Kawasaki's watercraft electrical systems, components and troubleshooting. They also will get familiar with Digital Fuel Injection (DFI®) system principle or operation, system components, precautions and diagnostic system.

Lesson 3: Ultra® 250/260/300/310 Jet Ski® — Students will learn about the Kawasaki Ultra® 250/260/300/310 JET SKI®, including the inner workings of the Eaton and Ogura Roots-type supercharger. They will get hands-on experience performing periodic maintenance such as immobilizer registration, inspections, valve clearance, jet pump removal, jet pump inspections, lube points, steering adjustment, trim adjustment, supercharger belt inspections, supercharger belt adjustment, supercharger fogging, fluid changes, coolant flush and bilge flush, and winterization.

Major equipment used in this course: digital multimeter, precision measuring tools

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

Factory Authorized Suzuki Training (FAST)

FAST MODULE 1 (FAST-001)

Lesson 1

Introduction to Suzuki and the Suzuki Service Network: Students will learn the history of Suzuki and its significant technological contributions to the industry, as well as its regional service organization and dealership network. Students will learn to identify the duties of regional service personnel and dealership personnel.

Model Identification: Students will learn how to use printed and electronic resources available from Suzuki to identify their products both by model number and year. Students will learn about the information encoded in vehicle identification and engine numbers.

Suzuki Parts: Students will learn how to use Suzuki's online Connect system to find part numbers, research part interchanges, and retrieve prices and model application. Students will learn how to read the coding contained within a part number.

Service Reference Material: Students will become familiar with the wide range of resources at their disposal to locate valuable information to aid in the repair of Suzuki products.

Suzuki Special Tools: Students will learn about the identification, application and proper usage of special tools.

Suzuki E-Learning Modules: Students will be provided with the opportunity to learn from the same valuable training materials that are used by field service technicians and Suzuki personnel. Training modules will cover current service techniques and troubleshooting procedures.

Suzuki Warranty Procedure: Students will learn how to use Suzuki warranty information in determining defects and causes. A lab section, furnished with computers and a complete reference library, will be available to help student's complete assigned tasks.

Lesson 2

Brake Systems: Students will learn how to maintain, adjust and repair all types of brake systems used on Suzuki motorcycles and ATVs. Students will become familiar with new and simplified brake bleeding techniques. They will gain hands-on experience on both mechanical and hydraulic systems.

Suspension Systems: Students will learn methods of servicing front and rear suspension components used on Suzuki on-road/off-road motorcycles and ATVs. Students will learn techniques for adjusting suspensions for optimum handling. They will disassemble and service suspensions used for on-road and off-road vehicles. Students will also learn how to service and adjust steering components on ATVs.

Tire Section: Students will learn the proper method for changing all types of tires currently used on Suzuki products. This is one of the most common tasks assigned to entry-level technicians.

Major equipment used in this course: tire machine, suspension tools

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

FAST MODULE 2 (FAST-002)

Module 2 is designed to introduce students to principles, skills and techniques involved in troubleshooting, diagnosing and repairing Suzuki engines and drive trains.

Lesson 1: Engine Components

Students will learn about cylinder heads, valve trains, camshafts, cam chain tensioners, pistons, cylinders and crankshafts. They will learn to disassemble, inspect, measure and reassemble various engine components on single- and multi-cylinder engines. Also covered will be crankshaft plain bearing selection techniques and valve clearance adjustments.

Lesson 2: Clutches and Final Drives

Students will learn the operation of all types of clutches used in current Suzuki products, including centrifugal, manual and semiautomatic clutches. They will learn about special clutch features such as Suzuki's back torque limiter and power assist clutches. Servicing and adjustment of Suzuki clutch release mechanisms will also be covered. Students will learn methods for servicing all facets of both chain and shaft drive systems. They will gain hands-on experience performing disassembly and inspection of plate type clutches, and adjustment of mechanical clutch releases.

Lesson 3: Transmissions

Students will learn to inspect transmission and gear change mechanisms. Students also will learn how Continuously Variable Transmission (CVT) systems work. Also covered will be the Suzuki Electronically Controlled Continuously Variable Transmission (SECVT) function.

Major equipment used in this course: compression gauge, leak down gauge, CVT spring compressor, torque wrenches

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106



FAST MODULE 3 (FAST-003)

Module 3 covers all facets of servicing electrical systems on Suzuki motorcycles and ATVs.

Lesson 1: AC/DC Circuits

Students will learn short-circuit troubleshooting, switches, relays and wiring from a dynamic rather than static point of view. Students will apply "make the system do work" methodology as they measure voltage and amperage while troubleshooting. They will learn to troubleshoot by dynamically inspecting voltage and amperage rather than resistance.

Lesson 2: Charging and Ignition Systems

Students will learn the theory, operation and troubleshooting of battery-charging and engine-ignition systems on Suzuki motorcycles and ATVs. Students will gain hands-on experience diagnosing and troubleshooting these systems using techniques from Suzuki service manuals and enhanced techniques derived from Suzuki's Pro Troubleshooting technical training class.

Lesson 3: Electronic Fuel Injection

Students will learn about EFI systems on Suzuki motorcycles and ATVs. Students will learn how these systems work and how to troubleshoot them using the computer-based Suzuki Diagnostic System (SDS). The self-diagnostic capabilities of Suzuki's FI systems will be covered and students will learn maintenance techniques for all types of throttle body assemblies used on Suzuki motorcycles and ATVs.

Major equipment used in this course: battery chargers, DMM, SDS computer, inductive ammeters

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

FAST MODULE 4 (FAST-004)

Module 4 covers fuel systems and basic servicing of Suzuki motorcycles and ATVs. Students will learn skills that are essential to the success of entry-level technicians at dealerships.

Lesson 1: Fuel Systems

Students will get familiar with the many components of the fuel system and how it operates. They will learn how to service and troubleshoot the fuel system—from the gas cap through the fuel tank and fuel pump to the carburetor and all vents and hoses. They will get familiar with carburetor overhauls, synchronization of multi-carburetor systems and fuel pump inspections.

Lesson 2: Pre-delivery Inspection, Initial Service and Periodic Maintenance

Students will learn the critical technical aspects of vehicle maintenance—from assembly and pre-delivery inspection through break-in and regularly scheduled service. Students will learn techniques vital to proper assembly and pre-delivery. They also will learn how to ensure the customer's product is properly prepared and maintained. Emphasis is placed on the critical role of maintenance in establishing a positive long-term relationship with the customer.

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

YamaPro®

YAMAPRO MODULE 1 (YPRO-001)

Service Management Procedures – Students will be introduced to the Yamaha Service Network and get familiar with the departments that make up Yamaha Motor Corp., USA. They will learn how to order parts and estimate the cost of repairs to street bikes, dirt bikes and scooters. They also will learn how to identify Yamaha motorcycles and scooters using the YDS (Yamaha Dealer Service) network. Students will learn about YDS, technical orientation guides and technical bulletins. Using assembly manuals, technical orientation guides and service manuals, they also will learn service procedures for getting new machines ready for customer delivery. In the process, students acquire the customer-relations skills required to advance to a service manager position.

Advanced Electrical Troubleshooting – Students will get familiar with the Yamaha-specific electrical testing equipment used in Yamaha dealerships. They will gain hands-on experience using Yamaha factory tools to diagnose and repair drivability problems on Yamaha off-road motorcycles, street motorcycles, ATVs, side by sides and scooters. Students will learn how to read and follow Yamaha wiring schematics, lift a circuit from a schematic, and recognize the color codes used on Yamaha motorcycles and test a circuit.

Electronic Fuel Injection (EFI) Systems – Students will learn the skills required to diagnose and repair an EFI engine management problem on Yamaha off-road motorcycles, street motorcycles, ATVs, side by sides and scooters. They will get familiar with EFI basic operation, fuel pump designs, basic injection duration, and oxygen sensor operation. They will learn troubleshooting procedures using the Yamaha EFI on-board diagnostic mode. Students will also learn about Yamaha Chip Controlled Throttle (YCC-T) systems, Yamaha Chip Controlled Intake (YCC-I) systems, and the exhaust gas analyzer that is used for tuning and troubleshooting purposes.

Major equipment used in this course: Yamaha dynamic spark tester, IgnitionMate and Yuasa digital battery tester

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106



YAMAPRO MODULE 2 (YPRO-002)

Suspension Systems – Students will get familiar with the frame and suspension systems found on Yamaha street bikes and dirt bikes, and learn procedures for tuning front and rear suspensions on Yamaha off-road and street motorcycles. They will learn to service the front fork assemblies found on Yamaha street and off-road motorcycles, including single-cartridge and AOS twin-cartridge front forks.

Yamaha and Star Motorcycle Periodic Maintenance – Students will learn periodic maintenance procedures for Yamaha street engines and chassis, including cam servicing, valve clearance inspection, clutch servicing, tire servicing and chassis adjustments.

Yamaha Off-Road Periodic Maintenance – Students will learn periodic servicing on off-road motorcycles, including top end services, valve clearance inspection, carburetor cleaning and adjustment, filter servicing, oil changes, two-stroke theory and servicing, and chassis adjustments.

Major equipment used in this course: tire machine and balancer, exhaust gas analyzer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

YAMAPRO MODULE 3 (YPRO-003)

Snowmobile Service Technology – Students will learn to identify various Yamaha snowmobile models and get an introduction to basic snowmobile driveline technology. Special emphasis will be placed on the variable drive system, which students learn to disassemble, inspect and reassemble in addition to performing clutch engagement adjustments for elevation changes. The snowmobile's fuel system and suspension will also be covered, and students will learn how to set up the suspension for various trail and off-trail conditions. Students will learn the proper procedures for ski alignment, track replacement, and setting proper tension and alignment. In this section, students will learn to troubleshoot EFI management problems on snowmobiles.

ATV and Side-by-Side Service Technology – Students will learn about the maintenance of Yamaha's ATVs and side by side. They will service the auto decompression system; disassemble, inspect and reassemble the automatic clutch; and learn how to troubleshoot EFI management problems on Yamaha EFI ATVs. Emphasis will be placed on unique driveline service needs, with students receiving hands-on diagnosis time on the Ultramatic transmission, limited slip differential (LSD) and Yamaha's On-Command 4WD system.

Major equipment used in this course: YDS laptop computer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

YAMAPRO MODULE 4 (YPRO-004)

Personal Watercraft Service Technology – Students will get familiar with the unique cooling systems used in personal watercraft (PWC) and learn to synchronize and adjust multiple PWC carburetors. They will learn to remove, inspect and reinstall a jet pump, and how to diagnose pump problems such as cavitation. Maintenance procedures, such as engine flushing and top end fogging, will also be covered. Students will learn to troubleshoot EFI management problems on Yamaha EFI watercraft using Yamaha Diagnostic software and a laptop computer.

Generator Service Technology – Students will learn about the theory and servicing of generators. They will gain hands-on experience in troubleshooting techniques for AVR, non-AVR, AVR/brush-type and Inverter generators. Use of various generator diagnostic tools will be stressed, including the generator test set (load bank). Students will learn to troubleshoot the DC circuits used in some generators and get hands-on experience diagnosing the difference between a generator problem that is mechanical and one that is electrical in nature.

Major equipment used in this course: generator set test (load bank), YDS/YDIS laptop computer, digital volt meter, analog volt meter, tachometer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

Performance and Drivability

PERFORMANCE AND DRIVABILITY (PERF-001)

Students will learn the principles of motorcycle performance, and how to diagnose common performance and drivability issues using a motorcycle/ATV dynamometer. Training will include the operation of the dynamometer and associated computer software, and the use of exhaust gas analyzer (EGA) equipment. Students will learn effects that compression, cam and ignition timing, and cylinder head flow have on engines, and how to use OEM and aftermarket components to improve an engine's performance.

Major equipment used in this course: dynamometer, exhaust gas analyzer

Prerequisites: MOTO-101, MOTO-102, MOTO-103, MOTO-104, MOTO-105, MOTO-106

INFORMATION FOR MOTORCYCLE MILITARY TRAINING SERIES AT FORT BLISS ONLY

Course Series Objective

Motorcycle Mechanics Institute has built a reputation for technical excellence in the motorcycle industry. Technical excellence, however, is only one ingredient that makes up today's successful technicians. MMI is committed to all aspects of the technician's education and works closely with the industry to identify the skills most important to be successful.

The objective of MMI's Motorcycle Military Base Training Course Series is to teach students the theory of operation and practical knowledge of motorcycle systems and components. Upon completion of this series, students may choose to continue their education by attending one of the Motorcycle Mechanics Institute campuses. In the event of a significant curriculum change, students will be required to take a Challenge Test to obtain course credit. These courses are not vocational in nature and do not lead to initial employment.

Course Descriptions

MOTORCYCLE THEORY 1 (MOMB-101)

7 weeks, 3.5 semester credits, 72 class/lab, 3 assessment

Students will learn the theory and operation of motorcycle components, the relationships between components, and the design features that make different components more suitable for specific applications. Students will be introduced to the use of the metric system as it applies to motorcycle technicians. Proficiency will be gained in the use of necessary formulas, and common measurement tools and methods. Students will learn about internal combustion engine operation, two-stroke and four-stroke engine operation, components, cooling and exhaust systems, lubrication, and various engine designs. Students will learn about the operation of various primary drives, including wet, dry, automatic and semi-automatic clutches; transmissions; and final drive systems. Lectures will be reinforced with videos, electronic presentations, cutaway drawings and group activities to provide a clear understanding of motorcycle technology. Terminology will be covered in detail and students evaluated on their retention of information through weekly quizzes.

MOTORCYCLE THEORY 2 (MOMB-102)

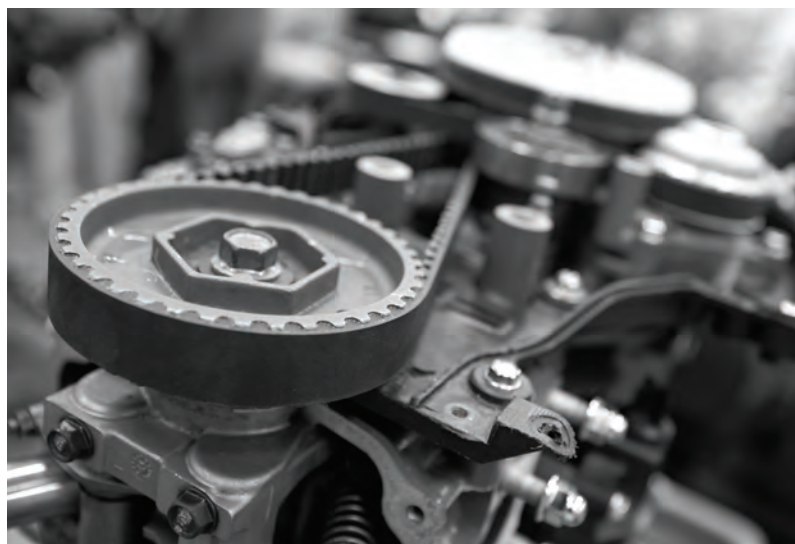
7 weeks, 3.5 semester credits, 72 class/lab, 3 assessment

Students will continue to learn the theory and operation of motorcycle components such as fuel-delivery systems; the principles of carburetion; and the design and operation of slide, vacuum and fixed-venturi carburetors. Students also will cover the fundamentals of fuel-injection design and operation, basic electrical principles, Ohm's law, Watt's law, and circuit configurations. Lectures will be reinforced with videos, electronic presentations, cutaway drawings and group activities to provide a clear understanding of motorcycle technology. Terminology will be covered in detail and students evaluated on their retention of information through weekly quizzes.

ENGINES, TRANSMISSIONS AND PRECISION MEASURING (MOMB-103)

7 weeks, 3.5 semester credits, 72 class/lab, 3 assessment

Students will be introduced to professional work standards, shop safety rules and use of service manuals as well as proper use of common hand tools, measuring tools and special factory tools. Students will learn the design and function of different types of engine and transmission configurations and lubrication systems. Procedures for disassembly and reassembly will be discussed and performed. Indirect and direct drive transmissions operation will be taught along with that of clutch systems and primary drives. Students also will learn basic maintenance and troubleshooting techniques on these systems.



Refund Policy

GENERAL PROVISIONS

- Refund computations will be based on scheduled course time of class attendance through the last day of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
- The effective date of termination for refund purposes will be the earliest of the following:
 - The last date of attendance, if the student is terminated by the school;
 - The date of receipt of written notice from the student; or
 - Ten school days following the last date of attendance.

DEPARTMENT OF DEFENSE TUITION ASSISTANCE (TA)

The Institute will observe the tuition payment and refund guidelines for service members in accordance with the Memorandum of Understanding (MOU) executed for the Fort Bliss location. Students who withdraw prior to completing a course are subject to the tuition payment/refund policies outlined in their Tuition Assistance agreement with the Department of Defense.



CASH PAYMENT REFUND POLICY

- A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee is not accepted by the school;
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representation by the owner or representative of the school. A full or partial refund may also be due in other circumstances of Course deficiencies or violations of requirements for career schools and colleges.
- When a cash paying student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. The policy for determining refunds is as follows:
 - If a student withdraws prior to completing 50% of the course, the Institute will refund 50% of the monies paid for tuition. No refunds will be given for fees paid to the institution after the course start date.
 - If a student withdraws after completing at least 50% of the course, no refunds will be given for monies paid to the Institution for tuition and/or fees.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

- A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each course in which the student is enrolled:
 - If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the course and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the course the student does not complete following withdrawal;
 - A grade of incomplete with the designation "withdrawn-military" for courses the student started but hadn't completed and the right to re-enroll in the course, or a substantially equivalent course if that course is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the course other than any previously unpaid balance of the original tuition, fees, and charges for books for the course; or
 - The assignment of an appropriate final grade or credit for the courses started, but only if the instructor or instructors of the course determines that the student has:
 - Satisfactorily completed at least 90 percent of the required work for the course; and
 - Demonstrated sufficient mastery of the course material to receive credit for completing the course.
- The payment of refunds (if applicable) will be completed within 45 days after the effective date of termination.

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Instructor, Admissions Representative or online at www.accsc.org.

MARINE TECHNICIAN SPECIALIST

MARINE TECHNICIAN SPECIALIST PROGRAM OBJECTIVE

The objective of MMI's Marine Technician Specialist program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements.

MARINE PROGRAM OVERVIEW

In MMI's Marine Technology program, you'll get hands-on experience in current technology and equipment as you train for a career as an entry-level marine technician. MMI's industry-aligned curriculum emphasizes the real-world skills needed by marine dealerships. Through a combination of classroom instruction, demonstrations and hands-on work in the lab, you'll diagnose, service and repair marine mechanical systems.

You'll learn the fundamentals of gasoline and diesel engines, lower units, outdrives, fuel systems and electrical systems. You will also learn hull and trailer rigging to meet customer requirements. Customer service and professionalism are emphasized throughout the program.

Each three-week, manufacturer-specific course is designed to provide students with the knowledge and experience required to become entry-level marine technicians.

MMI Courses within the Marine Technology program must be completed as follows:

- MARN-001 through MARN-08B must be completed before starting MARN-011 through MARN-17B.
- MARN-006 must be completed before starting MARN-007.
- MARN-006 and MARN-007 must be completed before starting MARN-08B.
- MARN-009 must be completed before starting MARN-010.
- MARN-015 must be completed before starting MARN-016.

MARN-001 through MARN-015 must be completed before starting MARN-016 or MARN-17B. (MARN-016 and MARN-17B may be completed in any order prior to graduation.)

MMI students have the opportunity to pursue and achieve provisional certification as factory-certified technicians for Mercury Marine outboard products. Students must complete core Mercury University requirements as an embedded component of the 51-week marine technician training program, as well as additional online distance-learning courses in order to achieve the certification.

The Mercury Marine technician certification program was developed in partnership with Mercury Marine and its Mercury University training division. Graduates who achieve a provisional factory certification for Mercury Marine outboard motors will have partially completed the training requirements for certification for Mercury MerCruiser Sterndrives. The provisional certification becomes active upon employment with a Mercury Marine dealership within two years of graduation.

This is an "opt-in" process that requires MMI Marine students to complete Mercury University training components outside the normal MMI Marine program courses and to the standards set by Mercury University.

The training required for Provisional Mercury Outboard Certification includes:

- Mercury University E-Skills online courses
- Mercury University Distance Learning courses
- Hands-on course work in MercTech 1 and MercTech 2 aligned to Mercury University:



Marine Technician Specialist

TRAINING FOR A CAREER AS A MARINE TECHNICIAN

Program M00686: Orlando, FL MMI campus

51 weeks, 51.5 semester credits

Hours: 631.75 classroom, 643.25 lab

Subject #	Subject/Title	Course Time Hours				Sem. Credit Hours	TWC Sem. Credit Hours
		Lec.	Lab	Ext.	Total		
MARN-001	Engines	40.00	35.00	0	75.0	3.0	3.5
MARN-002	Lower Units/Outdrives	49.00	26.00	0	75.0	3.0	3.5
MARN-003	Rigging	44.00	31.00	0	75.0	3.0	3.5
MARN-004	Service Operations	48.00	27.00	0	75.0	3.0	3.5
MARN-005	Fuel and Lubrication Systems	41.00	34.00	0	75.0	3.0	3.5
MARN-006	Electrical Basics	51.00	24.00	0	75.0	3.0	3.5
MARN-007	Electrical Systems	47.00	28.00	0	75.0	3.0	3.5
MARN-08B	Electrical Diagnostics	29.50	45.50	0	75.0	3.0	3.0
MARN-009	Diesel 1	36.00	39.00	0	75.0	3.0	3.0
MARN-010	Diesel 2	26.50	48.50	0	75.0	3.0	3.0
MARN-011	Volvo Penta	49.00	26.00	0	75.0	3.0	3.5
MARN-12B	Honda Marine	35.00	40.00	0	75.0	3.5	3.0
MARN-013	Yamaha	36.00	39.00	0	75.0	3.0	3.0
MARN-014	Suzuki	19.75	55.25	0	75.0	3.0	2.5
MARN-015	MercTech 1	29.50	45.50	0	75.0	3.0	3.0
MARN-016	MercTech 2	25.75	49.25	0	75.0	3.0	3.0
MARN-17B	Capstone	24.75	50.25	0	75.0	3.0	3.0
Total		631.75	643.25	0	1,275	51.5	54.5

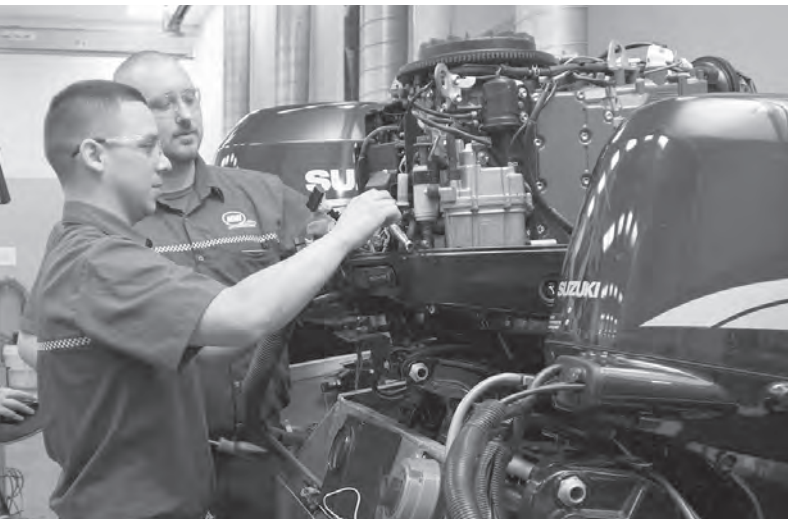
MARINE COURSE DESCRIPTIONS

ENGINES (MARN-001)

Students will be introduced to professional work standards; shop safety; and the proper use of hand, measuring and precision tools. Students will learn the fundamentals of engine repair and operation for the internal combustion engine, including two-stroke and four-stroke operations. Also covered will be the lubrication, cooling and exhaust systems, as well as the differences between outboard and sterndrive systems. Students will learn to perform the steps required to diagnose and service marine engines with mechanical-related concerns.

Major equipment used in this course: outboard engines

Prerequisites: None



LOWER UNITS/OUTDRIVES (MARN-002)

Students will become familiar with the designs and functions of outboard and sterndrive motor-cooling systems. They will learn to diagnose, troubleshoot and repair cooling systems to manufacturers' specifications. Students will learn the benefits of properly designed and maintained exhaust systems for outboard and sterndrive systems. Students will become familiar with the operation of various manufacturers' lower unit assemblies and perform the diagnostic and troubleshooting procedures required to determine problems within the lower unit.

Major equipment used in this course: outboard lower units, sterndrive units

Prerequisites: None

RIGGING (MARN-003)

Students will learn to perform procedures for rigging outboard motors, aligning sterndrive engines, instrument gauge installation and electrical hookup, remote control, and pre-delivery adjustments. The importance of rigging as it relates to customer satisfaction will be emphasized. Students also will perform setup, installation and maintenance procedures for common optional equipment, including trailers, trolling motors and depth finders.

Major equipment used in this course: outboard and sterndrive engines, various boats, boat consoles, boat trailers, boat instrumentation

Prerequisites: None

SERVICE OPERATIONS (MARN-004)

Students will become familiar with various service department job functions at dealerships of major manufacturers, including Honda Marine, Mercury Marine, MerCruiser, Suzuki Marine, Volvo Penta and Yamaha Marine. They will learn how the technician functions in the dealership when dealing with parts, inventory, warranties, repair orders, technical bulletins, flat rates and service manuals. Students will use hands-on approaches to learn the importance of the various roles in these areas. They will be required to demonstrate knowledge and abilities through written tests and the use of unique training workstations that utilize manufacturers' computer software.

Major equipment used in this course: computer systems

Prerequisites: None

FUEL & LUBRICATION SYSTEMS (MARN-005)

Students will learn to identify carburetor systems and EFI fuel systems on various outboards and sterndrives. They will gain hands-on experience in diagnosing minor fuel system problems, rebuilding carburetors and performing basic carburetion synchronization adjustments on various fuel system configurations. Upon completion of this course, students will be familiar with procedures to diagnose, troubleshoot and repair various fuel systems with special attention to carburetors and EFI systems. Various types of oils and lubricant rating systems used in the marine industry are covered, as well as troubleshooting and repairing different types of lubrication systems.

Major equipment used in this course: outboard and sterndrive engines

Prerequisites: None

ELECTRICAL BASICS (MARN-006)

Students will become familiar with the basics of electrical theory and components. They will learn to read all ranges of the ohmmeter, voltmeter and ammeter, and test components of known value to ensure accurate readings. Students will become proficient at wiring repair, replacement and maintenance. Instruction also will cover various manufacturer electrical test equipment, such as coil testers, spark testers and battery testers. Safety procedures required for working with electricity and electrical systems will be emphasized.

Major equipment used in this course: inboard and outboard engines, and digital multimeter

Prerequisites: None

ELECTRICAL SYSTEMS (MARN-007)

Students will become familiar with the design and function of the starting, ignition, charging, lighting, engine-management and accessory systems. They will learn to use all ranges of the ohmmeter, voltmeter and ammeter to test electrical systems and verify electrical systems are functioning to manufacturer specifications. Also covered will be the electrical test equipment of various manufacturers, including peak voltage meters and direct voltage adapters. Upon completion of this course, students will be able to identify the different types of outboard ignition, charging, starter, warning, lighting and accessory systems, and be proficient at diagnosing minor problems within each system.

Major equipment used in this course: outboard and sterndrive engines, digital multimeter, digital voltage adapter, peak-reading meter, battery load testers, coil testers

Prerequisites: MARN-006

ELECTRICAL DIAGNOSTICS (MARN-08B)

Students will diagnose minor electrical problems within the outboard ignition, charging, starter, warning, engine management, lighting and accessory systems. They will expand their basic knowledge of electrical systems, with an emphasis on problem diagnostics of both newer technical systems and unique older systems.

Major equipment used in this course: outboard and sterndrive engines, digital multimeter, digital voltage adapter, peak-reading meter, battery load testers, coil testers

Prerequisites: MARN-006, MARN-007



DIESEL 1 (MARN-009)

Students will learn to perform service and maintenance on marine diesel engines used in pleasure craft and light commercial applications. They will become familiar with the theory of diesel compression ignition and combustion fundamentals, including the four-stroke engine cycle. Students also will learn the basic operation of a diesel engine, including essential subsystems such as air intake system, exhaust system, cooling system, lubrication system and engine accessories. Students will get hands-on experience performing entry-level inspection and preventive maintenance in accordance with original equipment manufacturer (OEM) guidelines. They also will diagnose basic system malfunctions using specially designed diesel engine training aids.

Major equipment used in this course: marine diesel engines, engine components, special OEM tools

Prerequisites: None

DIESEL 1 (MARN-010)

Students will become familiar with the basic operation of marine diesel fuel systems and electronic engine management used in pleasure craft and light commercial applications. They will learn about various marine diesel fuel systems, including rotary distributor pump systems, inline injection pump systems, high-pressure common rail (HPCR) systems, electronic unit injection (EUI) systems and hydraulically actuated electronic unit injection (HEUI) systems.

Students will take a hands-on approach to diagnosing operational issues with marine diesel fuel-injection systems and electronic engine management. They also will use electronic tools to diagnose and troubleshoot fuel systems and engine accessories, including electronically controlled turbochargers and compressors with basic fuel delivery systems.

Major equipment used in this course: marine diesel engines, engine components, special OEM tools

Prerequisites: MARN-009

VOLVO PENTA (MARN-011)

Students will become familiar with Volvo Penta of the Americas products and learn to identify Volvo Penta gasoline sterndrive engines. They will learn to perform setup and maintenance tasks on these engines as well as on Volvo Penta drive systems. Students will gain hands-on experience diagnosing Delco EST ignition systems. They also will learn about Volvo Penta's marine electronic fuel injection used on gasoline engines.

Major equipment used in this course: Volvo Penta gasoline engines and drive units, EFI testing tools, electrical system testing tools

Prerequisites: MARN-001 – MARN-08B

HONDA MARINE (MARN-12B)

Students will be introduced to American Honda Marine products and learn to identify the various models of Honda four-stroke outboard motors. They will demonstrate an understanding of Honda's outboard warranty policy and be introduced to factory Honda outboard special tools. Students will troubleshoot Honda's DC-CDI and TMI ignition systems, perform maintenance tests on charging systems, and service electronic trim and tilt assemblies. They also will troubleshoot outboard fuel systems, including Honda's programmed fuel injection system.

Major equipment used in this course: Honda outboard engines, EFI diagnostic tools (HDS), electrical diagnostic tools

Prerequisites: MARN-001 – MARN-08B



YAMAHA MARINE (MARN-013)

Students will become familiar with Yamaha Motor Corporation products and learn to identify Yamaha outboard motors. They will inspect, troubleshoot and perform tasks on Yamaha fuel systems (carburetors, electronic fuel injection and high-pressure direct injection), oil-injection systems, ignition systems Capacitor Discharge Ignition (CDI and microcomputer-CDI) and valve trains. They will learn to troubleshoot engines using a computer and Yamaha diagnostics.

Major equipment used in this course: Yamaha outboard engines, EFI diagnostic tools, electrical diagnostic tools

Prerequisites: MARN-001 – MARN-08B

SUZUKI MARINE (MARN-014)

Students will be introduced to Suzuki Motor of America, Inc. products and learn to identify Suzuki two-stroke and four-stroke outboard motors. They will become familiar with Suzuki outboard warranty procedures and the Suzuki Extended Protection system. Students will learn to use specialized Suzuki outboard tools and diagnostic equipment, including the Suzuki Diagnostic System (SDS). They also will diagnose Suzuki outboard ignition and charging systems, service four-stroke outboard timing belts and chains, and troubleshoot engine vibration and noise complaints.

Major equipment used in this course: Suzuki outboard engines, EFI diagnostic tools, electrical diagnostic tools, general service tools

Prerequisites: MARN-001 – MARN-08B



MERCTECH 1 (MARN-015)

Students will gain the knowledge and experience required to become entry-level technicians in the Mercury Marine dealer network. The course is equipped with current Mercury Marine outboard products. Students will become familiar with Mercury's method of service administration and the emphasis placed on customer service and satisfaction. Proper warranty, pre-delivery inspection and seasonal maintenance procedures will be covered. Students will learn procedures to diagnose, troubleshoot and repair cooling, exhaust, charging and ignition systems specific to Mercury Marine products.

Major equipment used in this course: Mercury outboard engines, electrical diagnostic tools, and EFI, DFI diagnostic tools

Prerequisites: MARN-001 – MARN-08B

MERCTECH 2 (MARN-016)

Students will take their manufacturer-specific skills to the next level with advanced training on the MerCruiser Marine products. They will learn procedures to diagnose, troubleshoot and repair problems related to starting systems. Students also will get hands-on experience with diagnosing, troubleshooting and repairing fuel systems, including EFI and carbureted.

Major equipment used in this course: Mercury MerCruiser sterndrive engines and drive units, electrical diagnostic tools, EFI diagnostic tools

Prerequisites: MARN-001 – MARN-08B and MARN-015 must be completed before starting MARN-016. (MARN-016 and MARN-17B may be completed in any order prior to graduation.)



CAPSTONE (MARN-17B)

Students will demonstrate key competencies related to the entire Marine program in this three-week course during which they display the application of their knowledge in a hands-on environment. Performance testing in this course may include but is not limited to gas and diesel engine components and adjustments, lower units and outdrives, rigging, service operations and parts management, fuel and lubrication systems, and testing electrical systems and engine management systems. Students will demonstrate their skills on a wide range of manufacturer engines, including Mercury Marine, MerCruiser, Honda Marine, Yamaha Marine, and Suzuki Marine.

Major equipment used in this course: inboard and outboard engines, diagnostic tools, electrical diagnostic tools, general service tools

Prerequisites: MARN-001 – MARN-015 must be completed before starting MARN-17B. (MARN-016 and MARN-17B may be completed in any order prior to graduation.)

STUDENT SUPPORT SERVICES

Student Services

The Student Services department offers a wide range of services designed to assist the academic, social, and personal needs of the students. Services provided include Housing, Academic and Personal Advisement, Student Records, Student Activities, Veterans' Assistance, and Scheduling. Students receive additional campus specific information about their Student Services Department at New Student Orientation.



AWARDS

MMI offers many prestigious student awards. They are direct reflections of students' attitudes and performance while attending MMI, and are awarded based on the criteria described below. Winners are recognized at graduation and their awards are mailed to them within 30 days of graduation.

Student of the Course awards are given at the end of each Marine and Motorcycle course as part of an incentive program to encourage initiative and excellence. Certain manufacturer-specific programs/courses do not issue Student of the Course awards. This award is given to the outstanding student in each course and has an emphasis on lab work performance. A pin will be given to each Student of the Course recipient denoting the course for which it was received. Any student repeating a course is not eligible for this award in the repeated class.

Criteria for the Student of the Course award indicate the student must receive a grade of at least 90% in each performance category. In the event of a tie, the award is given to the student with the highest grade in lab work. In the event of a second tie, the award is given to the student with the highest grade in class work. In the event of a third tie, the award is given to the student with the fewest hours missed during the course. The final tiebreaker calls for the Instructor to select one student to receive this award with the option of presenting multiple awards upon Education Manager approval. If no student attains the required performance, no award will be presented.

Awards are also presented at graduation to students who maintain perfect attendance records and those with overall 99% attendance records. Students with any attendance failures are not eligible for this award.

Marine students who receive a class work and lab grade of 90% or higher in three consecutive courses are recognized on the Director's Honor List. Students with any attendance failures are not eligible for this award. Motorcycle students who achieve at least a 96% overall combined course average and maintain a 90% attendance rate or better are recognized on the Director's List for MOTO-101 – MOTO-106 of the Motorcycle Technician Programs. Students with failed courses are not eligible for this award.

Top Technician awards (also called Top Graduate, Honor Student or Top Student, depending on the elective program) are awarded to the Motorcycle or Marine student who meets the criteria detailed below upon graduation. Awards are presented at graduation. Students with any failed courses within the Motorcycle elective or Marine program are not eligible for this award.

Motorcycle OEM training:

- BMW Motorrad Technician
- FAST (Factory Authorized Suzuki Training)
- Harley-Davidson Late Model
- HonTech
- Kawasaki K-Tech Specialist
- YamaPro®

Criteria for the Top Technician Award for the Motorcycle OEM training listed above (except Harley-Davidson Late Model):

- Highest overall GPA and attendance in the OEM program with 90% or above in all areas of the course.
- Cannot miss more than 1.5 hours during the motorcycle OEM program.
- Students classroom behavior will be taken into account:
 - Professionalism
 - Team player
 - Willingness to excel
- If there is a tie due to grades and attendance, the Chief Instructor will select the Top Tech.
- If no student(s) meet the requirements, a Top Tech award will not be given.

Criteria for the Top Grad Award for Harley-Davidson Late Model:

- All H-D PHD prerequisite online training is completed.
- In-lab PHD assessment completions in the DSO classes.
- Highest overall GPA and attendance, including all grades from MTP through the Harley-Davidson Late Model.
- No negative student or discipline issues as documented in SMART.
- Input from other Harley-Davidson Late Model instructors.

The name of the Top Grad and date awarded will be submitted to Harley-Davidson following graduation. Harley-Davidson Early Model is not included in the Top Technician Award process.

Criteria for the Top Technician Award for the Marine OEM/capstone courses:

- Highest overall GPA and attendance in the Marine program
- 90% or above overall grade for the OEM/capstone courses (MARN-011 to MARN-17B).
- 85% or above in each grading area of the OEM/capstone courses (MARN-011 to MARN-17B).
- Cannot miss more than 2.5 hours for the OEM/capstone courses (MARN-011 to MARN-17B).
- Students classroom behavior will be taken into account:
 - Professionalism
 - Team player
 - Willingness to excel
- If there is a tie due to grades and attendance, the Chief Instructor will select the Top Tech.
- If no student(s) meet the requirements, a Top Tech award will not be given.

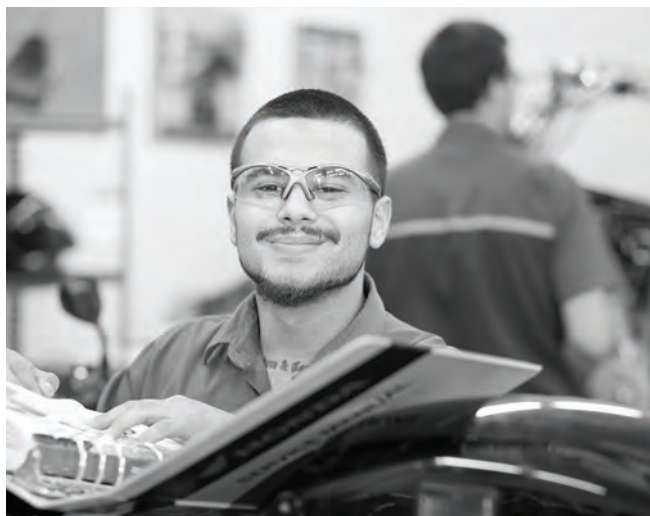
NATIONAL HONOR SOCIETY

The prestigious Alpha Beta Kappa National Honor Society was founded in 1977 to encourage and recognize superior academic and laboratory training in honorable fields of endeavor. Universal Technical Institute became the society's first member, receiving its charter as the Alpha chapter. Students with any attendance failures are not eligible for this award.

Qualifications for nomination to Alpha Beta Kappa include:

- Minimum cumulative grade point average of 3.50
- Attendance of at least 99%

Candidates for nomination are notified after graduation.



OFFICE HOURS

MMI offices are open from 8 a.m. to 5 p.m. Monday through Friday except on company-observed holidays. Hours may vary at each location.

STUDENT INSURANCE

MMI provides secondary insurance coverage for injuries to students only while they are on campus attending classes. See the Administration or Student Services Department for more information.

HOUSING

MMI partners with Collegiate Housing Services (CHS) to assist students who are relocating and need assistance getting housing. CHS provides a full range of housing services and will work closely with students to determine the best options.

MMI's Housing department can assist students with finding roommates. The Housing department also works with students on an individual and ongoing basis to resolve any housing problems that may arise throughout their rental term.

In addition to the options above, you may also choose to acquire housing on your own. Please contact the Housing department at your desired campus for more information.

Please note that while the student services department can assist with transporting and housing options, transportation and housing while attending school is the responsibility of the student.

Employment Services

The Employment Services department is available to all students and graduates. Services include providing job leads, assisting with résumés, and providing interview guidance for local jobs while students are in school and career jobs upon graduation. Although our employment specialists have been successful in assisting students to find jobs, no guarantee of local or graduate employment is made or implied.



Because the Employment Services department uses occupational contacts from all over the country, graduates seeking career assistance may need to relocate in order to take advantage of employment opportunities.

LOCAL EMPLOYMENT ASSISTANCE

MMI students who desire assistance finding local employment should visit the local Employment Services Department at their campus. A list of job openings in the local area is developed and maintained at each campus. MMI staff members are available to meet with students one-on-one to provide leads and help them find jobs to cover living expenses while they attend school. To get the most from the services provided by the Employment Services Department, students should work closely with their Employment Advisors. Students are encouraged to visit the Employment Services department several times a week to pick up new leads until they are hired.

ONGOING CAREER ASSISTANCE

MMI places great emphasis on assisting graduates in beginning meaningful careers. While employment cannot be guaranteed, services are available to graduates and alumni through the MMI National Job Database or by contacting the Employment Services office at the campus.

CAREER DEVELOPMENT

Through the Career Development class, MMI helps students strengthen career skills stressed in technical training. This class is designed to enhance the job search and application skills of each student. Students become more familiar with services available through MMI's Employment Services department, including:

- Providing information on the enhanced career opportunities made possible through both student-paid and manufacturer-paid advanced training programs
- Locating Tuition Reimbursement Incentive Program (TRIP) employers
- Providing information on nationwide dealer employment opportunities
- Maintaining up-to-date job listings
- Contacting students by phone, text and email after graduation to offer continued job search assistance, allowing us also to verify their employment
- Assisting students to produce professional résumé
- Providing tips on interview techniques



YOUR RESPONSIBILITIES

To get the most from the services provided by MMI's Employment Services department, you and your Employment Advisor must work together as partners. Here's what you can do to build a successful partnership:

- Talk to your advisor about exploring the advantages of continuing your education by taking manufacturer-specific programs
- Fill out your résumé paperwork and submit it to the Employment Services department as soon as possible.
- Make the best use of campus career fairs by engaging with many different employers to find out about their opportunities.
- If you don't have definite career plans, visit the Employment Services department at least twice a week to check on employment opportunities as you get close to graduation.
- Provide your advisor with your relocation preferences upon graduation so he or she can assist you in identifying job opportunities in these areas.
- Contact interested employers to set up interviews. Make follow-up calls to all potential employers with whom you have interviewed or sent résumés.
- After graduation, stay in touch with your Graduate Employment Advisor for job leads and assistance in your job search. It is also important to keep your contact information updated so the school can stay in touch with you as well.

INDUSTRY EXPECTATIONS

To qualify for the best opportunities the industry has to offer, it's important for you to do the following:

- Maintain a valid driver's license
- Maintain a good driving record with very few (if any) moving violations
- Maintain a good school attendance record
- Display a positive attitude
- Prepare for every interview by researching the company and knowing the job description
- Remain drug free
- Maintain a professional appearance
- Demonstrate strong fundamental technical skills



INTERVIEW OPPORTUNITIES

The MMI Employment Services staff works with employers and students to develop on-campus interview opportunities. These on-campus interviews are a great opportunity for students to get interview experience and potential job offers before graduation. Every effort is made to assist graduates in finding employment in their preferred geographical area; however, it may be necessary to relocate to areas where career opportunities are more abundant.

Financial Aid

The Financial Aid Department provides expert advisement and application processing to students and parents related to various federal and non-federal financial aid programs. Information and guidance on federal and state grants, federal and private student loans, scholarships both internal and external as well as in-school cash payment plans is available. Financial aid packages generally consist of a combination of funding from more than one program or resource. No specific guarantee of financial aid eligibility is made or implied. For more information, please contact the Financial Aid Department at the campus where attendance is planned.

DRESS CODE

MMI's appearance policy is designed to promote professionalism and safety. To best prepare students for the industry, the following standards apply:

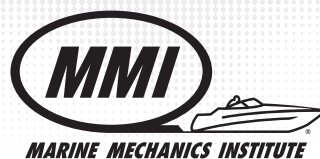


- Students are required to maintain a professional appearance at all times as determined by the discretion of MMI and the instructor.
- All hair, including facial hair, must be properly groomed at all times.
- Students are required to maintain their hair, including facial hair, in such a manner that it will not be caught in the equipment. Hair longer than the shirt collar must be tied up or contained in the shirt collar (baseball cap is acceptable for MMI Phoenix) to prevent entanglement in equipment or pose other safety risks. Long beards/facial hair need to be tied up to prevent entanglement in equipment or pose other safety risks.
- No haircuts that are radical (i.e., shaved designs, bright or unnatural colors, or styled to stand up and away from the head more than 2 inches), Mohawk style (i.e., any shaved design that would only leave a strip of hair across the top of the head and/or down the back of the head regardless of length or design of the hair) or demonstrating a disregard for professionalism are allowed.
- The Campus President, Director of Student Services, Director of Student Experience and/or the Education Director will review unresolved disputes on a case-by-case basis and make a final determination.
- Only baseball type caps without inappropriate pictures or writing are permitted and must be worn with the bill facing forward. For Orlando students, caps are only allowed in areas designated by the school. Do-rags, unprofessional hats/caps and pantyhose-type caps are prohibited in the building.
- Clothing cannot be overly soiled or have excessive holes.

- Trousers are to be clean and mended. Blue jeans, cords and work pants are acceptable, and must be worn at the waistline and supported, if necessary, to prevent sagging. Multi-colored pants, cutoffs, shorts, sweatpants, military clothes and clothing with large, extended pockets are not permitted.
- MMI uniform shirts must be worn buttoned from the second button down and tucked in at all times while on campus. Unless a sweater, sweatshirt or jacket is worn, the uniform shirt must be the outermost garment layer. The uniform shirts are not to be cut or altered. Female students must wear the shirts in the appropriate manner with no skin or cleavage showing. Vests of any kind are not allowed.
- No vulgarity or profanity may be displayed on any article of clothing, personal belongings or exposed skin. Any offensive tattoos need to be covered by the appropriate length of clothing. Drug-, alcohol- or gang-related material is not acceptable. No club or color patches are to be worn on campus.
- Flat-heeled work shoes, tennis shoes, leather shoes, or boots (preferably with steel toe protection) are acceptable. No flip flops, sandals, open-toed shoes or high heel shoes are allowed.
- Safety glasses must be worn at all times while working in labs. All glasses must be ANSI with approved side shields. Sunglasses or shaded safety glasses cannot be worn during class unless a doctor's request is presented to a Campus Advisor for review and approval.
- Jewelry presenting a safety hazard must be removed while working in the classrooms and labs. Dangling earrings, hoops and other visible body piercing presenting a safety hazard will need to be removed. Students will be asked to remove excessive jewelry items that pose a safety-related concern or disrupt proper instruction as determined at the discretion of the Institute and Instructor.
- Facial, micro-dermal, transdermal, and, sub-dermal implants will be allowed provided they are a simple stud or gem type.
- Ear piercings larger than standard earrings must be plugged with solid plugs of a single color. Piercings that are extremely large or outlandish — even with solid plugs of a single color — and unprofessional as determined by the school are not allowed.
- The Campus President, Director of Student Services, Director of Student Experience and/or the Education Director will review unresolved disputes on a case-by-case basis and make a final determination.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the bikes.
- ID badges must be worn at all times when on campus. The badge must be unaltered and worn above the waist on the outermost layer of clothing and can easily be viewed by any staff member. Other than approved pins, pictures or names cannot be covered by pins.
- iPods/mp3 players with or without headphones are not allowed in the classroom or lab.

Students in violation of the Dress Code are subject to dismissal from class and charged with the absence.

2018 CALENDAR



STARTS

○ Phoenix

□ Orlando

GRADUATIONS*

● Phoenix

■ Orlando

HOLIDAYS

Observed by UTI staff and students on these days.

Holidays shown in bold

Jan 1 New Year's Day (observed)

Jan 15 Martin Luther King, Jr. Day

May 28 Memorial Day

July 4 Independence Day

Sep 3 Labor Day

Nov 9 Veterans Day (observed)

Nov 22-23 Thanksgiving

Dec 24-28 Winter Break

Dec 31 New Year's Eve

IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

Shown in bold underline

May 11 Orlando
Phoenix

Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

S	M	T	W	Th	F	Sa	
31	1	2	3	4	5	6	JAN 2018
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	FEB
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	1	2	3	MAR
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1	2	3	4	5	6	7	APR
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	MAY
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	JUN
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

S	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7	JUL
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	AUG
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	SEP
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	OCT
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	NOV
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	DEC
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	2019

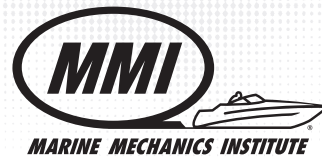
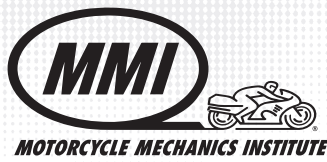
* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date.

Registration/orientation normally are conducted the week prior to the first week of class.

Testing is also scheduled prior to that first week. Please check with your campus for the current schedule.

Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

2019 CALENDAR



STARTS

○ Phoenix

□ Orlando

GRADUATIONS*

● Phoenix

■ Orlando

HOLIDAYS

Observed by UTI staff and students on these days.

Holidays shown in bold

Jan 1 New Year's Day (observed)

Jan 21 Martin Luther King, Jr. Day

May 27 Memorial Day

July 4-5 Independence Day

Sep 2 Labor Day

Nov 11 Veterans Day

Nov 28-29 Thanksgiving

Dec 23-27 Winter Break

IN-SERVICE DAYS

Campus will be closed for instructor and staff development on these days.

Shown in bold underline

May 10 Orlando

May 17 Phoenix

Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

S	M	T	W	Th	F	Sa	
30	31	1	2	3	4	5	JAN 2019
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	FEB
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	1	2	MAR
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	APR
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	MAY
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	JUN
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	

S	M	T	W	Th	F	Sa	
30	1	2	3	4	5	6	JUL
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	AUG
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	SEP
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	OCT
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	NOV
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	DEC
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	2020

* The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date.

Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

STUDENT INFORMATION GUIDE – INTRODUCTION

Universal Technical Institute is licensed in most states throughout the country, allowing its campuses to offer quality education and training to career-minded individuals interested in entry-level technician positions in the automotive, diesel, medium/heavy equipment, collision repair, motorsports, motorcycle, marine, welding, and CNC machining industries. Some states have specific regulatory requirements the school must meet when serving the educational needs of their students.

As such, this section of the catalog lists specific state requirements that apply to students from those states. This Course Catalog and any applicable Catalog Addenda comprise the entire Catalog for the campus. For the most updated Catalog, go to www.uti.edu/catalogs. Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by Institutional policy or federal, state or accrediting agency regulation. Such changes will not negatively affect currently enrolled students and will be approved in advance when required by the school's state regulatory body.

UTI will endeavor to provide advance notice of any changes in these requirements for states in which it is licensed prior to those changes becoming effective.

Questions regarding any portion of these requirements should be directed to the Campus President listed in the Administration Rosters section.

Ownership and Corporate Officers

Universal Technical Institute is owned by UTI Holdings, Inc., which is owned by Universal Technical Institute, Inc., 16220 North Scottsdale Road, Suite 500, Scottsdale, AZ 85254.

CORPORATE OFFICERS:

Kimberly J. McWaters	President and Chief Executive Officer
Jerome A. Grant	Chief Operating Officer and Executive Vice President
Scott Yessner	Interim Chief Financial Officer
Piper P. Jameson	Chief Marketing Officer and Executive Vice President
Chad A. Freed	Executive Vice President of Corporate Development and General Counsel
Sherrell E. Smith	Executive Vice President of Admissions and Operations

Contents and policies are certified to be true and correct to the best of my knowledge upon date of publication.



Kimberly J. McWaters
President and Chief Executive Officer

Administration Rosters

AVONDALE, ARIZONA CAMPUS:

10695 W. Pierce Street, Avondale, AZ 85323
623-245-4600

Adrian Cordova	Campus President
Patrick Bennett	Director of Education
Uneather Dixie	Director of Campus Admissions
Theresa Emehiser	Director of Campus Admissions
Lindsey Kingsley	Director of Student Experience
Cheryl Radke	Sr. Director of Employment Services

BLOOMFIELD, NEW JERSEY CAMPUS:

1515 Broad Street, Bloomfield, NJ 07003
973-866-2200

Steve McElfresh	Campus President
Peter Fallone	Director of Education
Randy Trickett	Director of Student Services
Courtney Woodward	Director of Employment Services
Corey Green	Director of Financial Aid

DALLAS-FORT WORTH, TEXAS CAMPUS:

5151 Regent Boulevard, Irving, TX 75063
972-505-2200

Jesus Miranda	Campus President
Renee Doyal	Director of Student Services
Torri Fears	Director Employment Services
Gretchen Jenkins	Director of Financial Aid
David Bowman	Director Auto Diesel Program

EXTON, PENNSYLVANIA CAMPUS:

750 Pennsylvania Drive, Exton, PA 19341
610-458-5595

Robert Kessler	Campus President/VP Regional Operations
Rosangela Dempster	Director of Operations Education
David Isidori	Director of Student Services
Jacqui Arcidiacono	Director of Employment Services
Anthony Castroville	Director of Financial Aid

HOUSTON, TEXAS CAMPUS:

721 Lockhaven Drive, Houston, TX 77073
281-443-6262

Darrin Brust	Campus President
Michael Code	Director of Student Services
Sandra Walker	Director Employment Services
Charlotte Baker	Director of Financial Aid
Claude Toland	Director Auto Diesel Program

LISLE, ILLINOIS CAMPUS:

2611 Corporate West Drive, Lisle, IL 60532
630-529-2662

Julie Mueller	Campus President
Brian Gallagher	Director of Operations Education
Kettisha Stamp	Sr. Director of Student Services
Lyudmila Berkoff	Sr. Director of Financial Aid
Ian Hardie	Sr. Director Employment Services

LONG BEACH, CALIFORNIA CAMPUS:

4175 East Conant Street, Long Beach, CA 90808

562-541-7000

Larry Hohl	Campus President
Rebecca Hoskins	Director of Education
Jaslyn Ramirez	Director of Student Services
Jennifer Pritchard	Director of Employment Services
Benjamin Duenes	Director of Financial Aid

NORWOOD, MASSACHUSETTS CAMPUS:

1 Upland Road, Building 200, Norwood, MA 02062

781-948-2000

Shawn Alexander	Campus President
Kelly Ormsby	Director of Operations Education
Steven Peterson	Director of Campus Admissions
Jessica Correia	Director of Student Services
Paul Tavares	Director of Employment Services
Jonathan Titmas	Director of Financial Aid

RANCHO CUCAMONGA, CALIFORNIA CAMPUS:

9494 Haven Avenue, Rancho Cucamonga, CA 91730

909-484-1929

Migdalia Vazquez	Campus President
Janean Dismukes	Director of Student Services
Adonis Phillips	Director of Employment Services
Marcie Gutierrez	Sr. Director Financial Aid

SACRAMENTO, CALIFORNIA CAMPUS:

4100 Duckhorn Drive, Sacramento, CA 95834

916-263-9100

Tess Dubois-Carey	Campus President
Tess Dubois-Carey	Interim Director of Operations Education
Richard Garti	Director of Student Services
Matt Ralstin	Director of Employment Services
Bambi Jorgensen	Director of Financial Aid

NASCAR TECHNICAL INSTITUTE, MOORESVILLE, NORTH CAROLINA CAMPUS:

220 Byers Creek Road, Mooresville, NC 28117

704-658-1950

Jennifer Bergeron	Campus President
Keith Pittman	Director of Operations Education
Steven Peterson	Director of Campus Admissions
Anne Mason	Director of Student Services
Arlyn Davis	Director of Employment Services
Lauren Marocco	Director of Financial Aid

UNIVERSAL TECHNICAL INSTITUTE, MARINE MECHANICS INSTITUTE, AND MOTORCYCLE MECHANICS INSTITUTE, ORLANDO, FLORIDA CAMPUS:

9751 Delegates Drive, Orlando, FL 32837

407-240-2422

Wayne Lehnert	Interim Campus President & Director of Operations Education
Eric Ramos	Director of Campus Admissions
Tiffany Johnson	Director of Student Services
Regina Hodgson	Director of Employment Services
Ted Groff	Director of Financial Aid

MOTORCYCLE MECHANICS INSTITUTE, PHOENIX, ARIZONA CAMPUS:

2844 W. Deer Valley Road, Phoenix, AZ 85027

623-869-9644

Roger Speer	Campus President/VP Regional Operations
Jim Wagnon	Director of Education
Teri Chakos	Sr. Director of Student Services
Michel Brown	Director of Employment Services
Alexandra DeJesus	Director of Financial Aid

ACADEMIC AND ATTENDANCE POLICIES

Attendance-Related Policies

GENERAL INFORMATION

It is essential in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies and early leaves will be recorded, regardless of the reason. Time missed is recorded in 15-minute increments. There are no excused absences from scheduled class days (with the exception of campus closures for weather or emergency oriented issues), tardies or early leaves. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the Student Services Department for advice on appropriate options for absence from school to avoid withdrawal.

- A student who has not been granted an official Leave of Absence and who is absent for 10 or more consecutive, regularly scheduled school days without providing timely written intent to return will be suspended upon the 10th day of absence.
- By state regulation, students attending a Texas campus (and Texas residents attending either NASCAR Tech in North Carolina, MMI Phoenix in Arizona or MMI Orlando in Florida) must be terminated at the point of exceeding 10 consecutive school days absent, regardless of intent to return for the next course. The only exception to termination for these students is an official Leave of Absence (LOA). A student who was terminated from school for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.
- Suspension will result in a withdrawal from the school and discontinuation of financial aid eligibility. Further, UTI will notify local, state and/or federal education benefit agencies about the withdrawal as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or require the recipient of the funds to repay the agency involved.

Attendance Rate, Academic Standing Policy and Satisfactory Academic Progress Policy

The Attendance Rate, Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines defining how student academic performances are evaluated at different points during their programs. These policies apply to all enrolled students, including those utilizing Title IV and veterans education benefits, and dictate a student's ability to remain enrolled.

PROGRAM ATTENDANCE RATE REQUIREMENTS

Students are required to maintain attendance rates throughout their program that will allow them to achieve no less than a 90% attendance rate upon graduation. Student attendance rates will be reviewed after each financial aid payment period (regardless of whether or not a student is utilizing Title IV funding). Attendance rates are evaluated during the Satisfactory Academic Progress review. All successfully completed courses within the same department group as a student's current program are included in the attendance-rate calculation. If a student has two successful attempts of the same course, the course with the highest overall grade will be used. (If both attempts have the same overall grade, the attempt with the highest attendance rate will be used.) Audit and refresher courses are excluded from the calculation. Minimum attendance rates that must be achieved at the checkpoints are as follows:

If the current enrollment is less than 15 courses

At all checkpoints, students must have a minimum attendance rate of 90%.

If the current enrollment is 15 to 19 courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	90%

If the current enrollment is 20 or more courses

Checkpoints/Payment Periods	Attendance Rate
First	87%
Second	87%
Third	88%
Fourth	90%

ACADEMIC STANDING POLICY

Two consecutive failures will result in academic probation for the two courses that follow. Financial aid eligibility will not be affected during the probation period. Students who fail a course while on academic probation will be suspended from school, resulting in withdrawal from school and discontinuation of financial aid eligibility. Exceptions to the academic standing policy may be made at the discretion of the Student Services Director or designee. Students should carefully review the Course Retakes section of this catalog for information on related transcript and GPA impact as well as applicable fees. Those who wish to re-enroll after suspension should refer to the Re-enrollment section of this catalog.

In accordance with Texas standards, students attending a Texas campus or Texas residents attending MMI Orlando, MMI Phoenix or NASCAR Technical Institute must maintain a Cumulative Grade Point Average (CGPA) of 2.0 at the end of every evaluation period. An evaluation of a student's CGPA occurs every six (6) weeks or two (2) courses. Any student who is not meeting CGPA standards at the end of an evaluation period will be placed on academic probation for 6 weeks. If one or both courses are not successfully completed during the initial probation period and the student is still below a 2.0 CGPA, the student will be terminated from school. If at the end of the evaluation period a student has completed his or her courses but has not achieved a 2.0 CGPA, the student will be placed on an additional probation period of six weeks. A student who is eligible for a second probation period but fails to achieve CGPA standards at the conclusion of two successive evaluation periods will be terminated.

Note: A student on Texas CGPA academic probation must comply with all other academic and satisfactory academic standards. Failure to meet any required expectation will result in the consequences defined in the sections covering those policies.

CALCULATING THE PROFESSIONALISM GRADE

The following factors are evaluated under professionalism:

Attitude – exhibiting a positive attitude when things go right AND when things go wrong

Appearance – compliance with dress code

Work Habits & Accountability – demonstrating punctuality (not arriving late or leaving early), courtesy, safety, cleanliness and ability to follow rules

Communication – listening and interacting effectively with other students and staff

Teamwork – cooperating with others

Problem Solving – effectively solving problems and knowing when to ask for help

Ethics – doing the right thing

Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 4.3 points from the professionalism grade. Receiving more than seven violations during any course will result in a course failure. Students can receive violations in their professionalism grade for any violations of the Code of Conduct or any unprofessional behavior.

Motorcycle Only – Students begin each course with 100 professionalism points. Each "violation" will result in a deduction of 10 points from the professionalism grade. Students may receive violations in the professionalism grade for any violations of the Code of Conduct or any unprofessional behavior. Students also can receive 10-point professionalism deductions for excessive tardiness/early departures. Students receive a verbal warning on the first tardy/early departure. Students receive a written advisement upon the second tardy/early departure. Upon the third and for each subsequent tardy/early departure, students receive a 10-point deduction from the professionalism grade.

Number of Violations	Professionalism Grade
0	100%
1	96%
2	91%
3	87%
4	83%
5	79%
6	74%
7	70%
8 or more	Failure

GRADE POINTS

Each course within a program is assigned semester credit hours based on the quantity of instructor-led training hours, interactive online learning (where applicable) and lab hours contained. Course credit hours are used in conjunction with grade points earned in a course to determine the cumulative grade point average (CGPA). The relationship of course's numeric grade, performance level and grade points is as follows:

Numeric Grade	Performance Level	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
69 or lower	F	0

Calculating the Cumulative Grade Point Average (CGPA)

Cumulative grade point average is computed in two steps: (a) Multiply the grade points earned in the course by the number of credit hours for that course, and (b) take the sum of these products and divide by the sum of the credit hours. Failed courses will be included in the CGPA until they are successfully repeated. In the case of multiple successful attempts of the same course, the course with the highest overall grade will be included in the CGPA calculation. Each course will be used only once in the CGPA calculation (see Course Retakes section). The following example shows a CGPA calculation involving three course attempts:

Course	Numeric Course Grade	Letter Grade	Grade Points	Credit Hours	Grade Points × Credit Hours
Course 1	85	B	3.0	4.0	12.0
Course 2	72	C	2.0	4.0	8.0
Course 3	93	A	4.0	4.0	16.0
			Total	12	36.0

$$\text{CGPA} = 36 \div 12 = 3.0$$

Note: In the event of a discrepancy or disagreement, grade change requests/appeals must be submitted within 30 days of the course end date to be considered.

Note: Two consecutive failed classes will result in probation. If the student receives an academic or attendance failure during the probationary period, the student will be suspended (withdrawn) from school. For further details, see the Academic Standing Policy section.

SATISFACTORY ACADEMIC PROGRESS

General Information

The school's Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students, including those utilizing Title IV and veterans education benefits. Included in this policy are the measurement components, relevant definitions and details of the appeals process.

SAP is evaluated each financial aid payment period, which is student and program specific. Please see your Financial Aid Advisor for an individualized explanation of payment period breakdowns.

Failed courses remain in the Cumulative Grade Point Average (CGPA) until they are successfully repeated. Such courses include those within the same department group not retaken due to a program change and legacy courses not taken when students transfer into the blended learning program. In the event a student does not retake the failed course, these failures will remain in these calculations permanently. In addition, all failed courses remain in the Maximum Timeframe (MTF) and Pace of Progression (POP) calculations regardless of later completion.

SAP Measurement Components

Measurements	Explanations
Cumulative Grade Point Average (CGPA)	Students must maintain a minimum CGPA of 2.0. CGPA calculations include any successfully completed courses and any failed courses until they are repeated. Courses that are dropped, taken as refreshers, or audited are NOT included in the calculation. In programs over two academic years in length, a student must achieve a CGPA of 2.0 by the end of the second academic year in order for additional financial aid to be awarded, processed or disbursed.

Pace of Progression (POP)	Students must successfully complete at least 66.67% of the credit hours attempted. However, depending on the length of the program, earlier checkpoints may have lower incremental requirements. POP calculations include all successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Calculations exclude courses in tested-out status.
Maximum Time Frame (MTF)	Students must complete their program in 150% of the normal duration of the program (measured in credit hours). Example: If a student is in a 63 credit hour program, he or she must not attempt more than 94.5 credits (150% of 63). At each payment period, the Institution will assess whether a student can still meet these terms by graduation.

Note: UTI/NASCAR Tech/MMI does not accept transfer credits from other Institutions. Students with relevant prior coursework or experience may attempt to test out of the course. If the student passes the test, the course status becomes "tested out." Courses with the status of tested out are not included in the CGPA, POP or MTF calculations. Please see the Challenge Course Credit and Campus Transfer Credit policy in this catalog for more information.

Note: CGPA, POP and MTF calculations are cumulative. If a student withdraws from school and re-enrolls, the courses from the previous and current enrollment sequences are included in these measurements. The calculations do not start over. This includes courses taken at another UTI/NASCAR Tech/MMI campus. Internal transfer credits will be included in the calculations for all three components.

Status Definitions

SAP-related Statuses	Definitions
Good Standing	Students who are meeting CGPA, POP and MTF requirements at a checkpoint are determined to be in good standing.
Financial Aid Warning	Students in good standing who do not meet one or more of the measurements listed above at a payment period checkpoint are automatically placed on financial aid warning status for the next payment period. Students in FA warning status will maintain Title IV eligibility for the duration of the status. To maintain eligibility beyond one payment period and return to good standing, students must meet all three SAP components by the end of the FA warning period. If students fail to meet the SAP components by the end of the warning period, they will lose Title IV fund eligibility but have the option to appeal and re-establish eligibility and remain in school.
Financial Aid Probation	Students who successfully appeal will re-establish Title IV eligibility and are placed on financial aid probation status for the subsequent payment period. At the end of the payment period, students must meet all three SAP components (or the terms of an academic plan) to continue to receive Title IV funds and be placed in good standing.
Terminated	Students will be terminated (withdrawn) from school under one of the following circumstances: failure to meet SAP requirements (or the terms of his or her academic plan) after a FA probation period or does not have a successful appeal following a FA warning period. This will result in a loss of Title IV eligibility. Students have the right to appeal to re-enroll. Students who successfully appeal must find an alternative way to fund their education until they successfully meet all three SAP components.

Students who are not meeting SAP at any given checkpoint will be advised by a Student Affairs Advisor or designee. The advisement will include notification of any SAP-related status changes, the effect on FA eligibility, a review of the appeals process and options available to the student.

Appeals for Financial Aid Probation and Re-enrollment

Responsible Party	Steps Required/Timing
Student	<p>The student must submit a written appeal to the Student Services Director or designee. The appeal must include:</p> <ul style="list-style-type: none"> • An explanation of the circumstances that prevented the student from meeting SAP along with any relevant supporting documentation.* • An explanation of what has changed that will allow the student to meet SAP going forward. • The student's plan to ensure he or she will be successful if the appeal is accepted. <p>Appeals to establish FA probation status must be submitted within one week of the student being notified he or she has failed to meet the terms of FA warning status.**</p> <p>Appeals to re-enroll can be submitted at any time. However, the student will not be eligible to re-enroll until at least six weeks after termination.</p>
Appeals Board	<p>The board reviews the appeal and the student's record to ensure he or she can meet CGPA, POP and MTF requirements by graduation then makes a determination to accept or deny the appeal.</p> <p>Appeals for FA probation will be reviewed by the end of week 2 of the subsequent course.</p> <p>Appeals to re-enroll will be reviewed within 7 days of receipt of the appeal.</p>
Student Services Director or Designee	<p>The Director or designee informs the student of the decision by the Appeals Board within 24 hours.</p> <p>For approved appeals of FA probation: If it is not possible for the student to meet SAP by the next checkpoint, the Student Services Director or designee will partner with the student to develop an academic plan. The plan outlines expectations of the student, specific benchmark goals the student must meet at the subsequent checkpoint and the deadline for the student to meet CGPA, POP and MTF expectations. The plan must be developed and implemented within 48 hours of appeal approval.***</p>

* Appeals for FA probation will only be considered if there are mitigating circumstances that prevented a student from meeting SAP expectations. Mitigating circumstances include, but are not limited to, death in the family, serious illness, transportation issues, family emergencies and work-related scheduling issues.

** To allow adequate time for student submission of an appeal for FA probation and the Appeals Board to adjudicate, a student has two options: (a) take a leave of absence from the course following the FA warning payment period, or (b) begin attending the next course with the understanding that should the appeal be denied, he or she would not receive Title IV funds and is responsible for any tuition and fees incurred for that course.

*** A student whose appeal for FA probation is approved will be placed on FA probation status and have Title IV eligibility reinstated for one payment period or the length of his or her academic plan. A student on FA probation status must meet SAP standards by the end of the payment period or the terms and benchmark goals set in the academic plan to maintain eligibility.

Academic Standing Policy vs. Satisfactory Academic Progress Policy

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress
Evaluation Points and Measurements	<p>Evaluates students at the end of each course.</p> <p>Measures the results of the course (pass/fail) and identifies consecutive course failures.</p>	<p>Evaluates students at the end of each payment period.</p> <p>Measures three things:</p> <ul style="list-style-type: none"> • Cumulative grade point average (CGPA) must be 2.0 at all checkpoints. • Pace of progression (POP) varies based on checkpoint, but Generally must be 66.67% by the next to last payment period. See next section for details. • Maximum time frame (MTF) requires a student to complete his/her program without exceeding 150% of the program's original duration.

Policy Topics and FAQs	Academic Standing	Satisfactory Academic Progress																														
Evaluation Checkpoint Details – POP	N/A	<p>If the student’s program is less than 15 courses, all checkpoints must have a pace of progression of no less than 66.67%.</p> <p>Note: These values are not rounded up.</p> <p>Program is 15 to 19 courses:</p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>60.00%</td></tr><tr><td>Second</td><td>66.67%</td></tr><tr><td>Third +</td><td>66.67%</td></tr></table> <p>Program is 20 to 24 courses:</p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>60.00%</td></tr><tr><td>Third</td><td>66.67%</td></tr><tr><td>Fourth +</td><td>66.67%</td></tr></table> <p>Program is 25 or more courses:</p> <table><tr><th>Payment Period</th><th>Minimum POP</th></tr><tr><td>First</td><td>50.00%</td></tr><tr><td>Second</td><td>55.00%</td></tr><tr><td>Third</td><td>60.00%</td></tr><tr><td>Fourth</td><td>66.67%</td></tr><tr><td>Fifth +</td><td>66.67%</td></tr></table>	Payment Period	Minimum POP	First	60.00%	Second	66.67%	Third +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	60.00%	Third	66.67%	Fourth +	66.67%	Payment Period	Minimum POP	First	50.00%	Second	55.00%	Third	60.00%	Fourth	66.67%	Fifth +	66.67%
Payment Period	Minimum POP																															
First	60.00%																															
Second	66.67%																															
Third +	66.67%																															
Payment Period	Minimum POP																															
First	50.00%																															
Second	60.00%																															
Third	66.67%																															
Fourth +	66.67%																															
Payment Period	Minimum POP																															
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Second	55.00%																															
Third	60.00%																															
Fourth	66.67%																															
Fifth +	66.67%																															
What is included in measurements?	All attempted courses, including voluntary repeats. Refresher (audit) courses are not included in academic standing considerations.	<p>CGPA: All successfully completed courses and any failed courses until they are repeated and successfully completed. Does NOT include refreshers (audits) or courses marked as “tested out.”</p> <p>POP and MTF: All successfully completed courses, failed courses, repeats and dropped courses unless the course was dropped-LOA or dropped-cancelled status. Courses in tested-out status are excluded as are refreshers (audits).</p>																														
What happens if a student does not meet the measurement criteria?	<p>A student who fails a course is notified via email and is granted one free repeat. For any failure that follows, the student will be charged a fee.</p> <p>A student who fails two consecutive courses is placed on academic probation for the following two courses. If a student fails either course while on probation, he or she is suspended from school.</p> <p>A student who has been suspended loses Title IV eligibility while out of school and cannot request to re-enroll for two course lengths (this may be shortened to one course length at the discretion of the Student Services Director or designee). If the re-enroll request is approved, the student will return on academic probation for the first two courses and re-establish Title IV eligibility. If the student fails either course, he or she will be terminated from school and ineligible to re-enroll without an appeal.</p>	<p>A student who fails to meet SAP requirements at the evaluation point following a payment period is advised by the Student Affairs Advisor or designee and placed on financial aid warning (FW) for the subsequent payment period. The student will retain eligibility for Title IV funding while on FW status.</p> <p>Students on FW who fail to meet SAP requirements at the end of the payment period are terminated from school and lose eligibility for additional Title IV funding.</p>																														
Can a student appeal the suspension/termination status?	<p>There are two types of appeals:</p> <p>Appeal to have the suspension/termination waived – The student must provide a written request, as well as documentation of a mitigating circumstance by the end of the day. The student may be allowed to remain in class pending the appeals at the discretion of the Student Services Director or designee.</p> <p>Appeal to re-enroll – A terminated student may appeal to re-enroll. He or she must submit a written appeal detailing the circumstances and what has changed that will allow him or her to be successful upon re-enrollment. The Appeals Board will review the appeal. If accepted, the student may contact the Student Affairs Advisor or designee to request re-enrollment.</p>	<p>A student who fails to meet the CGPA, MTF or POP requirements at the evaluation point can apply for an appeal if he or she has mitigating circumstances. See SAP policy for examples of mitigating circumstances.</p> <p>The student must submit a written appeal and include the following:</p> <ul style="list-style-type: none">• An explanation of the mitigating circumstance as to why the student did not meet SAP. Documentation may be required at the discretion of the Appeals Board.• What has changed in the student’s life that will allow him or her to be successful going forward?• Student’s action plan should he or she be allowed to continue enrollment and re-establish Title IV eligibility. <p>If the appeal is granted, the student will be put on financial aid probation (FP) status and Title IV eligibility will be reinstated for the subsequent payment period. If the Student Affairs Advisor determines a student needs more than one payment period to make SAP, the Advisor may require an academic plan that details expectations and benchmark goals for the student.</p>																														

Note: An academic probation status may run concurrently with a financial aid warning or financial aid probation status. If a student does not meet expectations while on financial aid probation or has an appeal denied after a financial aid warning status, the termination overrides the suspension for the academic probation.

ACADEMIC STANDING EXAMPLE

Course	Academic Status	Academic Standing
Course 1	Fail	Good standing
Course 2	Pass	Good standing
Course 3	Fail	Good standing
Course 4	Fail	Academic probation (begins with next course)
Course 5	Pass	Academic probation
Course 1	Fail	Suspended/terminated for not meeting academic probation standards

Note: This is a general example of academic standing. Each program has specific course names. The table demonstrates academic standing requirements only.

TEXAS CGPA ACADEMIC PROBATION EXAMPLE

Course	Academic Status	CGPA	Academic Standing
Course 1	Fail	0	First course
Course 2	Pass with a B	1.38	CGPA reviewed, placed on probation for next 2 courses
Course 3	Fail	0.95	Probation
Course 1	Pass with an A	1.77	Probation

Note: Student did not pass both courses while on Texas CGPA academic probation and student did not achieve 2.0 at the end of the evaluation period. As a result, student's enrollment is terminated.

EXAMPLE OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

Course	Numeric Grade	Letter Grade	Grade Points	Credit Hours	Grade Points x Credit Hours
Course 1	65	F	0	N/A	0
Course 1	88	B	3	3	9
Course 2	90	A	4	3	12
Course 3	56	F	0	N/A	0
Course 4	62	F	0	N/A	0
Course 3	98	A	4	3	12
Course 4	74	C	2	3.5	7
Course 5	82	B	3	3.5	10.5
Total				16	50.5

CGPA: $50.5 / 16 = 3.16$ (student is currently meeting CGPA requirements of 2.0 or better)

Note: This is a general example of how to calculate Cumulative Grade Point Average. Each program has specific course names and credit hour assignments.

EXAMPLE OF PACE OF PROGRESSION

Course	Course Status	Credits Completed	Credits Attempted
Course 1	Pass	3	3
Course 2	Pass	3	3
Course 3	Fail	0	3
Course 4	Fail	0	3
Course 3	Pass	3	3
Course 4	Pass	3.5	3.5
Course 5	Pass	3.5	3.5
Total		16	22

$POP\ 16 / 22 = 72.7\%$ (student meeting POP requirements)

Note: This is a general example of how to calculate Pace of Progression. Each program has specific course names and credit hour assignments.

EXAMPLE OF MAXIMUM TIME FRAME (MTF)

Program with 63 credits

Credits attempted to date: 28

Credits in remaining required courses: 42

Total: 70

$70/63 = 111\%$ (student is on pace to meet MTF requirements at graduation)

Note: This is a general example of how to calculate Maximum Time Frame. Each program has specific overall program credits and credit hour assignments per course.

PROGRAM SPECIFIC ATTENDANCE AND GRADING INFORMATION

UTI (Technology II Program)

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	67.50	4.50	63.00
Course 2	67.50	2.25	65.25
Course 3	67.50	0.00	67.50
Total	202.50	6.75	195.75

Attendance Rate = $195.75 \div 202.5 = 96.7\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure. At the conclusion of the course, the attendance grade will be rounded to the nearest whole number and become the official attendance grade for the course.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

Note: In Technology II courses only, students will receive an attendance infraction each time they are absent, tardy or leave early from class. Each student can receive a maximum of seven attendance infractions per course without penalty. The eighth attendance infraction will result in an attendance failure.

ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

Overall Course Grade (Technology II Courses) – Students' grades are the weighted average of the following factors:

Class = 40% (30% of the class grade for IOLs/Threaded Discussion and 70% for assessments)

Lab = 40%

Attendance = 10%

Professionalism = 10%

At the conclusion of the course, each category grade is rounded to the nearest whole number and recorded as the final grade.

INTERACTIVE ONLINE LEARNING (IOL)/THREADED DISCUSSIONS – TECHNOLOGY II COURSES

- Students must complete all test drives within an IOL component to receive completion credit.
- Completion is awarded when the student completes a test drive with a passing score of 70% or better. Students who score less than 70% must continue to take the test drive until they pass.
- The first passing score will become the score of record in the grade book.
- Students must complete all chapter IOL components before being eligible to take the chapter test.
- If a student fails to complete the required chapter IOL components before the chapter test, he or she must use the test makeup option to complete the missed chapter test. If the student already has used the makeup option, he or she receives a zero for the missed test but is still required to take the missed IOL components to be eligible for the final exam.
- Students must complete all IOL components to be eligible to take the final exam. If all IOL components are not completed prior to the scheduled course final, the student will fail the course.
- Students must complete at least one Threaded Discussion activity per course to receive credit for the course.

The following IOLs are considered facilitated, on campus IOLs. If these IOLs are completed outside of class, they will not be factored into the calculation of the student's last date of attendance or impact a returning status if the student is on a Leave of Absence.

Please see the Student Services department for additional questions.

Course	Facilitated IOL Title
AD12-101	Gasoline Engine Characteristics
	Introduction to In-block Camshaft Engines
AD12-102	Introduction to Drivelines
	Introduction to Gearsets
AD12-103	Introduction to Suspension Systems
	Suspension Systems, Springs, Shocks and Struts

INTERACTIVE ONLINE LEARNING (IOLS) FOR STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

Veteran students who are utilizing educational benefits are required by the VA to complete the IOL portion of their training on campus where applicable. A qualified instructor is available in the Learning Resource Center to provide assistance to all Veteran students who may need support while they complete their IOLs. Students may complete their IOLs before or after their regularly scheduled class time.

Where required, the IOL completion will be incorporated into the student's overall lab grade. Students must ensure they miss no more than 15% of the overall IOL time for each course in order to receive a passing lab score.

UTI (Automotive & Diesel Technology) / NASCAR Tech

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	90	4.50	85.50
Course 2	90	2.25	87.75
Course 3	90	0.00	90.00
Total	270	6.75	263.25

$$\text{Attendance Rate} = 263.25 \div 270 = 97.5\%$$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%, an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.

- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

CALCULATING THE ATTENDANCE GRADE IN UTI (AUTOMOTIVE & DIESEL TECHNOLOGY), NASCAR TECH, COLLISION, AND STUDENT PAID MANUFACTURER-SPECIFIC ADVANCED TRAINING COURSES

Students begin each course with 100 attendance points. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.625 point from the attendance grade as illustrated in the following chart. Missing more than 12 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
.25	99.38	6.25	84.38
.50	98.75	6.50	83.75
.75	98.13	6.75	83.13
1.00	97.50	7.00	82.50
1.25	96.88	7.25	81.88
1.50	96.25	7.50	81.25
1.75	95.63	7.75	80.63
2.00	95.00	8.00	80.00
2.25	94.38	8.25	79.38
2.50	93.75	8.50	78.75
2.75	93.13	8.75	78.13
3.00	92.50	9.00	77.50
3.25	91.88	9.25	76.88
3.50	91.25	9.50	76.25
3.75	90.63	9.75	75.63
4.00	90.00	10.00	75.00
4.25	89.38	10.25	74.38
4.50	88.75	10.50	73.75
4.75	88.13	10.75	73.13
5.00	87.50	11.00	72.50
5.25	86.88	11.25	71.88
5.50	86.25	11.50	71.25
5.75	85.63	11.75	70.63
6.00	85.00	12.00	70.00

Note: Students will receive a professional infraction in addition to an attendance grade deduction for tardiness or early departure.

ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

Overall Course Grade (UTI Automotive & Diesel Technology/ NASCAR Tech/Collision) – Student grades are a weighted average of the following factors:

Class = 50%

Lab = 50%

Overall Course Grade (Elective Industry-emphasis Courses) –

Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course (see Manufacturer-specific Elective section).

UTI / CNC Machining Technology / Welding

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.) For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
Total	225	6.75	218.25

$$\text{Attendance Rate} = 218.25 \div 225 = 97.5\%$$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy also will be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended from school. The suspension will result in a withdrawal from the school and a discontinuation of financial aid eligibility. The suspension period will be a minimum of two courses. Students may apply to re-enroll following the suspension period, provided they have the ability to meet the requisite attendance rate by the next checkpoint as determined by the attendance rate calculation tool.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the three to four weeks following the failed course, depending on the student's course schedule.

CALCULATING THE ATTENDANCE GRADE IN UTI CNC MACHINING TECHNOLOGY AND WELDING

Students begin each course with 100 attendance points.

Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of 0.75 point from the attendance grade as illustrated in the following chart. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

Note: Students will receive a professionalism infraction in addition to an attendance grade deduction for tardiness or early departure.

ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, classwork and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). In the event of a failed course, a satisfactory grade of 70% or better for a retaken course will replace the previous unsatisfactory grade in the Cumulative Grade Point Average and on the transcript.

Overall Course Grade (UTI, CNC Machining Technology/Welding) – Student grades are a weighted average of the following factors:

Class = 50%

Lab = 50%

Overall Course Grade – Student grades are a weighted average of classwork (50%) and lab work (50%). However, a score under 70% in any performance factor (classwork, lab work, attendance or professionalism) is equivalent to a failed course regardless of the overall course grade. Depending on the emphasis, there may be additional requirements to pass the course.

MMI Marine / MMI Motorcycle

The Attendance Rate is calculated by dividing the total hours in attendance (for all completed courses) by the sum of the total clock hours for all completed courses. (See program section for each course's assigned clock hours.)

For example, after attempting three courses:

Course	Clock Hours	Hours Absent	Hours Attended
Course 1	75	4.50	70.50
Course 2	75	2.25	72.75
Course 3	75	0.00	75.00
Total	225	6.75	218.25

Attendance Rate = $218.25 \div 225 = 97.5\%$

- For purposes of evaluating the attendance rate at the checkpoints, the rate achieved will be rounded to the nearest whole number (e.g., an 89.7% rate will be rounded UP to 90%; an 89.3% rate will be rounded DOWN to 89%). This rounding policy will also be applied to the cumulative attendance rate for the program. The program transcript, however, will reflect the unrounded percentage, which may affect eligibility for graduate programs and/or employment opportunities.
- A student who is below the minimum attendance rate at any checkpoint will be placed on attendance probation. During the probationary period, students will retain financial aid eligibility. Students must achieve the minimum attendance rate at the next checkpoint to successfully complete the probationary period. Any student on probation who does not achieve the minimum attendance rate at the next checkpoint will be suspended and withdrawn from school.
- Students experiencing difficulty maintaining acceptable attendance should contact the school's Student Services Department for advisement.

ATTENDANCE EFFECT ON INDIVIDUAL COURSE GRADES

- Students will receive deductions in both the attendance and professionalism components of the overall course grade for tardiness or early departure.

- Students will be required to repeat any course in which absences exceed 10 hours. Under these conditions, the course grade will be entered as "Failed." (An explanation is in the Academic Standards and Grading section.) In keeping with the concept that all learning opportunities should be maximized, such students are encouraged to attend the remainder of the course, complete lab work, and take tests (excluding end-of-course tests). A numeric grade will not be awarded.
- Students who are scheduled for a course but do not attend class on the first and second days must sign in no later than the start of the third day of the course to avoid failing the course based on lack of attendance. Also, they must seek immediate advisement from the Student Services Department to provide written intent to return to their next scheduled course, thus avoiding withdrawal from school. Students attending a Texas campus and Texas residents attending NASCAR Tech, MMI Phoenix or MMI Orlando cannot provide written intent to return to avoid withdrawal, and should consult with Student Services for options.
- Students who are scheduled to return from a Leave of Absence must sign in no later than the start of the first day of the course they are scheduled to attend. Students who do not return to class on their scheduled return date will be considered as having withdrawn unless they have been approved to return the day after their scheduled return date due to special circumstances or an additional leave has been requested and approved.
- Students are responsible for keeping track of their own attendance during each course. The school will notify and advise them regarding any course failures due to absenteeism. These activities ordinarily occur during the 3 to 4 weeks following the failed course, depending on the student's course schedule.

CALCULATING THE COURSE ATTENDANCE GRADE COMPONENT

Students begin each course with an attendance grade of 100%. Each 15-minute incremental absence, including returning late from break times or leaving class early, will result in a deduction of .75% from the attendance grade as illustrated in the chart below. Missing more than 10 hours in any course will result in an attendance grade of less than 70% and course failure.

Time Absent (in hours)	Attendance Grade	Time Absent (in hours)	Attendance Grade
0.25	99.25	5.25	84.25
0.50	98.50	5.50	83.50
0.75	97.75	5.75	82.75
1.00	97.00	6.00	82.00
1.25	96.25	6.25	81.25
1.50	95.50	6.50	80.50
1.75	94.75	6.75	79.75
2.00	94.00	7.00	79.00
2.25	93.25	7.25	78.25
2.50	92.50	7.50	77.50
2.75	91.75	7.75	76.75
3.00	91.00	8.00	76.00
3.25	90.25	8.25	75.25
3.50	89.50	8.50	74.50
3.75	88.75	8.75	73.75
4.00	88.00	9.00	73.00
4.25	87.25	9.25	72.25
4.50	86.50	9.50	71.50
4.75	85.75	9.75	70.75
5.00	85.00	10.00	70.00

ACADEMIC STANDARDS AND GRADING

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, lab work, class work and professionalism. Student progress reports are issued at the end of each course period. Sponsoring agencies are mailed copies of progress reports, where permitted by FERPA, on a regular basis.

Overall Course Grade –

In order to successfully complete a course, Marine Program students must achieve at least a 70% numeric grade in each course performance factor (classwork, lab work, professionalism and attendance). A numeric grade for each course is determined by the weighted average of the overall classwork grade (50%) and lab work grade (50%) for the course.

In order to successfully complete a course, Motorcycle Program students must achieve at least a 70% overall course grade and at least a 70% in attendance in each course. A numeric grade for each course is determined by the weighted average of the overall classwork, lab work, professionalism and attendance grades for that course. (Weightings vary per course. See course syllabi for details.)

In the event of a failed course in Marine or Motorcycle, a satisfactory grade of 70% or better for the repeated course will replace the previous unsatisfactory grade in the cumulative grade point average and on the transcript.

ACADEMIC STANDARDS AND GRADING FOR MANUFACTURER-SPECIFIC ADVANCED TRAINING – STUDENT PAID

Ford FACT

Students enrolled in Ford FACT are required by Ford Motor Co. to meet separate objectives by completing 100% of the assigned FACT modules available through UTI/NASCAR Tech and achieving an 80% or better classroom and lab evaluation grade for each of the Ford courses in the FACT section of their program to be considered credentialed by Ford.

The Ford basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue in FACT.

Once the basic electrical and electronics credentials have been achieved, students may pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional Ford credential that falls below the 80% Ford grading standard.

GM Technician Career Training

Students enrolled in GM Technician Career Training are required by General Motors to meet separate objectives by completing 100% of the classroom designated GM modules available through UTI and achieving a minimum 80% grade in both classroom and lab work grades in each OEM curriculum section of the course.

Any student who does not achieve these minimum requirements in any GM course area will have failed that respective UTI course and be required to repeat the UTI course and meet the above standards in order to graduate from the program.

Nissan NATT

Students enrolled in Nissan NATT are required by Nissan to meet separate objectives by completing 100% of the required Virtual Academy and SIRs made available through UTI and achieving an 80% or above on written tests and a passing score on lab tests in the Nissan section of their program to be considered credentialed by Nissan. The academic status of any student who does not meet these separate requirements, which may exceed the UTI/NASCAR Tech program graduation requirements, will not be affected.

Toyota TPAT

Students enrolled in Toyota TPAT are required by Toyota Motor North America U.S.A. Inc. to meet separate objectives by completing 100% of the TPAT modules available through UTI and achieving a minimum 80% in both classwork and lab work grades in each OEM curriculum section of the TPAT courses to be considered credentialed by Toyota.

Any student who does not achieve these minimum requirements in any TPAT course will have failed that course and be required to repeat the course in order to graduate from the program.

Toyota TPAT students are required to achieve at least 80% in both the classroom and lab evaluations, and complete 100% of the assigned training in each OEM curriculum section to be eligible for graduation from the course.

Cummins Engines

The first Cummins Engines course, CMNS-101, has a GATE test in the second week of the course. Passing the GATE is measured by scoring a 90% or above on each of the three lab tests and 84% or above on the BETT written test. Students who do not achieve the minimum requirements will have failed CMNS-101 and be required to repeat the course in order to continue in the Cummins Engines program. Students who fail the GATE will not be allowed to take any further post-tests in that respective Cummins CMNS-101 course without a complete course retake.

Having received the initial BETT and Insight credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Engines courses (CMNS-102, CMNS-103 and CMNS-104) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Engines graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Engine program, a student may be classified as either a program graduate or a program completed student.

Cummins Power Generation

The first Cummins Power Generation course, CPGN-101, has a GATE test in the third week of the course. Passing the GATE is measured by scoring an 84% or above on both the BETT and safety written tests, and a 90% or above on the BETT lab test. Students who do not achieve the minimum requirements will have failed CPGN-101 and be required to repeat the course in order to continue in the Cummins Power Generation program. Students who fail the GATE will not be allowed to take any further post-tests in that respective CPGN-101 course without a complete course retake.

Having received the initial BETT and safety credentials, a student must achieve an 84% in classroom and 90% in lab evaluations on each credential that follows in order to receive that credential. In addition, students may not exceed 18 hours of missed time in the full 12-week course to be eligible for earning credentials. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103 and CPGN-104) and not earn credentials by meeting UTI attendance and grading standards of 70% or greater. The overall grade in the course is evaluated on a scale of 25% test/45% lab/30% professionalism. In order to be considered a Cummins Power Generation graduate by Cummins and receive the related qualifications, students must meet the attendance and education objectives of an 84% minimum on written tests and a 90% minimum on lab tests.

Upon completion of the Cummins Power Generation program, a student may be classified as either a program graduate or a program completed student.

DTNA Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. Students who do not complete DTNA web-based courses assigned for self-study will not be eligible to take the final exam, thereby failing the course. Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Any student who does not achieve the minimum requirements in any DTNA Finish First course will have failed that course and be required to repeat it in order to proceed to the next Finish First course and graduate from the program.

COURSE CREDENTIAL REPEAT POLICIES AND INFORMATION

Ford FACT

The Ford FACT basic electrical and electronics credentials require students to achieve a minimum 80% in both the classroom and lab evaluation grades in order to continue their training in FACT. Students who do not achieve the Ford 80% minimum requirement for these two credentials will be considered to have failed that course and be required to repeat it in order to continue in FACT. Once the basic electrical and electronics credentials have been achieved, students enrolled in the Ford FACT program who pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Ford for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind the Ford credential prerequisites must be met prior to the completion of FACT. Students choosing to repeat the specific section of FACT training during their off session in order to achieve the Ford credential will not receive course credit for the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Ford credential if they earn the required 80% or better in both the classroom and lab evaluation grades, and meet all the credential prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of this Ford FACT credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during a student's off session.

Mopar TEC

The FCA introduction to electrical classroom credit requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the Mopar TEC program. Students who do not achieve the FCA 80% minimum requirement for this classroom credit will be considered to have failed that respective UTI/NASCAR Tech course and be required to retake the course in order to continue in Mopar TEC.

Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit that falls below the 80% FCA grading standard.

Nissan NATT

The Nissan Electrical Systems credential requires students to achieve a minimum of 80% in both the classroom and lab evaluation grades in order to continue their training in the NATT MSAT. Students who do not achieve the Nissan 80% minimum requirement for this credential will be considered to have failed that respective UTI/NASCAR Tech course and be required to repeat that course in order to continue the NATT MSAT.

Once the Nissan Electrical Systems credential has been achieved, students who are enrolled in the Nissan NATT MSAT program and pass the course with the UTI minimum 70% grade threshold but do not meet the 80% threshold required by Nissan for each credential may repeat the section of the UTI course related to that subject matter then repeat the credential final evaluation. All lab final evaluations are graded as a pass or fail outcome.

Students must make pre-approved arrangements with campus education management to participate in the course hours during their off session, keeping in mind that Nissan credentialing prerequisites must be met prior to the completion of the Nissan NATT training program. Students choosing to repeat the specific section of Nissan NATT training during their off session in order to achieve the credential will not receive course credit of the time spent in class and the UTI course grade earned previously will not be adjusted.

Students will receive the Nissan credential if they earn the required 80% or higher in the classroom, pass the lab evaluation and meet all the credentialing prerequisite requirements. All lab final evaluations are graded as a pass or fail outcome. Students may take advantage of the Nissan credential repeat opportunity once per course and there is no additional charge for the makeup hours completed during the off session. A student may also elect to repeat the entire three-week UTI course following the UTI repeat policy.

Cummins Engines

The Cummins Engine BETT Qualification requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab, and Insight lab qualification tests require the student to achieve a minimum 90% on each lab evaluation.

All the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Engines course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CMNS-101) and be required to repeat that course in order to continue in Cummins Engines.

A student who does not achieve the minimum requirements in course CMNS-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.

Having received the initial BETT and Insight credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Engines courses (CMNS-102, CMNS-103 and CMNS-104) by meeting UTI grading standards of 70% or higher.

Cummins Power Generation

The Cummins Power Generation BETT Qualification and Safety course requires students to achieve a minimum 84% on a written test. The BETT Circuit Building lab, BETT Relay and DVOM lab qualification tests require the student to achieve a minimum of 90% on each lab evaluation.

All of the above are required to be credentialed by Cummins in these areas and to continue training in the Cummins Power Generation course. Students who do not achieve the Cummins 84% classroom and 90% lab minimum requirements for these two credentials will be considered to have failed that respective UTI course (CPGN-101) and be required to repeat the course in order to continue in the Cummins Power Generation course.

A student who does not achieve the minimum requirements in course CPGN-101 will be required to seek advisement from Student Services for a break in attendance until the course is available to repeat.

Having received the initial BETT and Safety credentials, a student must achieve an 84% on classroom and 90% on lab evaluations on each successive credential in order to receive that credential. However, a student may continue the remaining Cummins Power Generation courses (CPGN-102, CPGN-103, CPGN-104) by meeting the UTI grading standards of 70% or higher.

Daimler Trucks North America (DTNA) Finish First

Students enrolled in Finish First are required by DTNA to earn a passing score of at least 80% in each of four areas: classroom, lab work, attendance and professionalism. The classroom segment consists of DTNA web-based training (WBT) courses that are prerequisites to take the final online course test. The score for a student's first attempt at any WBT is entered into the UTI electronic grade book. Each student is permitted once per course to try increasing a WBT score to reach the minimum passing score of 80%. (There is no retry for the final online course test.) If a student does not pass all WBT, the final online course test will not open and the student will fail the course. A student cannot continue to the next DTNA Finish First course or be credentialed in Finish First with a score less than 80% in any of the four areas.

Students who do not achieve the DTNA 80% requirement in classroom, lab, attendance and professionalism will be considered to have failed that course and be required to retake it in order to graduate from the Finish First MSAT. Standard UTI retake policy will apply.

Students will receive the DTNA credential if they earn the required 80% or better in the classroom, lab, attendance, and professionalism grades, and meet all the credential prerequisite requirements.

PROGRAM GRADUATION REQUIREMENTS

Mopar TEC

In order to be considered a Mopar TEC program graduate by FCA, students are required to meet separate objectives.

- Complete 100% of the FCA classroom credits available through the Mopar TEC program.
- Achieve a minimum of 80% in both the classroom and lab evaluation in the introduction to electrical classroom module.
- Once the introduction to electrical classroom credit has been achieved, students must pass each UTI/NASCAR Tech course with a minimum course grade average of 70% or greater in order to graduate as required by UTI/NASCAR Tech. However, they will not be eligible to receive any additional FCA classroom credit for coursework that falls below the 80% FCA grading standard.

Nissan NATT

Student enrolled in the Nissan NATT MSAT are required to achieve an 80% or greater on all written tests and receive a passing score in lab to be eligible for a credential. A student can pass a UTI/NATT course and not earn a credential.

Toyota TPAT

Student enrolled in the Toyota TPAT program are required to achieve at least 80% in class work and 80% in lab work in each OEM curriculum section of the TPAT MSAT courses to be eligible for graduation from those programs. Upon successfully completing all requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

DTNA Finish First

Following UTI standards, students in DTNA Finish First are evaluated in each of four areas:

1. **classwork** – graded written assignments or activities that do not require manual manipulation (e.g., tests or Interactive Online Learning (IOL) activities)
2. **lab work** – graded hands-on manipulative activities that require the use of tools, training aids and/or equipment (note that hands-on manipulative activities may be conducted in the lab, shop or classroom)
3. **attendance**
4. **professionalism**

To become credentialed in DTNA Finish First, a student must earn passing scores of at least 80% in classwork, lab work, attendance and professionalism.

Students will be allowed three attempts to pass the final written test. The highest score for a retry that will be entered in the gradebook is an 80%. Students who fail their third attempt will have failed the course and be required to repeat it.

Cummins Engines

To earn credentialing in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, a student must not miss more than 18 hours of the entire 12-week program to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

CLASSIFICATION STANDARDS

Ford

Upon completion of the FACT program, a student may be classified by Ford as:

Program Graduate Student — A student who has earned all of the Ford credentials offered through the FACT training program and has met all UTI/NASCAR Tech standards.

Program Completed Student — A FACT student who has earned a minimum of the basic electrical and electronics credentials and completed the FACT according to UTI/NASCAR Tech standards. Students who earn this designation will only receive credit for the eligible credentials they have earned at the 80% classroom and lab evaluation grading standard.

FCA

Upon completion of the Mopar TEC elective, a student may be classified by FCA as:

Program Graduate Student — A student who has earned all of the FCA classroom credits that are offered through the Mopar TEC training program, including all FCA web-based training courses that are listed on the FCA student training planner, and has met all UTI/NASCAR Tech graduation standards.

Program Completed Student — A student who has earned a minimum of the introduction to electrical and completed the Mopar TEC training program according to UTI/NASCAR Tech graduation standards. Students will only receive credit for the eligible classroom credits they have earned at the 80% classroom and lab evaluation grading standard.

Cummins Engines

In order to be considered a Cummins Engines graduate by Cummins, students are required to meet separate objectives. To earn credentials in Cummins Engines, a student must earn an 84% or greater on all written tests and a 90% or greater on all lab qualifications. In addition, students must not miss more than 18 hours in the entire 12-week course to be eligible for credentials. Students must complete all Cummins Virtual College assignments required by Cummins to receive its qualifications. A student can pass a UTI/Cummins course and not earn a credential.

Program Graduate Student — A student who has earned all the Cummins Engines certifications offered, completed all CVCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins certifications through the Cummins Engines program.
- Achieved 84% or better in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CVCs/web-based training required by Cummins.

Program Completed Student — A student who has earned a minimum of the BETT/Insite certification and CVCs, and completed the Cummins Engines program according to UTI standards.

Cummins Power Generation

In order to be considered a Cummins Power Generation graduate by Cummins, students are required to meet separate objectives. In order to receive Cummins Power Generation qualifications, a student must meet the objective of an 84% minimum on written tests and a 90% minimum on lab tests. Students also must not miss more than 18 hours in the entire 12-week course to be eligible for credentials.

Upon completion of the Cummins Power Generation Program, a student may be classified as either a program graduate or a program completed student.

Program Graduate Student — A student who has earned all the Cummins Power Generation certifications offered, completed all CLCs/web-based training in the program guide and met all UTI standards. These students have met the following objectives:

- Completed 100% of the Cummins Certifications through the Cummins Power Generation program.
- Achieved 84% minimum in classroom and 90% minimum in lab evaluation.
- Attendance that does not exceed 18 hours missed in the entire 12-week program
- Completed all CLCs/web-based training required by Cummins.

Program Completed Student — A student who has earned a minimum of the BETT certification and CLCs, and completed the Cummins Program according to UTI standards.

Student progress reports are issued at the completion of each course and distributed at the beginning of the next course. Sponsoring agencies are mailed a copy of the progress reports on a scheduled basis.

MAKEUP HOURS

All UTI / NASCAR Tech / MMI Locations

At the discretion of campus education administrators, additional hours of instruction outside the regularly scheduled class hours may be offered to those who have missed too many hours. MMI/CNC Machining/Welding students who have missed more than 10 hours can make up a maximum of 5 hours to bring their time back to 10 hours. Technology II students who have missed more than 10 hours can make up a maximum of 4 hours to bring their time back to 10 hours. UTI/NASCAR Tech students who have missed more than 12 hours of class or lab time can make up a maximum 6 lab and classroom hours to bring their time back to 12 hours.

Requests for making up hours must be submitted to the Education Manager after being referred by instructors. Participation is not guaranteed.

Students will be required to provide official and appropriate documentation. The approved circumstances are:

- Death in the student's immediate family (parents, children, spouse, siblings, etc.).
- Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
- Act of nature.
- Student involved in a serious accident.
- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).

- Subpoenaed court appearance or jury duty (court appearance not due to a violation the student received).
 - Required short-term military service (verified by official email or memo). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.
 - Religious holidays (verified by documentation from student's religious leader). Exception: Students in this situation may make up time to bring them back to zero hours missed in the course.
5. Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).

Exceptions: Other situations not noted in this policy approved by the Education Manager must also be approved by the Education Director/Director of Operations.

If approved for participation, students will be provided the course materials for the hours missed and assigned a date to attend.

The makeup time must be completed no later than the last Saturday (assuming Saturday availability) of the course in which the hours were missed. It cannot be completed after the course has ended. If the student does not attend at the assigned time, the opportunity to make up the missed time is lost.

Note: Under Texas law, a student attending a Texas campus or a Texas resident attending MMI-Orlando, MMI Phoenix or NASCAR Tech may only make up 5% of his or her total program hours. Participation in makeup hours will be governed by the total number of hours a student has previously made up. Makeup hours shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the makeup session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the makeup session.

Makeup hours are rolling calculations and do not reset with the beginning of each new course. Once a student has reached 5% of the total hours for his or her program, he or she will no longer be eligible for the opportunity to make up hours under the published Makeup Hours policy.

MAKEUP WORK

UTI (Technology II Programs)

This policy will be included in all course-grading procedures of Technology II course. Student makeup and retake of class and lab work for Technology II is not required but strongly suggested. There is no cost associated with makeup work.

QUIZ MAKEUP

- Students can make up one missed quiz per course.
- Makeup testing must occur outside of class during the scheduled makeup windows in the Learning Resource Center.
- Quiz makeup must occur within two business days of a student's return to class.

- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
 - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
 - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
 - Act of nature.
 - Student involved in a serious accident.
 - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
 - Subpoenaed court appearance or jury duty (not due to a violation the student received).
 - Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
 - Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
 - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
 - Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

UTI (Automotive, Diesel & Industrial Technology and Collision Repair) / NASCAR Tech

This policy will be included in all course-grading procedures. Student makeup and retake of class and lab work is not required but strongly suggested. There is no cost associated with makeup work.

QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
 - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
 - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
 - Act of nature.
 - Student involved in a serious accident.

- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
- Subpoenaed court appearance or jury duty (not due to a violation the student received).
- Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.
- Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
- Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
- Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

QUIZ RETAKES

To encourage students to develop good study habits, maintain good attendance and achieve top professionalism in each course due to heightened confidence in understanding the course material, students meeting the following program requirements may retake one quiz per course. This program also would allow for improved knowledge verification in the area in which the student struggled during the course.

- Student has an attendance grade of 95% or higher (two hours missed).
- Student has a professionalism grade of 95% or higher (one infraction).
- Student has requested tutoring during the course.
- Student participated in tutoring during the course.
- Student has completed and passed all lab sheets and tasks during present course.
- Student must request the retake test a minimum of two course days prior to EOC exam.
- End of course exams are not eligible for retake.
- Students can retake one quiz per course.

CNC Machining Technology / Welding

QUIZ MAKEUP

- If a student misses a test except the End of Course exam, he or she will be allowed to make it up at the time, date and place determined by the instructor. The time, date and place of makeup tests will be covered during each course.
- Students can make up three missed quizzes per course.
- If the End of Course exam was not taken on the last day of class due to a qualified absence, the student must complete it on the next business day to be eligible to receive credit for the exam. A qualified absence is considered to be one of the following:
 - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
 - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
 - Act of nature.
 - Student involved in a serious accident.
 - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
 - Subpoenaed court appearance or jury duty (not due to a violation the student received).

QUIZ RETAKES

- Students can retake one failed quiz per course. The higher of the two scores will be recorded as the grade for the quiz.
- Any quiz score higher than 70% is not eligible for retake.
- Quizzes that have not been attempted are not eligible for a retake.
- Retake quizzes will be administered in class the day before End of Course finals.
- End of course exams are not eligible for retake.

LAB MAKEUP – CNC MACHINING/WELDING COURSES ONLY

Students are encouraged to make up and retake any non-EOC lab during the course. The student should coordinate the activity with the instructor. The student will have up to 3 weeks following the conclusion of the course to finalize any makeup/retake lab activities. Students whose overall lab grade is less than 50% at the conclusion of the course are not eligible to retake labs after the course has ended.

MMI Marine

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location.
- There is no cost associated with makeup work.
- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option.

MMI Motorcycle

This policy will be included in all course-grading procedures.

- If a student misses a test or quiz other than the End of Course test, a makeup test should be taken within two days following the student's return and during the approved makeup windows.
- A maximum of one makeup for tests and/or quizzes will be allowed per course.
- Makeup testing must occur outside class during the scheduled makeup periods in the Learning Center or designated location (when applicable).
- There is no cost associated with makeup work.

- If the End of Course exam was not taken on the last day of class as a result of a qualified absence, the student must complete the alternate exam on the next business day to be eligible for credit on the exam. If a student is absent on the first day of the next class, he or she will not be eligible to make up the test using this option. A qualified absence is considered to be one of the following:
 - Death in the student's immediate family (parents, children, spouse, siblings, etc.).
 - Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury or conditions with recurring appointments.
 - Act of nature.
 - Student involved in a serious accident.
 - Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.).
 - Subpoenaed court appearance or jury duty (not due to a violation the student received).
 - Required short-term military service (verified by official email or memo). Students in this situation may make up time to bring them back to zero hours missed in the course.
 - Religious holidays (verified by documentation from the student's religious leader). Students in this situation may make up time to bring them back to zero hours missed in the course.
 - Pre-approved job interview, orientation or training (verified by email from Employment Services or SMART comment).
 - Other situations not noted in this policy must be approved by the Education Manager or Education Director/Director of Operations. The situation and approvals must be documented in SMART.

Note: MMI Motorcycle does not offer Quiz Retakes.

COURSE RETAKE POLICIES AND INFORMATION

Course Retakes

All failed courses required for an enrolled program of study must be retaken until successfully completed. A student who retakes a course with the intention of improving his or her attendance rate must get at least the same or higher overall course grade in order to affect the attendance rate.

A student is permitted to retake only one course for any reason at no additional charge for the duration of his or her program. If a student voluntarily repeats a course to improve grades and/or attendance, it must be done prior to the last course and will be scheduled as a retake. (After a program is completed, all repeated courses are considered to be refreshers and do not impact grades and/or attendance.) Upon the second and subsequent retakes, the student will incur a tuition charge. Retake fee appeals will be considered if students had extenuating circumstances (with documentation) that prevented them from successfully completing the course and/or they academically failed after exhausting all options and resources. Appeals must be submitted within 30 days of the end of the course in question. Students wishing to appeal a retake fee should consult the Course Retake Fee Appeal Types section in this guide and contact the Student Services department for more detail on this appeals process.

A student may retake a previously completed course at no charge if a class is not available in the student's scheduled session as long as space permits. The course will be scheduled as a retake and the final grade, including an attendance or academic failure, will appear

on the transcript. The course with the highest overall grade will be included in CGPA calculations. SAP and academic standing policies apply to voluntary retakes as well as required retakes.

In situations of a student having both Technology II and non-Technology II courses in his or her program of study, it is not always possible for the course that is voluntarily retaken to replace the previous course(s) grade. This occurs when courses in one program do not have direct equivalents in the other program. In these situations, the course(s) that is voluntarily retaken will remain on the top of the transcript and included in CGPA calculations as will the prior course(s) since there is not a direct (1:1) course equivalent. For more information, please visit the Student Services Department.

Upon graduation, students may come back any time and refresh classes from their original programs as often as they desire at no additional tuition cost (provided the course is still offered and there is space available in the course). Students will be responsible for any other costs, such as lab fees associated with any course they may wish to retake. The course can only be taken for informational purposes to refresh knowledge in the subject area. Class size and availability may affect a requested return date. Grades or attendance for refresh courses will not be included in any official transcript.

Course Retake Fee Appeal Types

Type 1 – In this situation, a student is requesting a retake fee be waived due to extenuating circumstances for which he or she has “legitimate documentation.” Such documentation is any evidence the student can provide that clearly connects the student's failure in the course to the circumstance outlined in the documentation. Type 1 situations can result from either academic or attendance failures. The waivers in these situations can be approved at the discretion of the Student Services Director (or designee).

Type 2 – In this situation, a student is requesting a repeat fee be waived due to extenuating circumstances for which documentation is either absent or incomplete. Type 2 situations can result from either academic or attendance failures. The Student Services Director should take this type of situation to the Appeals Board. The waiving of Type 2 repeat fees requires the sign-off of two other campus directors (preferably the Education Director and Financial Aid Director).

BREAKS IN ATTENDANCE

Leave of Absence (LOA)

GENERAL GUIDELINES

Students are urged to seek advisement from the Student Services Department regarding any needed break in attendance. Typically, students are allowed to take one LOA within a 12-month period. UTI may grant additional LOAs within the same period in extenuating situations. Under no circumstances may the total of all LOAs exceed 180 days in any 12-month period. Students who re-enroll are subject to the same approvals/requirements, and the 180-day timeframe does not “reset” with a new enrollment sequence. When requesting an LOA, a student will need to complete, sign and submit an LOA request form along with any required documentation, if applicable. An LOA generally must be requested prior to the period needed. These requirements apply to all LOA requests.

Student Services personnel will determine LOA eligibility and approval or denial, and will consult with the Campus President when necessary. When granting an LOA, the school must have a reasonable expectation that a student will return. Acceptable LOA reasons include, but are not limited to:

- Student/family medical issue
- Temporary personal family matter

- Housing issue
- Time to resolve a financial matter
- Student employment issue
- Bereavement
- Military service requirements
- Jury duty
- Unanticipated travel difficulties

Note: A new student may not take an LOA until day 6 of the course as he/she is not considered an official start until after the fifth day of class. Students with an unforeseen need for a break during their first five class days should instead be carefully evaluated for a “Cancel with Attendance” status and be advised accordingly.

PERMISSIBLE LATE LOA RETURNS

At times, students know in advance they cannot return from an LOA on day 1 of the course due to extenuating circumstances. In these instances, UTI may allow a later return date provided documentation is submitted during the request process validating the need for a return on day 2 or day 3. In no instance may a student return later than day 3. Students who return on day 2 or 3 will have the opportunity to make up time missed. If a student does not want to make up time, the hours will reflect as absent for the day(s) missed prior to the return. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired.

Due to unforeseen circumstances, a student may determine he/she is unable to return from an LOA on the agreed-upon return date but wants to return to his/her scheduled course late rather than take an additional LOA. In particular, this can happen when the student encounters travel issues or other unforeseen circumstances. If the student notifies the Student Services office on or before his/her scheduled return date to request a late return from LOA, UTI may approve the request and avert withdrawal, provided that the student is able to return no later than the third day of the class. The student should also provide a written statement regarding the late return request and any supporting documentation, if applicable. If a longer period is needed, an additional LOA for the duration of a full course can be considered instead. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved for a late return from LOA will be offered the option to make up the time missed due to the unforeseen circumstances.

In rare circumstances, students may experience a situation that prevents them from notifying UTI of an inability to return on or before the expiration of the LOA. In these rare instances, UTI may approve a later return as long as supporting documentation is provided, the student can return by day 3 and the student submits the request in writing. Upon approval, the student will be advised carefully regarding the effect of absence hours on their course grade, as their official LOA status will have expired. Any student approved in this circumstance will be offered the option to make up the time missed due to the unforeseen circumstances.

ENROLLMENT STATUS

Students who are granted an LOA are not considered to have withdrawn. Periods during which students are on an approved LOA will not be included in the maximum time frame calculation or included as days attended in any withdrawal-related calculation. Students who do not return to class by day 1 of their scheduled return course will be considered as having withdrawn from UTI/MMI/NASCAR Tech unless an additional leave has been requested and approved, or a late return was approved. Students who are not able to return by day 1 but wish to remain enrolled must request and receive approval for an additional LOA within the parameters as noted in the guidelines.

FINANCIAL RAMIFICATIONS

Taking an LOA will extend original anticipated aid disbursement dates and can interrupt veteran benefits, including monthly housing allowance (MHA) payments for students using Chapter 33 benefits. In some cases, a loss of federal aid can occur based on timing of the LOA in relation to the federal award year. Further, students who have borrowed federal student loans must be informed that if they fail to return from LOA, their last date of attendance will be reported to the U.S. Department of Education and they will lose the days spent in LOA status from the six-month grace period associated with the onset of repayment. For these reasons, students considering an LOA must receive advisement from the Financial Aid Department prior to taking the leave. The leave will not involve additional charges to students. UTI cannot grant a student an LOA to delay the return of unearned Title IV funds.

LOAs AND INTERNATIONAL STUDENTS

Students attending school on an M-1 visa are not generally eligible for an LOA. If a student has a medical condition that is documented by a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist, a reduced course load (RCL) option can be reviewed as long as the student plans to remain in the United States. A student may not be on a reduced course load status for more than an aggregate of five (5) months.

Withdrawal / Drop Policy

If a student wishes to resume school after being considered withdrawn, the student must wait at least six weeks (eight weeks for programs with four week courses) to allow for record processing.

Students who voluntarily decide not to continue their education at UTI/NASCAR Tech/MMI will be considered withdrawn from school as of:

- the date UTI/NASCAR Tech/MMI is notified of the student’s withdrawal, or
- the date the school determines the student is no longer attending, or
- the date the student is expected to resume classes but fails to do so following an approved leave of absence (see Leave of Absence policy) or as stated on a written intent to return to class.

Withdrawn students should refer to the refund policy as described in their individual Enrollment Agreements. A \$100 administrative fee will be charged for a withdrawal (where applicable).

UTI/NASCAR Tech/MMI will send withdrawal notifications to local, state and/or federal education benefit agencies as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or the recipient of funds being required to repay funds to the agency involved.

Re-enrollment

Students in good standing at the time of withdrawal from school are eligible to reapply for admission. If a student is approved for re-enrollment, the student may be subject to a probationary period depending on his or her status at the time of withdrawal. The Student Services department provides assistance with the re-enrollment process.

Students may be granted re-enrollment after suspension at the discretion of the Student Services Director or designee. Terminated students must submit a successful appeal for re-enrollment and should consult the Appeals (Other Than FA Probation) section of this Catalog. Generally, all withdrawn students must wait to resume school at least six weeks (eight weeks for programs with four-week courses) to allow for record processing.

Upon re-enrolling from suspension for failing to meet the terms of an academic probation, students will be placed on a two-course academic probation and financial aid eligibility will be reinstated. Failure of either course will result in termination from school. Please see the Academic Standing vs. Satisfactory Academic Progress chart for more details. Those who wish to re-enroll and graduate from a lesser program must first fulfill or resolve any outstanding appeals, drug treatment counseling, disciplinary concerns, etc., if applicable. Students in these scenarios should contact Student Services for additional guidance.

A \$100 re-enrollment fee will be charged to return to school (where applicable).

In order to receive the tuition price at the time of the student's original enrollment, the student must re-enroll into the same program and resume class within six months of his or her last date of attendance. After six months, students are subject to the current tuition price.

Students are required to complete at least 25% of the credits for their program at the location awarding their credentials. Exceptions to this policy are made for students who transfer to attend an MSAT program that is not available at their current campus.

Students who are returning from a withdrawal, suspension or terminated status will receive the tuition price at the time of the student's original enrollment if they re-enroll into the same program or an upgraded program and resume class within six months of their last date of attendance. After six months, students are subject to the current tuition price. Graduates who wish to re-enroll will receive the tuition price at the time of the student's original enrollment if they re-enroll and resume class within six months of their graduation date. After six months, students are subject to the current tuition price. Note, the tuition for graduates who wish to return will be based on flat rate tuition where available.

Students who have a balance due must meet the following terms to be eligible for re-enrollment:

- If the balance due is \$500 or less, the amount must be paid in full.
- If the balance due is \$501 to \$1,000, at least \$500 must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If the balance due is more than \$1,000, half the balance must be paid and the student must make arrangements for cash payments or financial aid to cover the remaining balance.
- If an outstanding balance has been transferred to a collection attorney, the balance must be paid in full prior to re-enrollment.

The Division Controller and Campus President have the right to modify these requirements depending on the student's circumstances.

Students who are re-enrolling for the first time may be eligible for benefits related to fees, time of enrollment tuition, and previous balance requirements. Students are eligible to receive these benefits one time and will be notified of eligibility upon the re-enrollment request.

Appeals

Students are encouraged to seek assistance for any type of concern or problem from an appropriate department Director or Campus President. The various Directors and Campus Presidents are identified with contact information in the administration rosters in this document.

Appeal for re-enrollment following termination: An appeal must be submitted in writing thoroughly explaining why the student feels he or she should be approved for re-enrollment. If the termination was due to failure to meet Satisfactory Academic Progress, the appeal letter must include details on why the student failed to maintain SAP (mitigating circumstances), what has changed in

the student's situation that will allow him or her to demonstrate SAP by the next checkpoint, and how and why the student feels he or she would be successful if permitted to re-enroll. The student must also provide any supporting documentation regarding the mitigating circumstances (e.g., doctor's note for medical condition) leading up to the failure to meet SAP. See the SAP policy for additional details.

An Appeals Committee will consist of at least three of the following administrators or their designees: Campus President, Director of Student Services, Director of Financial Aid, Director of Employment Services, Education Director, or Campus Admissions Director/Supervisor.

Appeals received with complete supporting documentation will be reviewed within seven business days by the Appeals Committee, which is made up of at least three Directors. Students will be notified in writing, in person or via telephone of the panel's decision. If a student is approved for re-enrollment by the Appeals Committee and later decides to re-enroll at another campus, another appeal hearing generally is not required. Students are protected from retribution under the harassment policy listed in this document.

Extenuating circumstances for appeals: A student has the right to appeal the decision to suspend or terminate his or her training and the loss of financial aid eligibility where extenuating circumstances have affected the student's progress in school. If a student is deemed unable to meet MTF requirements by graduation, his or her enrollment will be terminated. Students may appeal this decision and/or may appeal to request re-enrollment. Extenuating circumstances include, but are not limited to, death in the family, serious illness or an accident involving the student and/or immediate family member. A student is encouraged to submit an appeal by 5:00 p.m. on the following school day. An appeal must be submitted in writing to Student Services and thoroughly explain why the student feels the decision to suspend or terminate training should be changed. If appealed immediately, the student may, at the discretion of the Director of Student Services or designee, be allowed to remain in class until the Appeals Committee has reviewed the appeal. If the immediate appeal is successful, the student will be placed on a minimum two-course probationary period and remain eligible for financial aid.

Note: For Financial Aid Probation status appeals, see Satisfactory Academic Progress section.

DOUBLE COURSING/PROGRAM ACCELERATION

All UTI / NASCAR Tech / MMI Locations

All students are considered to be full-time students. However, students can accelerate their progress through a program by taking two courses at one time. Students wishing to double their courses must first meet the criteria stated in this guide. Financial Aid, Accounting, Employment Services and Student Services must approve the request. Approvals are subject to space availability and meeting the criteria below is not a guarantee that double coursing will be approved.

Double coursing is a privilege and is subject to course availability and space. All balances must be paid in full prior to doubling. Paperwork may be required for each course a student wishes to double. All paperwork must be submitted no later than the second Friday of the course prior to the course wishing to double. Students meeting the double course criteria should contact the Student Services Department for the appropriate paperwork and more information.

Criteria to Double Course

- Student must have a CGPA of 3.0 or higher.
- Student must have a 90% or higher cumulative attendance rate.
- Student cannot have more than two failures.
- Student must have completed at least 25% of his or her program.

* Exceptions may be granted by the Student Services Director and Education Director.

Criteria for Ford FACT Double Coursing

Because of the increased academic demand of the FACT program, double course options related to FACT are limited. In addition to meeting the UTI standards for double coursing, the following guidelines must also be followed:

- Courses ADTA-102, ADTA-103 and ADTA-129 (AT12-150, AT12-203 and AT12-151 for the Avondale, Dallas, Rancho Cucamonga and Sacramento campuses) may be doubled with courses ADTF-132, ADTF-137 and ADTF-138 in any combination as long as prerequisites are met.
- Courses ADTF-130 and ADTF-131 cannot be doubled with any other course.
- No two FACT courses can be doubled.
- FACT courses cannot be doubled with any MSAT program. Doubling of concurrent student paid MSAT programs must be approved by the Campus Director of Education and the National Program Manager.

Any exceptions to the FACT standards above must be approved by the National Program Manager.

Criteria for Mopar TEC Double Coursing

Because of the increased academic demand of the Mopar TEC program, double course options related to Mopar TEC are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course MTEC-001 cannot be doubled with any other course.
- No two Mopar TEC courses can be doubled.
- Mopar TEC courses cannot be doubled with any MSAT programs.
- Mopar TEC courses cannot be doubled with any elective programs.

Any exceptions to the Mopar TEC standards above must be approved by the Campus President and Regional Director of Education.

Criteria for Nissan NATT Double Coursing

Because of the increased academic demand of the NATT program, double course options related to NATT are limited. In addition to meeting the UTI/NASCAR Tech standards for double coursing, the following guidelines must also be followed:

- Course NATT-001 cannot be doubled with any other course.
- No two NATT courses can be doubled.
- NATT courses cannot be doubled with any MSAT programs.
- NATT courses cannot be doubled with any ELECTIVE programs.

Any exceptions to the NATT standards above must be approved by the Campus President and Regional Director of Education.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must have a Cumulative Grade Point Average (CGPA) of 2.0 or better, and an attendance rate of at least 90% (after rounding) and a Pace of Progression (POP) of at least 66.67% in addition to completing the program in a time frame not to exceed 150% of the original length of the program. A candidate for graduation must also have a zero balance in his or her student account. Upon successfully completing all the requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study.

TRANSCRIPTS

UTI/NASCAR Tech/MMI maintains a full record of all course attempts for each student. All attempted and completed courses will appear on the official transcript. All failed courses remain at the top of a transcript until successfully repeated. That includes courses within the same department group not retaken due to a program change and legacy courses not taken when the student transfers into a blended learning program. In instances of a course being completed successfully more than once, the attempt with the highest course grade will be included in the calculation of the cumulative grade point average (CGPA). Within 30 days of graduation, each student will be mailed two copies of his or her official transcript. Additional certified copies may be obtained anytime thereafter for a nominal charge by contacting the school. Unofficial transcripts are available free of charge. The school reserves the right to not issue or award graduation documents and transcripts to a student until all financial obligations to the school have been satisfied.

PROGRAM CHANGES

Upgrades or downgrades to programs must be made through the Employment Services Department. Revisions to existing enrollment agreements and tuition schedules must be completed before enrollment in a program is official. A program change may affect a student's financial aid eligibility.

A student may upgrade his or her program at any time and be charged the program cost in effect at the time of original enrollment for the new program. Before the completion of the first three courses, a student may reduce or downgrade his or her program and be charged the tuition price at the time of enrollment. After the completion of the three courses, a student who wants to shorten or downgrade the program will be subject to the current tuition price for the requested program.

For Automotive students who wish to drop an MSAT program or a core program to add a different MSAT at the same campus, regardless of the number of courses, the change will be calculated as an upgrade. Motorcycle students may switch to a different elective program that is the same number of weeks. A downgrade fee will not be charged and time of enrollment tuition will be honored. Automotive and Diesel students who wish to remove a student paid MSAT such as Daimler Trucks Finish First, Ford FACT, GM Technician Career Training, Mopar TEC, Nissan NATT and Toyota TPAT from their program due to an academic failure will not be charged a downgrade fee and time of enrollment tuition for the new program will be honored. This does not apply to students who fail the course due to attendance or professionalism, or wish to downgrade to graduate sooner. Note, this only applies to students in the Cummins Engines and Power Generation programs if they fail the course after passing the GATE test.

A \$100 administrative fee will be charged for each program downgrade requested after completion of the first three courses (Arizona, California, Florida, Massachusetts and Texas campuses only). The administrative fee cannot be covered by financial aid and must be paid prior to processing the change.

When changing programs, students may incur no-fits (i.e., courses they completed or attempted but are not needed for the new program). Students are responsible for the cost of the no-fit courses. The tuition for these courses will be included in their new program change calculation.

Program changes are at the discretion of the school and can be denied due to but not limited to excessive absences, space availability, ability to meet Maximum Time Frame expectations in the new program and any balance owed the school. The Institute cannot allow a change into a program no longer offered by the school or for which the school is no longer licensed and accredited.

CLASS SIZE

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment is 30 students. On occasion, when the maximum is exceeded, UTI will provide an additional instructor to maintain the appropriate student-to-instructor ratio.

MMI

Class size is limited to provide adequate personal instruction in both classroom and lab, and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment for courses is 30 students. On occasions when the maximum is exceeded, MMI will provide an additional instructor to maintain the appropriate student-to-instructor ratio. Some manufacturer-specific courses may have a lower number of maximum students.

CLASS TIME/SESSION CHANGES

Permanent class time changes must be requested through the Scheduling Coordinator. For a session change, a student will be required to provide documentation supporting the reason, such as work schedule, child care availability issues or transportation.

Temporary class time changes should be requested through the Instructor or Education Manager. All requests must be received at least one day prior to the date of the change and will be accepted or denied based upon space availability in the class. The Institute reserves the right to change a student's class time so class sizes may be properly scheduled.

ASSIGNMENTS

The type of work expected of a student outside of class may vary depending on the course and the student's progress in the course. Approximately 10% of the quiz questions are based upon these assignments, which in turn represent 10% of a student's class grade. Failure to complete these assignments may result in a lower academic grade. Elective programs also contain assignments but may be assessed differently per program.

CHALLENGE COURSE CREDIT

UTI (AUTOMOTIVE & DIESEL TECHNOLOGY)/NASCAR TECH

A student or sponsoring agency may request challenge exam credit for any course except the following:

- ADTC-101 Automotive Engine and Repairs

MMI MOTORCYCLE PROGRAMS

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MOTO-101 Engines, Transmissions and Precision Measurement
- MOTO-102 Chassis, Suspension and Final Drive
- MOTO-103 Electrical Systems
- MOTO-104 Vehicle Maintenance
- MOTO-105 Engine Troubleshooting and Noise Diagnosis (Note: To challenge MOTO-105, you must complete or successfully challenge MOTO-101.)
- MOTO-106 Electrical Diagnostics (Note: To challenge MOTO-106, you must complete or successfully challenge MOTO-103.)

MMI MARINE PROGRAM

A student or sponsoring agency may request challenge exam credit for only the following courses:

- MARN-001 Engines
- MARN-002 Lower Units/Outdrives
- MARN-003 Rigging
- MARN-004 Service Operations
- MARN-005 Fuel & Lubrication Systems
- MARN-006 Electrical Basics
- MARN-007 Electrical Systems — Note: To challenge MARN-007, you must complete or successfully challenge MARN-006.

COLLISION REPAIR & REFINISH PROGRAM

Students may challenge only the courses below, provided they have current completion records in the required I-CAR modules listed and are verified with their I-CAR transcripts:

- CRRT-103 Exterior Panel Replacement
- CRRT-105 Welding and Cutting
- CRRT-108 Introduction to Refinishing
- CRRT-124 Exterior Panel Repair II

CNC MACHINING/WELDING PROGRAMS

Students may request a challenge exam for all courses in either the CNC Machining or Welding program based on experience, training and education. In addition to a challenge exam, students will be required to complete a hands-on demonstration to validate mastery of the course content.

UTI may award course credit when a challenge exam is passed. We allow challenge testing based on student attestation of prior related experience, related and current ASE certification, or education that demonstrates mastery of the content knowledge. Student attestation consists of having the student document in writing what prior related experience they have had in the field. Courses with the tested out status will not be included in MTF, pace of progression, CGPA or attendance rate calculations. If the request occurred prior to completion of the first course period of attendance, program tuition will be decreased based on the number of approved challenge tests the student passes. Challenge requests made after the completion of the first course period of attendance will not decrease program tuition.

Note: Any student using veterans education benefits must undergo an evaluation for all potential challenges and transfer course credit to comply with Veterans Affairs (VA) requirements. Challenge credit will be granted based on successfully completing an examination. All appropriate credit will be recorded on the student's enrollment record, with the length of the program reduced accordingly. UTI must notify the VA that all education and prior training for each VA student has been evaluated and credit granted where appropriate.

All students receiving VA benefits who have attended another school, received prior training or have related work experience must provide official transcripts and/or related documents so evaluation can take place. Benefit cessation will occur for failure to provide appropriate documentation within the designated time frame. Students receiving VA benefits are eligible to challenge any course based on evaluation of previous training. Students receiving VA benefits are not limited to the number of courses they can challenge.

CAMPUS TRANSFER CREDIT

Per the standards of our accrediting body, the Accrediting Commission of Career Schools and Colleges (ACCSC), a student must complete at least 25% of the program in which he or she will earn credentials. The 25% rule was established to maintain the integrity of accredited institutions and ensure students receive appropriate training for their tuition dollars. For UTI students, the 25% rule affects how and when a campus transfer can occur. For example, if a student is enrolled in a program that is 100 credits, he or she must complete at least 25 of the credits at the campus from which he or she will graduate. The only exception to this rule is if the student is transferring to another UTI location to complete manufacturer-specific training unavailable at the student's current campus. In these instances, the 25% rule does not apply. In all other instances, students must complete at least 25% of their training at the UTI location that issues their credentials. Note, the exception to the 25% rule does not apply to students in Auto, Diesel or Automotive/Diesel who want to withdraw and transfer to another UTI campus. The exception only applies to program combinations that include manufacturer-specific training. Students may speak to a team member of the Student Services Department to review this rule in detail and receive answers to any questions they may have about their specific situations.

RULES AND REGULATIONS

Student Code of Conduct

UTI/NASCAR Tech/MMI success depends on many factors, including the quality of its instruction, the employment of its graduates and the image its students project. From the day a student starts at UTI/NASCAR Tech/MMI, he or she becomes part of a proud tradition and, as part of that tradition, we expect that student to want to share in the benefits of that reputation for years to come.

There is more to being a successful technician than learning the skills in class. Qualities such as dependability, appearance, positive attitude and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help develop the qualities necessary to become a successful student and employee.

UTI/NASCAR Tech/MMI reserves the right to impose a variety of disciplinary actions, including suspension or permanent termination from school, on any student whose behavior—on or off campus—violates the Code of Conduct outlined in this Catalog. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated. Disciplinary action may be taken under this Code of Conduct regardless of whether that conduct also involves an alleged or proven violation of law. Specific instances of misconduct include, but are not limited to the following:

DRUGS/ALCOHOL

Drug use, substance abuse or possession of drugs, drug paraphernalia or alcohol while on or off UTI property or during Institute activities is not tolerated. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI's Substance Abuse Prevention Policy included in this guide. UTI also works cooperatively with police and drug/alcohol agencies to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs.

GUNS/WEAPONS

Possession of guns or weapons on campus (in parking lots, vehicles, etc.) is not permitted except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Any knife with a blade longer than 2 inches is considered a weapon and not permitted on campus.

ILLEGAL ACTIONS

Any action in violation of federal, state or local laws on or off campus is not tolerated.

DISRUPTIVE BEHAVIOR

Any type of disruptive behavior is not tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission.

FIGHTING

Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed toward UTI staff is not tolerated on or off campus.

VANDALISM

Vandalism of Institute or personal property of students or staff on or off campus (including apartment complexes) is not tolerated.

THEFT

Stealing or possessing stolen property on or off campus is not tolerated.

POSSESSION OF STOLEN PROPERTY

Possessing property known to be stolen that may be identified as property of UTI or any other person or business is not tolerated.

DESTRUCTION OF PROPERTY

Destruction of Institute or personal property of students or staff on or off campus is not tolerated.

CIVIL DISTURBANCE

Any conduct that involves disturbing the peace of the Institute and/or the local community is not tolerated. Disturbing the peace under such circumstances can be defined as, but is not limited to, disorderly conduct and failure to comply with the directives of law enforcement or Institute officials. This includes loud exhaust and stereos.

SPEEDING/RECKLESS DRIVING/EXCESSIVE NOISE

Excessive speed and noise of student motorcycles and cars on and around campus is not tolerated at any time. Please help us honor our neighbors and community by riding and driving in a professional manner. Reckless operation on and around the campus may result in disciplinary action ranging from a grade reduction up to and including termination. Speed is not to exceed 5 miles per hour on campus.

UNPROFESSIONAL BEHAVIOR

Any type of behavior on or off campus that is contrary to the Institute's mission to provide premier professional technician training is not tolerated. Unprofessional behavior includes, but is not limited to, cursing, using vulgar or offensive language, not following instructions, dishonesty, antagonizing behavior, spreading rumors, and being disrespectful to others.

SOCIAL MEDIA

Unprofessional or inappropriate conduct on social media sites is a violation of the UTI Code of Conduct and may negatively impact your ability to find a job after graduation. Students should not post or share any content that would be inappropriate on campus. This includes any language or behavior that is harassing, threatening, discriminatory, denigrating, unprofessional or disrespectful. Students who engage in unprofessional behavior on or off campus may be subject to disciplinary action, including termination from school.

CHEATING AND PLAGIARISM

Any form of academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student's or other source's information or test material.

PHOTOGRAPHY AND AUDIO OR VIDEO RECORDING

Audio or video recorders, cameras or any other electronic reproduction devices are not permitted in the classroom unless used pursuant to an accommodation plan issued by Student Services. Unauthorized photography or the audio/video recording of Instructors, other UTI/NASCAR Tech/MMI staff or other students without their consent is not permitted by Company policy. UTI/NASCAR Tech/MMI will abide by any state, local or federal laws that require UTI/NASCAR Tech/MMI to allow recordings.

LAPTOP COMPUTERS

The use of laptop computers is allowed during class time for the purpose of note-taking only. Laptops or any other electronic devices are not allowed during tests or quizzes. Please see an Education Manager for the Laptop Computer Agreement.

CELLULAR PHONES AND PAGERS

Cellular phones and pagers are to be turned off and out of sight while students are in class. Cell phone usage is only allowed during official break times or in the case of an extreme emergency with prior authorization from Instructors.

ATTITUDE

Proper attitude must be shown at all times. Profanity; derogatory comments; and racial, ethnic or sexist remarks are not tolerated between students or from students to staff. Such conduct is grounds for termination.

SMOKING/CHEWING TOBACCO

Smoking, including the use of electronic cigarettes, and chewing tobacco are only allowed in designated areas. Each campus posts the locations of designated smoking/chewing areas.

When not in use, electronic smoking devices (e.g., e-cigarettes, e-cigs, e-cigars, e-pipes, personal vaporizers, electronic nicotine delivery systems) must be stored in appropriate cases. Battery-powered devices are prohibited on UTI premises unless carried in cases that prevent activation of the battery or noncombustible cases. Cases should:

- Securely hold the device and ensure smoking devices are not accidentally activated.
- Allow the battery and activation component to be stored separately.
- Be made of non-combustible material, such as metal.

No charging is allowed on or within UTI premises, and no portable charging cases are allowed.

FOOD

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in labs, computer labs or shop areas. Food is also not allowed in the classrooms unless the campus specifically allows students to eat in the classrooms during lunch or break times to accommodate campus space limitations. Students are allowed to bring drinks into the classroom during class time (some restrictions may apply). Littering on campus is subject to disciplinary action.

MINI AND POCKET BIKES

Mini and pocket bikes are not allowed on campus.

SKATEBOARDING

Skateboarding is prohibited on campus.

TEST DRIVE/TEST RIDE

Test drives and test rides are prohibited. Vehicles are not to be removed from campus property. UTI training vehicles may only be driven in and out of labs when supervised by the instructor. Motorcycle Mechanics Institute vehicles may not be ridden into or out of labs.

Student Property

The Institute bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school premises or during any school activities. Additionally, the school has no responsibility with respect to any disputes arising between students or for any damages or injuries arising therefrom.

Vaccination Policy

The school recommends the student receive the following vaccinations or immunizations within the 12 months immediately preceding the start of the student's program of study at the school:

- | | |
|----------------------|-------------------|
| • tetanus-diphtheria | • two (2) rubella |
| • polio series | • varicella |
| • mumps | • hepatitis-A |
| • rubella | • hepatitis-B |
| • chickenpox | |

General Rules for All

- Students are allowed to have only one post or stud-type earring per ear. Dangling earrings, hoops and other visible body piercings, including facial and tongue piercings, are not allowed other than what is outlined in the MMI catalog regarding facial implants. Industrial bars of any size or shape cannot be worn. Ear piercings larger than standard earrings (typically no larger than a dime) must be plugged with solid black or brown plugs. Even with these color plugs, piercings that are extremely large or outlandish and unprofessional as determined by the Campus President, Education Director(s) and/or Student Services Director are not allowed.

- ID badges must be worn at all times when on campus. The badge must be above the waist on the outermost layer of clothing and can easily be viewed by any staff member.
- No vulgarity or profanity may be displayed on any article of clothing, the student, or his or her vehicle if parking at or near the campus.
- Drug- or gang-related materials worn, flashed or otherwise displayed, whether intentional or not, are not acceptable and will be dealt with as violations.
 - No gang-related hats, baseball type caps or other headgear may be worn on campus or at school activities.
 - No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus.
 - No gang-related tattoos can be visible. If a student has one, it must be covered by clothing.
 - No gang-related bumper stickers or decals can be on student vehicles while parked on campus.
- Safety glasses must be worn at all times while working in labs. Prescription glasses may be worn with approved side shields. Sunglasses or shaded safety glasses cannot be worn during class unless a doctor's request is presented and approved by Education and/or Student Services.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the training aids.
- iPod-type electronics with or without headphones are not permitted in class.
- Cell phones must be shut down, turned off and put away (out of sight in pocket or backpack). They may not be worn clipped to clothing or on a belt.

Note: Students in violation of the Dress Code may be dismissed from class and charged with the absence. The Campus President and/or the Education Director will review unresolved disputes concerning any dress code related policy on a case by case basis and make a final determination.

Some campuses may have stricter dress code and hair requirements. Please consult the Student Services Department for local dress code information.

Disciplinary Actions

WRITTEN NOTICE

A written statement to the student that UTI/NASCAR Tech/MMI regulations have been violated with the possibility that stronger disciplinary action could occur in the event of future violations.

REMOVAL FROM CLASS

A student can be subject to removal from class. This can be done by the Instructor, Education Manager, Education Director, Director of Student Services, Director of Student Experience, Student Affairs Advisor, or Campus President. Such students are required to go to the Student Services department for advisement related to absence for the remainder of the course to avoid withdrawal from school. The attendance and professionalism grade of the student will be affected. The repeat fee policy will apply if the student is removed for the remainder of the course.

RESTITUTION

Repayment for damage to or theft of property may take the form of repairing or replacing property. Failure to do so may result in further disciplinary action.

PROBATION

A student's on-campus activities may be limited for a specified period of time. The student is advised in writing of probable suspension or termination for further violations.

SUSPENSION

A student may be suspended due to a violation of the Code of Conduct, attendance policy, academic standing or policy guidelines, or for other performance or behavioral problems. The suspension will result in a withdrawal from school and discontinuation of financial aid eligibility. A student who is suspended must re-enroll and complete a new Enrollment Agreement after the suspension period.

TERMINATION

Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a violation of UTI/NASCAR Tech/MMI rules including, but not limited to, theft, cheating, illegal drug use, behavior that jeopardizes the safety of others, or more than one suspension for academic standing policy or attendance violations. Students who violate the CGPA or MTF pace of progression requirements under our Satisfactory Academic Progress policy at the end of a Financial Aid Probation period or Financial Aid Warning period without a successful appeal will be terminated and must appeal to re-enroll (see SAP policy for more details). Students who are terminated from UTI/NASCAR Tech/MMI must be approved for re-admittance through the appeals process. Students who are terminated from the school and fail an appeal request cannot re-enroll.

Student-Assigned Email Addresses

UTI assigns email addresses to students, and uses these addresses to communicate important messages and reminders. Students are expected to check email on a regular basis and are responsible for any information communicated this way.

UTI Student and Visitor Internet Access (U-WEB) Acceptable Use Policy

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

THE U-WEB ACCEPTABLE USE POLICY PROHIBITS THE FOLLOWING:

1. **Illegal or Harmful Activity** – You may access and use U-Web Services only for lawful purposes. It is prohibited to transmit, receive, post, store or access any material that violates applicable criminal or civil laws.
2. **Offensive Content** – Download, storage or retransmission of content that is obscene, indecent, lewd, harassing, inflammatory, harmful, libelous, defamatory, threatening and invasive of publicity rights or privacy is prohibited.

3. Harmful or Malicious Content – Intentionally downloading, developing or releasing malicious content that is harmful to the U-Web or other users of the UTI network such as viruses, Trojan horses, worms, time bombs, zombies or computer programs that may damage, intercept or capture any personal information, system, program or data is prohibited.
4. Infringement – It is prohibited to use the UTI U-Web to download, store or retransmit any content that infringes on the intellectual property rights of others protected by copyright, trademark, patent or trade secrets. This includes unauthorized distribution, copying and/or posting of pictures, software, logos, articles, musical works and videos.
5. Fraudulent Activity – Operating fraudulent business operations and practices such as offering of fraudulent services, promotions, goods or schemes (i.e., get rich quick schemes, pyramid schemes) is prohibited.
6. U-WEB Network Security – You may not attempt to circumvent, disable or modify the function or configuration of any host network or security device by any means. Examples of network security violations include:
 - a. Hacking – Unauthorized access to UTI systems or networks, including probing, scanning or testing the vulnerability of any UTI network or system in an attempt to breach the access or authentication controls, is strictly prohibited.
 - b. Interception – The use of network packet sniffers, hardware keyloggers, eavesdropping or monitoring of UTI data or traffic on any UTI networks or systems by any means is prohibited.
 - c. Intentional Interference – Intentionally interfering with any UTI network or host with denial-of-service attacks, news bombing, mail bombing, other flooding techniques or deliberate attempts to overload a system, network or user is prohibited.
 - d. System Restrictions Avoidance – Intentionally using electronic means or manual methods to avoid any information security policy limitations established by UTI or attempting to circumvent, disable or bypass security devices such as firewalls, web content filters (proxies), remote access systems and intrusion detection systems is prohibited.
 - e. Personal Wi-Fi Wireless – Operation or connection of non-approved wireless access points to the UTI network is prohibited.
 - f. Personal Cellular Device Tethering – Connection of cellular access devices to UTI hosts or networks to bridge Internet access is prohibited.
7. Excessive Consumption of Network Resources – Consuming a disproportionate amount of available UTI network resources resulting in disruption or degradation of the U-Web services by others is prohibited.

The restrictions provided above are not exhaustive but are provided as a framework for the types of activities that fall into the category of unacceptable use of the Service.

INDEMNIFICATION

You agree to indemnify, defend and hold harmless UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners from any and all third-party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or related to Your access or use of the Service, any content You transmit through the Service, Your violation of this Policy, or Your violation of any rights of another. This means, primarily You agree You are responsible to pay for any costs or damages that result from Your use of this service and You agree to reimburse or pay for any damages or costs that UTI might incur as a result of Your use. Your indemnification obligations under this Policy shall survive any termination or expiration of the Policy.

FILTERING AND LOGGING

UTI uses an Internet content filtering and monitoring application that may log Your usage of the Service and prevent access to certain inappropriate websites. These sites may include shopping sites, gambling sites, pornographic sites, hacking sites, etc. Your attempted access to these restricted sites by users may be logged and periodically reviewed by UTI. In appropriate circumstances, UTI at its sole discretion reserves the right to review and/or monitor any transmissions sent or received through the Service.

Disclaimer of Warranties and Limitation of Liability

LIMITATION OF LIABILITY

You assume total responsibility for use of the Service and the Internet, and access the same at Your own risk. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners have no responsibility whatsoever for the content accessible or actions taken on the Internet and the Service, and shall not be liable to You for any direct, indirect, incidental, special or consequential damages of any kind including but not limited to any loss of use, business and/or profit arising out of or related to the Service or this Policy. Under no circumstances will UTI and/or its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service be liable to You or any third parties for any amount. This section of the Policy shall survive any termination or expiration of the Policy.

DISCLAIMER OF WARRANTIES

The Service is provided on an "as is" and "as available" basis. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners make no warranty of any kind—written or oral, statutory, express or implied—including any warranty of merchantability, infringement or fitness for a particular purpose. No advice or information given by UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service shall create a warranty. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners do not warrant the Service will be uninterrupted, error-free, or free of viruses or other harmful components. This section of the Policy shall survive any termination or expiration of the Policy.

REVISIONS TO THIS ACCEPTABLE USE POLICY

UTI reserves the right to revise, amend or modify this Policy, or implement additional policies and agreements at any time and in any manner. Notice of any revision, amendment, modification or update will be either provided directly to You or posted on the Service.

COPYRIGHT INFRINGEMENT

Copyright laws protect an author's original works. This includes but is not limited to books, photographs, music, art, schematics, movies, media, software and databases. It is a violation of copyright law to use peer-to-peer file-sharing networks to download or share copyrighted works without permission from the owner. It is a violation of copyright law to make or receive an illegal copy of a downloaded work. Students shall obtain permission prior to utilizing any copyrighted materials. Any copyright infringement occurring in connection with a student's enrollment or usage of UTI/NASCAR Tech/MMI property is a violation of the Code of Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the school, up to and including termination. The student is also subject to a referral by the school to legal authorities and face possible civil penalties of \$750 to \$30,000 per violation and criminal penalties, which may include imprisonment for up to 5 years and fines of up to \$250,000 per violation.

STUDENT COMPLETION RATES AND STUDENT RIGHT-TO-KNOW REPORTING

For more information about our graduation rates, the median loan debt of students who completed the program and other important information, please visit www.uti.edu/disclosure. Also, in compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of UTI/NASCAR Tech/MMI to make available its completion rates to all current and prospective students. Completion rate data will be updated annually. The full report will be available to prospective students before they enroll or enter into any financial obligation with the Institution. If you are interested in learning more about the completion rate for your campus, please see the Student Services Department. New students receive a copy of the most recent data at Orientation and the information is disseminated annually.

ANNUAL CONSTITUTION DAY AND CITIZENSHIP DAY

To align with federal statute, UTI campuses participate in a variety of Constitution Day and Citizenship Day programming in commemoration of the September 17, 1787, signing of the U.S. Constitution. These activities take place annually on September 17 unless the day falls on a weekend or holiday, in which case functions are held during either the preceding or following week.

CLASSROOM AND FACILITY SAFETY RULES

Safety is everyone's responsibility. The Institute strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of applicable federal, state and local regulations.

Safety in Classrooms and Labs

Students, staff and instructors are required to wear clear lens safety glasses or prescription glasses with side shields at all times during labor shop instruction. Safety glasses must be rated Z-87 or higher (per OSHA). Approved safety glasses are sold at the campus. Students are expected to:

- Wear clothing that does not confine movement but is not so loose it could get caught in moving equipment.
- Wear safe, non-slip shoes and keep them tied.
- Not engage in horseplay while on campus.
- Utilize good judgment and common sense (essential when one's personal safety is at stake). If a student has any doubt about whether a condition, a motion or a job is unsafe, DON'T DO IT.

Vehicle Operation Code

All cars, trucks and motorcycles must be operated in a safe, quiet, courteous and professional manner (e.g., NO wheelies, stoppies, burnouts, squealing, chirping or sliding tires, loud exhaust noise, loud stereo noise, high speed and/or rpm) on and around the campus. This includes the parking lot, entrances and exits, and streets and roads around the school. This policy is strictly enforced and for the safety and courtesy of students, staff and visitors of the campus as well as out of respect for our community.

Failure to operate a vehicle within the posted speed limits on campus or operating a vehicle in an unsafe or loud manner as described above will result in a reduced professionalism grade and/or possible suspension or termination from school.

These penalties will be over and above any distributed by the local law enforcement officials patrolling the areas around the campus.

Parking

All students and staff members are responsible for proper parking of their vehicles. All student cars must be registered and the school parking sticker/tag (if applicable) must be properly displayed. Unregistered vehicles are subject to towing. The maximum speed limit on campus is 5 mph and pedestrians have the right of way at all times. A 15 mph speed limit is in effect in all school zones on public streets. Students should follow all posted speed limit and other traffic signs. Some states, such as California, require all students to register their vehicles with the state even if the vehicle already is registered in another state. Please check with the state Department of Motor Vehicles for more information.

The Institute will make every effort to protect all vehicles and property. However, the Institute assumes no responsibility for the protection of any vehicle or its contents while on campus.

The Institute reserves the right to impound or have impounded, without notice, any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of Institute traffic or parking regulations. The vehicle owner will be responsible for the costs involved in removing, impounding and storing such vehicle.

Student parking is permitted in designated areas only and must not obstruct walkways or block on-site storage containers. There is no overnight parking in the parking lot. Taking up two parking spaces and parking a motorcycle in a car space are not allowed. Motorcycles should park in designated motorcycle parking spots only.

In the event of car trouble, please notify the Education Director, Facilities Manager or an Education Manager as soon as possible.

Violators of the parking policy may be subject to a fine and a reduced professionalism grade.

Recreational activities such as football, hacky sack and frisbee playing are not allowed in the parking lots.

Campus Safety Policy / Annual Security Report

Universal Technical Institute, Inc. and its subsidiaries (collectively, “UTI”) are committed to providing a safe environment for students, faculty, staff and visitors at all UTI/NASCAR Tech/MMI facilities (collectively “Facilities”). This commitment includes providing information about campus security to prospective and current students and employees. Each year by Oct. 1, UTI publishes an Annual Security Report that includes, but is not limited to, the following information:

- reporting procedures for emergency situations and criminal activity on and around campus
- UTI’s response plans, including information about timely warnings and emergency notification/evacuation procedures
- general information about security procedures and practices, and training and resources available to staff and students
- UTI’s Substance Abuse policy and information about prevention and education/rehabilitation programs
- UTI’s Sexual Assault policy, procedures to report an assault and resources available to victims
- details on how to obtain information about sex offenders in the area around the campus locations
- each campus’s annual disclosure of crime statistics (in which we report crimes for the past three years both on campus and in the public areas immediately surrounding the campus)

The Annual Security Report and campus crime statistics are available at www.uti.edu/asr. Paper copies may be obtained by request through the campus’s Director of Student Services or designee. Additional information on local area crime statistics or information on sexual offenders can be obtained by contacting the local law enforcement agency in the area where the student is attending classes.

SUBSTANCE ABUSE PREVENTION POLICY

As noted in the Annual Security Report, UTI/NASCAR Tech/MMI supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, UTI/NASCAR Tech/MMI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI/NASCAR Tech/MMI Substance Abuse Prevention Policy in this guide. A violation will result in UTI/NASCAR Tech/MMI taking appropriate action up to and including termination.

Purpose

Universal Technical Institute, Inc. and its subsidiaries (collectively, “the Institute”) is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute’s reputation as a premier provider of professional technicians and an industry leader in the postsecondary technical education industry. The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute’s objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;

- To continue achieving its historically high placement rate;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body.

Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card or legal use of marijuana in California, Arizona, Florida, Massachusetts, Illinois, Pennsylvania or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, UTI will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. In addition, the Institute may discipline its students for off-campus activities that include the illegal use of alcohol or drugs.

The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

Note: If a student discloses the use of medication associated with cautions related to operating machinery, UTI may require the student to provide documentation from a medical provider indicating the student is able to safely participate in lab environment/lab activities. If documentation is not submitted, UTI may withhold a student from class if a safety concern exists.

Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver’s license, jail time and fines. For statutes and penalties on drug and alcohol offenses in the states where our campuses are located, please refer to the following URLs.

Arizona — www.azleg.gov/ArizonaRevisedStatutes.asp

California — <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Florida — www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display

Illinois — www.ilga.gov/legislation/ilcs/ilcs.asp

Massachusetts — <https://malegislature.gov/Laws/GeneralLaws>

North Carolina — www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl

Pennsylvania — www.pacode.com/secure/browse.asp

Texas — www.statutes.legis.state.tx.us/

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the website of the U.S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.

The Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Following is a list of some potential health risks:

ALCOHOL

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

DRUGS

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program.

Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to the Student Services Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware the Institute may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by UTI/NASCAR Tech/MMI indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, UTI MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- When the Institute receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.

- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program.

Drug Testing Procedures

As part of the Institute's efforts to ensure safety and to promote an alcohol- and drug-free environment, for cause drug or alcohol testing is conducted when reasonable grounds exist. Random drug testing may occur at the campus discretion as well. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use as a result of either random selection or selection for cause will be subject to at least the following school actions, requirements and conditions, at the Institute's discretion:

- Immediate dismissal from school for the remainder of the current course. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the Institute. Documentation noting the assessment and plan of action must be submitted to the Institute prior to the student returning to school.

Note: The time taken to enroll in a program will determine whether the student merely "attendance fails" a class, or is suspended or terminated from the Institute for violation of attendance policies.

- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the Institute access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the Institute prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the Institute, may be cause for termination from the Institute until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the Institute, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Advisor on a regular basis (frequency determined by the Advisor) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the Institute.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from course retakes.

Failure to abide by the established guidelines will result in termination of training at the Institute.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the Institute. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to the Institute.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

Available Assistance / Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

Drug and alcohol abuse seminars or awareness workshops may be scheduled intermittently throughout the year and notices are posted on student bulletin boards. Pamphlets and general information regarding illegal drugs and alcohol abuse are available in the Student Services Department. A list of referrals for outside agency assistance, assessment and counseling are available in the Annual Security Report and through the Institute Advisor's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the Student Services Department.

ADA/504 POLICY

Notice of Nondiscrimination

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to educational and work communities that are free from prohibited discrimination and harassment. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI has designated the National Director of Student Services as the individual responsible for the coordination and administration of its non-discrimination and harassment policies. In addition, the National Director of Student Services has been designated to coordinate UTI's compliance with Section 504, the ADA and the Age Act. Questions or comments about discrimination or harassment can be directed to the National Director of Student Services at 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, or by calling 800-859-7249 or sending an email to msheet@uti.edu.

Student Services Directors serve as deputy coordinators responsible for the duties mentioned previously at each campus and also can assist with any questions or comments. Their contact information is as follows:

Campus	Campus Address	Toll Free
UTI-Avondale	10695 W. Pierce Street Avondale, AZ 85323	800-859-1202 likingsley@uti.edu
UTI-Bloomfield	1515 Broad Street Bloomfield, NJ 07003	973-866-2200 rtrickett@uti.edu
UTI-Dallas/ Fort Worth	5151 Regent Boulevard Irving, TX 75063	877-873-1092 rdoyal@uti.edu
UTI-Exton	750 Pennsylvania Drive Exton, PA 19341	877-884-3986 rtrickett@uti.edu
UTI-Houston	721 Lockhaven Drive Houston, TX 77073	800-325-0354 mcode@uti.edu
UTI-Lisle	2611 Corporate West Drive Lisle, IL 60532	800-441-4248 kstamp@uti.edu
UTI-Long Beach	4175 E. Conant Street Long Beach, CA 90808	844-308-8838 jramirez@uti.edu
UTI-Norwood	1 Upland Road, Building 200 Norwood, MA 02062	866-753-6553 jcorreia@uti.edu
UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 tjohnson@uti.edu
UTI-Rancho Cucamonga	9494 Haven Avenue Rancho Cucamonga, CA 91730	888-692-7800 jdismukes@uti.edu
UTI-Sacramento	4100 Duckhorn Drive Sacramento, CA 95834	877-884-2254 jgillming@uti.edu
NASCAR Tech	220 Byers Creek Road Mooresville, NC 28117	866-316-2722 amason@uti.edu
MMI/UTI-Orlando	9751 Delegates Drive Orlando, FL 32837	800-342-9253 tjohnson@uti.edu
MMI-Phoenix	2844 W. Deer Valley Road Phoenix, AZ 85027	800-528-7995 tchakos@uti.edu
Manufacturer- Specific Advanced Training Programs	16220 N. Scottsdale Road, Suite 500 Scottsdale, AZ 85254	800-859-7249 mperez@uti.edu

For inquiries or reports related to discrimination or harassment on the basis of sex, contact the Title IX Coordinator. The Title IX Coordinator is the National Director of Student Services and can be reached at Universal Technical Institute, Inc., 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, mscheet@uti.edu.

For further information on notice of non-discrimination, you may contact the appropriate federal office by visiting the website <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and telephone number of the office that serves your area, or by calling 800-421-3481.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Ave., SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012
TDD: 877-521-2172
Email: OCR@ed.gov

Students with Disabilities

Except where excused as a matter of law, UTI/NASCAR Tech/MMI is responsible for:

- Providing or arranging through the Director of Student Services or designee reasonable accommodations; reasonable modifications of policies, practices and procedures; and/or appropriate auxiliary aids and services for potential applicants, applicants and students with disabilities in connection with its courses, programs, services or activities, including examinations. These accommodations will be provided at no additional cost to the student.
- Ensuring the school will not make a pre-admission inquiry as to whether an applicant is a person with a disability.
- Ensuring social organizations do not discriminate against persons on the basis of disability.
- Ensuring the school will respond appropriately to incidents of misconduct or harassment (e.g., bullying, hazing, teasing) due to disability.
- Requesting an accommodation, modification or auxiliary aid or service when needed and seeking information, advice and assistance regarding a reasonable and appropriate accommodation, modification or auxiliary aid or service in a timely fashion.

The Institute, potential or active applicants, and students with disabilities may have rights or responsibilities that are not listed above.

Procedure for Obtaining Modifications / Accommodations

UTI welcomes students with disabilities. UTI is committed to making reasonable, appropriate, and effective modifications (commonly called “accommodations”) in policies, practices, and procedures for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act, and applicable state and local laws. A qualified student with a disability must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. Qualified students with disabilities also must meet the academic and technical standards for admission or participation in UTI’s educational programs and services.

Qualified individuals with disabilities who comply with the process outlined below may receive reasonable modifications tailored to their individual needs to ensure equal access to UTI’s programs and services, provided such modification does not require an adjustment that would alter or waive essential academic requirements or constitute a fundamental alteration of a service, program, or activity. Some examples of modifications may include extended time, use of assistive technology, and assistance liaising with external agencies such as rehabilitative services, if applicable. To receive services, students must:

1. Identify the need for modifications through the Student Services Department.
 - a. Submit the Accommodation Request and Consent Form to the Department of Student Services.
 - b. Provide all requested documentation to the Student Services Department.
2. If found eligible for services, meet with the Director of Student Services or designee to discuss modifications. The Director of Student Services or designee will set up a mutually convenient time for an in-person or telephone conference to review the Accommodation Plan.

3. Provide the Student Services Department with a signed consent form.
4. It is the student's responsibility to provide the Accommodation Form to each instructor. Students must comply with this requirement to receive approved accommodations. Classroom accommodations are not retroactive but effective only upon the student sharing approved accommodations with the instructor. Students who wish to receive classroom accommodations are encouraged to complete the process promptly. They should not wait until after completing a course or activity, or receiving a poor grade to request services.

If a request for accommodations is denied, students may contact the Director of Student Services to discuss or utilize the ADA/Section 504 grievance procedure.

Students are encouraged to submit all requested documentation promptly; ideally, requests for accommodations should be submitted approximately six weeks prior to the start date of the class for which accommodations are requested. This will allow the Student Services Department to ensure that approved accommodations are provided in a timely manner.

Documentation Requirements

To assist UTI in evaluating requests for accommodations, students with disabilities who seek modifications must provide documentation of the reported disability to the Director of Student Services or designee. Students should provide the Director of Student Services or designee with:

1. Copies of any IEP and Section 504 or other individualized plans. The Student Services Department will evaluate these documents on a case-by-case basis; however, additional and more current documentation may be required; or
2. Signed and dated certification that is on letterhead from an appropriately licensed health care provider, which (a) describes any physical or mental impairment that substantially limits a major life activity; (b) identifies the major life activity(ies) impacted; (c) describes how the impairment affects the student's ability to participate in UTI's courses, programs, services and/or activities; and (d) specifically describes any accommodation or modification recommended and the relationship between the requested modification and the impairment.

If UTI requires additional documentation, the Student Services Department will notify the student. Upon request, students may be required to provide the Director of Student Services or designee with the following from an appropriately licensed or credentialed professional that is on letterhead, dated, and signed:

- An evaluation by an appropriately licensed or credentialed professional stating the nature of the impairment and the current impact of the impairment on the student's ability to participate in postsecondary educational programs and services (also known as "functional limitations").
- A list of recommended accommodations for the student and an explanation of the relationship between the requested accommodations and the impairment.

Students bear the cost of obtaining this documentation. Some students may not need documentation if the disability is permanent, observable, and stable. Documentation provided must be current, generally less than three years old. For conditions that are more permanent, documentation may be less recent. However, more current documentation may be required for chronic or changing conditions. Please consult with the Student Services Department about the need for, and appropriateness of, documentation.

Requests for certain accommodations such as note takes, sign language interpreters, and course materials in alternative format may take several weeks to fulfill. Students should obtain necessary documentation 6-8 weeks in advance of the applicable start date to avoid delays in participating in UTI's programs and activities.

UTI will give primary consideration to the auxiliary aid or service that a student requests but may decide to provide alternative aids or services if they are effective. In addition, an effective alternative may be provided if the requested auxiliary aid or service would fundamentally alter the nature of a service, program or activity.

STUDENTS WHO ARE DEAF OR HARD OF HEARING AND ARE REQUESTING ACCOMMODATIONS

An IEP or Section 504 plan generally will be sufficient to establish the need for accommodations. However, additional information may be required to determine the appropriate accommodations to be provided. The Student Services Department will make this determination on a case-by-case basis. Upon request, students should provide documentation to support a request for accommodations from appropriate professionals qualified to diagnose and treat hearing impairments, such as audiologists, otolaryngologists, and other speech/hearing specialists.

Documentation should be on letterhead and include:

- The credential of the professional providing the evaluation;
- A diagnosis of deafness or hearing loss and a statement regarding whether the student's hearing is static or changing;
- A discussion of the student's condition and current level of functioning, and how it may impact her/him in a postsecondary educational environment;
- Specific recommendations for accommodations in the academic setting that explain how the recommendations are related to the student's current functional limitations; and
- A summary of assessment procedures and evaluation instruments used to diagnose the student and a narrative summarizing the evaluation results (for students with permanent, lifelong impairments such as deafness, documentation may not need to be as recent).

SPECIAL NOTE FOR STUDENTS ATTENDING MANUFACTURER-PAID TRAINING PROGRAMS

Students attending manufacturer-paid training programs are eligible to request disability-related accommodations by following the procedure outlined in the ADA/504 policy unless otherwise noted in this paragraph. To request an accommodation, UTI graduates who have an existing accommodation plan should contact the CTG Manager of Support Services at 800-859-7249 or mperez@uti.edu. The Manager of Support Services will review the accommodation request on file as well as the accommodation plan prepared previously. An individualized evaluation of the student's needs, and the nature and requirements of the manufacturer-paid training program will occur to determine the accommodations the student is eligible to receive and to ensure the student remains eligible to receive previously granted accommodations. The Manager of Support Services will review the plan with the student, including any necessary modifications. As described above, students are responsible for providing the plan to the instructor. Students entering these programs from other schools and UTI graduates who do not have a prior accommodation plan must submit an accommodation request and required paperwork to the Manager of Support Services, as outlined in the ADA/504 policy.

Section 504 / ADA Grievance Procedure

This procedure applies to complaints of discrimination and/or harassment based on disability, including complaints regarding student requests for accommodations or modifications.

1. Filing a complaint: Any individual who believes he or she has been discriminated against based on disability in UTI's programs or activities is encouraged to immediately contact the Director of Student Services. Complaints generally should be filed within 180 days of the date of the alleged discrimination. Complaints filed after this date may be eligible for a discretionary waiver. Requests for a waiver should be made to the Director of Student Services. If there is a conflict of interest with the Director Student Services, the Campus President will assume all duties assigned to the Director of Student services under this procedure.
2. Optional informal resolution of complaints: A complainant may choose to resolve a complaint informally by participating in a facilitated meeting with the respondent and the Director of Student Services within two weeks of the filing of the complaint. A complainant may end the informal process at any time and request formal resolution of the complaint.
3. Formal resolution of complaints: Unless a complainant elects to participate in the optional informal resolution process, complaints will be addressed through the formal resolution process.
 - a. Within 45 business days of the filing of the complaint or the conclusion of the optional informal resolution process, the Student Services Department will investigate the complaint. The investigation generally will consist of an assessment of the complaint, the gathering and review of relevant documentation, and, if necessary, interview of the complainant, respondent and other relevant witnesses. UTI uses the preponderance of the evidence or "more likely than not" standard of review during its investigation and resolution of complaints.
 - b. If the investigative phase will take longer than 45 days, the Director of Student Services will provide the parties with an explanation for the delay.
 - c. Within one week of the conclusion of the investigation, the Student Services Department will provide the parties with written notice of the outcome of the investigation.
4. This procedure provides for the prompt, adequate, reliable, and impartial resolution of the complaints, including an equal opportunity for the parties to access, review, and present witnesses and other evidence.
5. UTI will provide to the complainant interim measures as appropriate (e.g., arranging for changes in class schedules) and will strive to keep the complaint and investigation confidential to the extent possible. UTI will take steps to prevent the recurrence of any discrimination or harassment and to correct discriminatory effects on the complainant and others, as necessary.
6. UTI does not tolerate retaliation against complainants, witnesses, or any person who participates in the investigatory process or otherwise exercises rights under Section 504 or the ADA. Any retaliatory conduct should be promptly reported to the Director of Student Services.

Service / Support Animal Policy

Service animals assisting persons with disabilities are welcome in areas open to the public on UTI's campuses. A service animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. In some instances, similarly trained miniature horses

may qualify as service animals. Examples of work or tasks that service animals may perform include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, reminding a person with a mental illness to take prescribed medications, or alerting and protecting a person who is having a seizure. If necessary to determine what service a dog provides, UTI staff may only ask: (1) whether the dog is a service animal required because of a disability and (2) what work or task the dog has been trained to perform. UTI staff will not ask about the individual's disability, require medical documentation or documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. UTI may require additional information with respect to miniature horses.

Service animals may be excluded from UTI's premises if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken. A service animal must be kept under control by a harness, leash or other tether unless the person is unable to hold those or if such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals or other effective means. The person with the disability may remain on campus without the animal if the animal is excluded for the aforementioned reasons. Service animals in training are welcome on UTI's campuses in the same manner and subject to the same requirements as service animals that are fully trained.

UTI will allow support animals on its campuses on a case-by-case basis. Support animals are used by individuals with disabilities for emotional support, well-being or comfort. Because they are not individually trained to perform work or tasks, support animals are not service animals. Students who request to have a support animal on campus must submit the request in writing to the Student Services Department and provide appropriate supporting documentation upon request.

Support animals can be excluded from UTI's premises if the animal is out of control or the animal is not housebroken. They can also be excluded if the animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services. A support animal generally must be kept under control by a harness, leash or other tether unless the person is unable to hold those, or if such use would interfere with the service animal's performance of work or tasks. If such means cannot be used to control the animal, the support animal must be kept under control by voice, signals or other effective means.

Questions regarding service animals should be directed to the Student Services Department. Individuals in Florida, Massachusetts and North Carolina are also covered by their respective state law definitions of "service animal."

Guidelines For Applicants With Disabilities

UTI does not discriminate against individuals with disabilities seeking to apply to its programs. The admissions application process for students with disabilities is the same as for other students. Applicants with disabilities who may need accommodations in the application process should contact the Student Services Department. Contacts with the Student Services Department are strictly confidential and this information will not be shared with the Admissions Office. UTI is aware that some prospective students with disabilities may choose to disclose their disabilities during the application process (for example, to help UTI understand adverse information in their educational records). Such disclosure is entirely voluntary and optional. UTI will not use any information provided in a discriminatory manner.

HARASSMENT

All students and employees have the right to learn and work in an environment free from intimidation and harassment because of their gender, race, age, religion, national origin, disability, marital status, sexual orientation and any other legally protected basis. Universal Technical Institute, Inc., and its subsidiaries (collectively, “the Institute”) prohibit harassment by employees and students on the basis of any legally protected characteristics. Such harassment is unlawful, violates the Institute’s policies and will not be tolerated.

Harassment is verbal, written, visual or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his or her race, religion, age, gender, national origin, disability, marital status, sexual orientation or any other legally protected characteristic and that creates an intimidating, hostile or offensive environment, or unreasonably interferes with an individual’s academic or work performance or ability to participate in or benefit from the services, activities or opportunities offered by the Institute.

Harassment may include verbal acts and name-calling; graphic and written statements, including the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment may include activity not intended to harm, not directed at a specific target or not involving repeated incidents. Examples of activities that may constitute harassment are epithets, slurs, negative stereotyping, threatening or intimidating acts, and displaying or circulating denigrating jokes or visual or graphic materials that relate to legally protected characteristics.

Individuals who believe they are victims of or have observed harassment by a student, instructor or staff member should bring the matter to a school official’s attention. The Institute will take immediate and appropriate action to investigate or otherwise determine what occurred in a prompt, thorough and impartial manner. If an investigation reveals unlawful harassment occurred, the Institute will take prompt and appropriate steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and address its effects.

Sexual Harassment

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. UTI/NASCAR Tech/MMI prohibits sexual harassment, including sexual violence.

Sexual Misconduct Policy Information

I. TITLE IX NOTICE OF NON-DISCRIMINATION

Universal Technical Institute (UTI) is dedicated to maintaining safe learning and working environments for students, employees, and third parties. UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI’s policies specifically prohibit dating violence, domestic violence, sexual assault, and stalking, consistent with the Violence Against Women Act (VAWA) amendments to the Clery Act.

UTI has designated the National Director of Student Services and Employment Services to coordinate its compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex. Questions or comments about sexual misconduct, which includes sex discrimination and sexual harassment, can be directed to: National Director of Student Services and Employment Services, Title IX Coordinator, 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, 321-281-9755, or mscheet@uti.edu.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at: U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave., SW, Washington, DC 20202-1100, Telephone: 800-421-3481, FAX: 202-453-6012, TDD: 877-521-2172, Email: OCR@ed.gov.

UTI has identified the Student Services Director at each campus as a Deputy Title IX Coordinator for student-related complaints. These individuals can be contacted as follows:

Avondale

10695 W. Pierce Street
Avondale, AZ 85323
800-859-1202
likingsley@uti.edu

Houston

721 Lockhaven Drive
Houston, TX 77073
800-325-0354
mcode@uti.edu

Lisle

2611 Corporate West Drive
Lisle, IL 60532
800-441-4248
kstamp@uti.edu

Rancho Cucamonga

9494 Haven Avenue
Rancho Cucamonga, CA 91730
888-692-7800
jdismukes@uti.edu

Exton

750 Pennsylvania Drive
Exton, PA 19341
877-884-3986
disidori@uti.edu

Sacramento

4100 Duckhorn Drive
Sacramento, CA 95834
877-884-2254
rgarti@uti.edu

NASCAR Tech

220 Byers Creek Road
Mooresville, NC 28117
866-316-2722
amazon@uti.edu

Norwood

1 Upland Road, Building 200
Norwood, MA 02062
866-753-6553
jcorreia@uti.edu

MMI Phoenix

2844 W. Deer Valley Road
Phoenix, AZ 85027
800-528-7995
tchakos@uti.edu

MMI/UTI Orlando

9751 Delegates Drive
Orlando, FL 32837
or
2202 Taft Vineland Road
Orlando, FL 32837
800-342-9253
tjohnson@uti.edu

Dallas/Fort Worth

5151 Regent Boulevard
Irving, TX 75063
877-873-1083
rdoyal@uti.edu

Long Beach

4175 E. Conant Street
Long Beach, CA 90808
844-308-8838
jramirez@uti.edu

Bloomfield

1515 Broad Street
Bloomfield, NJ 07003
833-207-6077
rtrickett@uti.edu

Staff may contact a member of the People Services team as outlined below:

Karen Mourad
Regional People Services
Director
California & Arizona
Regions 1, 2, 3, 7 & Military
Ext. 10615
KMourad@uti.edu

Kara Shropshire
People Services Manager
California & Arizona
Ext. 14193
KShropshire@uti.edu

Gretchen Elmore
People Services Director
Home Office
Ext. 10774
GElmore@uti.edu

Ashley Sharp
Regional People
Services Director
Texas, Exton, Lisle
Regions 4, 5, 6, 8, 12, 13, 16
Ext. 19062
ASharp@uti.edu

Anthony Bernal
People Services Manager
Texas, Exton, Lisle
Ext. 13125
anbernal@uti.edu

Leigh Ann Palone
Regional People Services
Director
Orlando, NASCAR Tech,
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II. ANTI-DISCRIMINATION AND ANTI-HARASSMENT STATEMENT

UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI takes prompt, effective action to address sexual misconduct, including sexual harassment and sex discrimination, of which it has notice. This includes taking appropriate steps to determine what occurred, end a hostile environment if one was created, prevent the recurrence of a hostile environment, and provide any necessary remedies. UTI utilizes fair, impartial processes to address allegations of sexual misconduct. If UTI finds that a violation of this policy has occurred, it imposes discipline, provides remedies to affected parties, and implements other corrective actions, as appropriate. UTI strongly prohibits retaliation against individuals who make a complaint of sex discrimination, sexual harassment, or sexual misconduct, participate in Title IX investigations, or otherwise assert rights protected by Title IX. UTI also does not tolerate other forms of “covered conduct,” as described below.

III. SCOPE AND JURISDICTION

This policy applies to students, employees, and third parties, regardless of sex, gender, gender identity, or sexual orientation. It covers sex discrimination that occurs on campus or in, or has a continuing effect on, UTI’s programs or activities.

IV. COVERED CONDUCT– DEFINITIONS AND EXAMPLES

(Additional definitions, including state law definitions and definitions required under the Violence Against Women Act amendments to the Clery Act, are set forth in Appendix A, which can be obtained in Student Services or online at www.uti.edu/titleix.)

Complainant: The individual who experienced the alleged sex discrimination, sexual harassment, or sexual misconduct. In certain instances, such as where there is a danger to the UTI community and the individual who experienced the alleged conduct is unable or unwilling to file a complaint, UTI reserves the right to proceed with the complaint based on the relevant details of the situation even if the reporting party does not want to continue.

Consent: Affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. A person who is incapacitated cannot consent (see discussion of incapacitation below). Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates consent.

For cases involving California campuses, the following will not excuse a failure to obtain consent: a respondent’s own intoxication or recklessness and a respondent’s failure to take reasonable steps to ascertain whether the complainant affirmatively consented.

Coercion: Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person’s words or conduct cannot amount to coercion unless they wrongfully impair the other’s free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. (i) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: (i) A felony or misdemeanor crime of violence committed—(A) By a current or former spouse or intimate partner of the complainant; (B) By a person with whom the complainant shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Incapacitation: A person may be unable to give consent due to incapacitation as a result of drug or alcohol use, use of medication, or disability status (for example, a person may be unable to communicate due to a mental or physical condition). A person who is passed out, asleep, or unconscious is incapacitated and cannot consent to sexual activity. In evaluating whether a complainant was incapacitated due to the consumption of alcohol, UTI will consider the totality of the circumstances, including factors such as the presence of slurred speech, an unsteady gait/stumbling, unfocused eyes, and impaired memory.

Inducing Incapacitation: To provide alcohol or drugs to an individual, with or without that individual’s knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual’s impairment or incapacitation.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Respondent: The individual accused of the alleged sex discrimination, sexual harassment, or sexual misconduct.

Retaliation: Adverse conduct of which the institution is aware, where there is evidence of a causal connection between the conduct and a protected activity such as filing a Title IX complaint, participating in a Title IX investigation, or otherwise asserting rights under Title IX. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living or work environment, threatening, intimidating or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy.

Sexual Assault: Non-consensual physical contact of a sexual nature. This includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent. Examples: sexual intercourse with a person who is asleep or unconscious; digital penetration of a person without consent.

Non-consensual sexual contact: Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/ off/by breasts, buttocks, groin, genitals, mouth, or other orifice.

Non-consensual sexual intercourse: Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sex Discrimination: Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any UTI program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as conduct that meets the definitions of sexual harassment, sexual assault, and sexual violence, as set forth below. Sex discrimination also includes discrimination on the basis of pregnancy and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).

Sexual Exploitation: When a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include invasion of sexual privacy, non-consensual video or audio-taping of sexual activity, voyeurism, going beyond the boundaries of consent, etc.

Sexual Harassment: Unwelcome conduct of a sexual nature that unreasonably interferes with an individual's work or educational performance; limits a student's ability to participate in or benefit from the Institute's programs, activities, or opportunities; or creates an intimidating, hostile or offensive work or educational environment. A single or isolated incident of sexual harassment may create a hostile environment if the conduct is sufficiently severe.

In determining whether a hostile environment exists, UTI will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the victim's participation in UTI's programs and activities, the nature and severity of the conduct at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, unnecessary touching, graphic verbal or visual commentaries about an individual's body, sexually suggestive objects or pictures, sexually explicit jokes, and other verbal, visual or physical conduct of a sexual nature when it is pervasive, persistent, or severe enough to deny access to UTI's programs and activities.

Sexual Misconduct: This is an umbrella term that covers the types of conduct covered by this policy, including sex discrimination, sexual harassment, sexual assault, sexual violence, dating and domestic violence, and stalking

Sexual Violence: Sexual violence is a particularly severe form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes acts such as rape, sexual assault (forcible and non-forcible), sexual battery and sexual coercion.

Stalking: (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

V. MAKING A REPORT

Individuals with knowledge of sexual misconduct in UTI's programs or activities are encouraged to immediately make a report to the Title IX or Deputy Title IX Coordinator. Individuals identified in the "Responsible Employees" section below must report incidents of possible sexual misconduct to the Title IX or Deputy Title IX Coordinator within 24 hours of becoming aware of such conduct.

Where to file: Reports can be made in person, or by sending a written complaint to the Title IX and/or Deputy Title IX Coordinator via email or regular mail using the contact information set forth above. A complaint form is available at www.uti.edu. If the actions of the Title IX Coordinator are at issue or there is otherwise a conflict of interest, reports should be sent to the Director – Regional People Services, 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, lpalone@uti.edu. The Title IX Coordinator and all Deputies are campus security authorities and will report applicable data about covered conduct (e.g., date, time, location) for inclusion in UTI's Annual Security Report, which is provided to the campus community and made available to the public, as required by the Clery Act. These disclosures are made

without including personally identifying information, including the name of the complainant. In cases involving California campuses, reports of certain sexual misconduct made to campus security authorities will be disclosed to local law enforcement.

When to file: UTI encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit UTI's ability to investigate and respond to the reported.

Contacting local law enforcement: For immediate assistance following an incident, an alleged victim can dial 911 to make a report to local law enforcement, though such a report is not required. The Title IX Coordinator, Deputy Title IX Coordinator, or designee can assist in making such a report. A complainant may pursue simultaneous complaints with UTI and local law enforcement.

Confidentiality: UTI respects the privacy of students, employees, and third parties and shares reports of sexual misconduct on a limited, "need-to-know" basis, consistent with applicable state and federal laws.

If a complainant requests that UTI handle a complaint on a confidential basis, UTI will honor that request where possible. UTI's Title IX Coordinator, Deputy Title IX Coordinator, or designee, reviews requests for confidentiality and determines whether such requests can be honored in light of factors such as the safety of the campus and the number of complaints against a respondent. UTI reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct, where the alleged perpetrator may pose a continuing threat to the UTI community, or in other circumstances where UTI deems appropriate. UTI will promptly notify the complainant of its determination regarding a request for confidentiality.

Individuals who wish to speak with someone in confidence about an experience of sexual misconduct may contact one of the following off-campus resources. UTI does not employ practicing licensed counselors or pastoral counselors, and therefore, does not have any confidential reporting resources on campus.

All Campuses

- Rape, Abuse, and Incest National Network: www.rainn.org
- National Sexual Assault Hotline: 1-800-656-HOPE
- The National Domestic Violence Hotline: 800-799-7233
- Love is Respect: 866-331-9474; text "loveis" to 22522

Avondale

- Crisis Response Network, 602-222-9444, www.crisisnetwork.org
- Community Bridges, 877-211-8661; www.communitybridgesaz.org
- West Valley Advocacy Center; 623-930-3720; www.glendaleaz.com/police/wvac/index.cfm

Houston

- Houston Area Women's Center; 713-528-2121; www.hawc.org
- Family Time Crisis & Counseling Center; 281-446-2615

Lisle

- YWCA, Rape Crisis Hotline; 630-971-3927
- Sexual Assault Hotline; 815-730-8984
- Rape Crisis Hotline; 888-293-2080

Rancho Cucamonga

- Cucamonga Counseling; 909-962-7323
- Project SISTER; 909-626-4357 (24 hour hotline)

Exton

- The Crime Victims' Center of Chester County, Inc; 610-692-7273; www.cvcofcc.org
- Victim Services Center of Montgomery County; 610-277-5200; www.victimservicescenter.org

Sacramento

- WEAVE, Inc.; 916-920-2952; www.weaveinc.org
- Planned Parenthood; 916-446-6921; <https://www.plannedparenthood.org/>

NASCAR Tech

- Fifth Street Ministries/My Sister's House; 704-872-4045, Crisis Line 704-872-3403; www.fifthstreetministries.com
- Safe Alliance, Inc.; 704-332-9034, Crisis Line 704-375-9900; www.safealliance.org
- Esther House, 704-961-7502, Crisis Line 704-961-7500; <https://stanlyestherhouse.weebly.com>

Norwood

- Sexual Assault Prevention & Survivor Services; 617-624-5457; www.mass.gov/dph/sexualassaultservices
- <http://www.mass.gov/eohhs/consumer/physical-health-treatment/health-care-facilities/rape-crisis-centers.html>

MMI Phoenix

- West Valley Advocacy Center; 623-930-3720; www.glendaleaz.com/police/wvac/index.cfm
- Crisis Response Network, 602-222-9444, www.crisisnetwork.org
- Community Bridges, 877-211-8661; www.communitybridgesaz.org

UTI/MMI Orlando

- Devereux Florida; 800-338-3738
- Victim Service Center of Central Florida; 407-797-6701; www.victimservicecenter.com

Dallas/Fort Worth

- Dallas Area Rape Crisis Center (DARCC) – 972-641-7273
- The Turning Point Rape Crisis Center – 1-800-886-7273
- Parkland Victim Intervention Program/Rape Crisis center – 214-590-2926 or 214-590-0430 (24 hour hotline)
- Victims Outreach – 214-358-5173
- Brighter Tomorrows – 972-262-8383
- TX Council on Family Violence: 512-794-1133

Long Beach

- YWCA of Greater Los Angeles County; 877-943-5778
- Peace Over Violence: 213-626-3393
- The Domestic Violence Resource Center: 562-437-7233 or 562-437-4663 (hotline)
- 1736 Family Crisis Center; 562-388-7652; <http://www.1736familycrisiscenter.org/>
- CA Partnership to End Domestic Violence; 916-444-7163

Bloomfield

- New Jersey Coalition Against Sexual Assault; 800-601-7200
- Essex County Sexual Violence Program/Rape Crisis Center; 877-733-2273 or 973-746-0800
- The Safe House; 973-759-2378 or 973-759-2154
- My Sister's Lighthouse Resource Center; 866-768-7987; www.mysisterslighthouse.org
- Women Rising; 201-333-5700; www.womenrising.org
- Montclair Counseling Center; 973-783-6977

Written notification of resources for reports involving dating violence, domestic violence, sexual assault, and stalking: In cases of dating violence, domestic violence, sexual assault, and stalking, UTI will provide written notification to the complainant and respondent, which includes an explanation of their rights, outside resources, information on preserving evidence, as well as how to request interim measures, including requests to change academic situations or request for “no contact” directives. In addition, the notification contains information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants, both within UTI and in the community whether the offense occurred on or off campus. Information is provided regardless of whether the incident occurred on or off campus.

Amnesty: UTI encourages the reporting of incidents of sexual misconduct and recognizes that some students may be reluctant to make such reports as a result of their personal consumption of drugs or alcohol at the time of the incident. UTI generally will not discipline complainants, respondents, or witnesses for personal consumption of drugs or alcohol in violation of UTI’s policies where such conduct occurred at the time of the incident and did not endanger the health or safety of others. Educational responses to the conduct may be implemented, as appropriate. Note that UTI’s commitment to amnesty in these situations does not prevent action by police or legal authorities against an individual who has illegally consumed alcohol or drugs.

In California, complainants and witnesses are protected from sanctions for violations of student conduct policies that occurred around the time of the reported incidents, unless UTI finds the violations egregious.

Interim measures: Interim measures may be available to parties involved in an investigation of sexual misconduct. Interim measures may include no contact orders, changes to academic situations for students, leave for employees, housing transfer for students who are participating in Collegiate Housing Services shared housing, if available, changes in working situations, transportation, or other actions. Such measures, if reasonably available, may be provided regardless of whether the complainant chooses to report the incident to local law enforcement. Interim measures will be administered in an individualized and appropriate manner based on available information, with an intent to preserve the fundamental fairness of the process. Requests for interim measures should be made to the Title IX Coordinator, Deputy Title IX Coordinator, or designee, using the contact information provided above. The Title IX Coordinator, Deputy Title IX Coordinator, or designee, may also, at any point during an investigation, determine that interim measures will be implemented without a request for such being made. UTI will maintain as confidential any interim measures provided, to the extent that maintaining such confidentiality would not impair UTI’s ability to implement the measure.

Orders of protection: If a party has obtained an ex parte order of protection, full order of protection, or any other restraining order or no contact order against another from a criminal, civil or tribal court, the order should be provided to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. UTI will take all reasonable and legal action to implement such an order. If an order is violated, local law enforcement can also be contacted for assistance.

Preservation of evidence: The preservation of evidence is crucial in sexual misconduct cases. Regardless of whether the individual chooses to report the incident, UTI encourages individuals of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat injuries, test for and treat sexually transmitted diseases, test for pregnancy, and provide emergency contraception (if requested). If a complainant chooses to obtain a forensic examination following a sexual assault, the complainant may wish to avoid the following activities prior to the examination to preserve evidence: showering, drinking, eating, douching, brushing teeth or hair, or changing clothes. In addition, hospitals can also test for the presence of alcohol or drugs and perform a rape evidence collection procedure or coordinate these services with another provider if needed. It is also important to take steps to preserve other types of evidence such as pictures, emails, text messages, social media posts, etc., rather than evidence of physical contact and violence.

VI. RESPONSIBLE EMPLOYEES

Responsible employees must report to the Title IX Coordinator and/or Deputy Title IX Coordinator all information about the incident of possible sexual misconduct of which they are aware. This may include the names of the parties, the date, time, and location of the incident, and available facts about what occurred. Responsible employees should not undertake any investigation of the incident unless specifically directed to do by the Title IX or Deputy Title IX Coordinator or designee.

Responsible employees include employees who have the authority to take action to redress sexual misconduct; who have been given the duty of reporting incidents of sexual misconduct or other student misconduct; or whom a student could reasonably believe has this duty. UTI has designated the following personnel as responsible employees: Student Services Directors, Student Services Supervisors, Senior Student Affairs Advisors, Student Affairs Advisors, Education Directors, Education Managers, and People Services staff.

UTI employees who have not been designated as responsible employees are strongly encouraged to report to the Title IX Coordinator incidents of sexual misconduct of which they are aware.

VII. INFORMAL RESOLUTION

Parties may agree to participate in the informal resolution of a complaint that does not involve a full investigation and adjudication. Informal resolution, such as mediation, may only be attempted if voluntarily agreed to by both parties after receiving a full disclosure of the allegations and their options for formal resolution, and with the Title IX Coordinator, Deputy Title IX Coordinator, or designee determining that the particular complaint is appropriate for an informal process. UTI will not require that a complainant informally resolve a complaint directly with the respondent.

If informal resolution is pursued, either party may terminate the process and elevate the complaint to or continue with the formal process. In addition, the Title IX Coordinator, Deputy Title IX Coordinator, or designee has the discretion to discontinue an informal process at any time if, for example, one or both parties are not adequately and timely participating.

If an informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.

VIII. PROCEDURE ONCE A REPORT IS RECEIVED

Standard of review: UTI uses the preponderance of the evidence or “more likely than not” standard of review during the investigation and resolution of complaints of sexual misconduct.

Response by the Title IX/Deputy Title IX Coordinator:

Evaluation: The Title IX Coordinator, Deputy Title IX Coordinator or designee will review all reports of sexual misconduct within 7 calendar days of receipt and will determine the appropriate response. If there are jurisdictional considerations that preclude Title IX consideration, the complainant will be notified of such limitations. If the complaint is dismissed at this stage, the complainant will receive written notice of the outcome and has the opportunity to appeal the determination using the appeal procedure below.

Investigation: Within 10 calendar days of receiving the report, the Title IX Coordinator, Deputy Title IX Coordinator, or designee will commence an investigation of the allegation(s), if appropriate. If an investigation is commenced, a prompt written notice will be provided to the respondent of the allegations constituting a potential violation of this policy, including the identities of the parties involved, the specific section of this policy allegedly violated, the precise conduct constituting the potential violation, and the date and location of the alleged incident.

The investigation may include contacting the complainant, respondent, and relevant witnesses to obtain additional information about the allegation(s), and the parties will receive written notice in advance of such a meeting so that they have sufficient time to prepare for meaningful participation. UTI has developed trauma-informed protocols for interviewing complainants that include follow-up and support, as appropriate. Similarly, UTI ensures that respondents receive a fundamentally fair process that is sensitive to the possibility that a respondent may be facing simultaneous criminal charges.

The complainant and respondent will have an equal opportunity to provide witnesses and evidence throughout the process; the Title IX Coordinator and/or Deputy Title IX Coordinator will assist the parties in locating and identifying witnesses, as appropriate. Both parties will have meaningful access to evidence and opportunity to respond. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

The Title IX and/or Deputy Title IX Coordinator generally will conclude the investigation within 30 calendar days. This timeframe may be extended in extenuating circumstances (e.g., school breaks). The Title IX and/or Deputy Title IX Coordinator will notify the parties of any delays and the reasons for the delays.

Investigatory report: At the conclusion of the investigation, the Title IX Coordinator, Deputy Title IX Coordinator or designee will prepare a preliminary investigatory report that summarizes the evidence, makes factual findings and determines whether sexual misconduct has occurred. Both parties will be provided with an opportunity to review the preliminary report and allowed to respond to it, in writing, within 3 calendar days. Upon consideration of the parties’ written comments to the preliminary report, if any, the Title IX Coordinator, Deputy Title IX Coordinator, or designee may find the respondent responsible or not responsible for the alleged violation, or may find that there is insufficient evidence to make such a finding. If the Title IX Coordinator, Deputy Title IX Coordinator, or designee finds the respondent responsible, the Title IX

Coordinator, Deputy Title IX Coordinator or, designee will impose an appropriate sanction and determine whether any remedies should be provided to the complainant and/or campus community.

Notice of the outcome: Within 15 calendar days of the conclusion of the investigation, the complainant and respondent will receive concurrent/simultaneous written notice of the outcome, including any sanction imposed, consistent with applicable state and federal privacy laws, as well as notification of the applicable appeal procedures.

Advisor of choice: In cases of sexual misconduct, the complainant and respondent may choose to have an advisor of their choice present during meetings or disciplinary proceedings. If a party selects an advisor who is an attorney, the party must notify the Title IX Coordinator or Deputy Title IX Coordinator at least 24 hours prior to the first meeting or disciplinary proceeding in which the advisor will be in attendance. During a meeting or proceeding, the advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved, and must agree to maintain the confidentiality of the process. The complainant and respondent have the same opportunity to have an advisor present during meetings and other aspects of the disciplinary proceeding. Advisors are present to support their advisees and must refrain from interrupting or disrupting interviews or other meetings with campus officials or their designees. Advisors may not speak during interviews or meetings unless invited to do so by a campus official or designee. One warning will be given if an advisor attempts to actively participate without being invited to do so or otherwise becomes disruptive. If the behavior continues, the advisor will be asked to leave the meeting or interview. Meetings or interviews generally will not be re-scheduled because an advisor is unavailable to attend.

Timeframes: The investigation and resolution of the complaint will be done in a timely manner. The Title IX Coordinator, Deputy Title IX Coordinator, or designee will provide regular status updates to the parties. All timeframes identified in this policy may be extended for good cause or if UTI determines in its discretion that a deadline should be extended, in which case UTI will notify the parties in writing of the extension and the rationale for it.

Training: The Title IX Coordinator and others with responsibilities under this policy receive training, including trauma-informed training, on at least an annual basis.

Recordkeeping: UTI maintains records related to complaints of sexual misconduct consistent with its record retention policy and federal and state laws.

IX. SANCTIONS AND REMEDIES

Sanctions for students may include sexual assault or other related training, no contact directives, bans from specific areas of campus, professionalism infractions, removal from a course, requirement to change sessions, suspension, or termination from school. For employees, sanctions may include a final warning with sexual assault training or termination. As to third parties, UTI will implement available sanctions, such as bans from campus, as appropriate. UTI will also abide by and support any sanctions imposed by law enforcement. UTI will also provide remedies or other corrective actions to the complainant and campus community, as appropriate, such as educational programming, policy review and revision, and counseling.

X. APPEAL PROCEDURE

The complainant and respondent have an equal right to appeal outcome decisions made by the Title IX Coordinator, Deputy Title IX Coordinator, or designee. Appeals may be made on the following bases: (1) a party obtains new relevant evidence that was unavailable at the time of the investigation and could change the outcome of the investigation; (2) there is evidence of procedural error significant enough to call the outcome of the investigation into question; or (3) the sanction was substantially disproportionate to the findings. Appeals must be made to Rhonda Turner, SVP People Services, at 16220 N. Scottsdale Road, Suite 500, Scottsdale, AZ 85254, 800-859-7249, rturner@uti.edu. Appeals must be filed within 7 calendar days of the date that written notice of the outcome was provided. The SVP People Services will decide the appeal promptly but generally within 30 calendar days and provide the respondent and complainant with concurrent/simultaneous written notice of the final determination within 7 calendar days of making the final determination, including any changes to the previous determination and/or the sanctions imposed. The appeal decision is final and not subject to further appeal.

XI. RESOURCES

In addition to the resources provided above, additional on- and off-campus resources are listed on UTI's webpage at www.uti.edu. Written information about resources and services also may be obtained by contacting the Title IX Coordinator, Deputy Title IX Coordinator, or in the Student Services Department.

XII. PREVENTION AND AWARENESS PROGRAMS

UTI is committed to having in place sexual misconduct, including dating violence, domestic violence and stalking, prevention and awareness programs for students and employees. UTI implements prevention and awareness programming during new student and new employee orientation. Informational prevention and awareness materials also are available on an on-going basis.

XIII. NON-FRATERNIZATION

UTI has a Non-Fraternization Policy set forth in its Course Catalog and Employee Handbook. UTI employees may not engage in conduct of a sexual nature with any students or with employees where there is supervisory or evaluative relationship, regardless of whether such conduct is consensual. Conduct in violation of the Non-Fraternization Policy also may be addressed under the Title IX Policy if the conduct meets one of the definitions above (e.g., sexual harassment, dating or domestic violence, stalking).

XIV. PROHIBITION AGAINST RETALIATION

Retaliation in any form (including acts of intimidation or harassment) against any person who makes a Title IX report, witnesses or experiences harassment, or asserts rights under Title IX will also not be tolerated. Reports of retaliatory conduct should be made to the Title IX Coordinator and/or Deputy Title IX Coordinator using the contact information set forth above.

XV. FALSE REPORTING

Allegations of discrimination and harassment are extremely serious and must be made honestly and in good faith. Knowingly providing false information to a school official may result in disciplinary action up to and including termination for employees, and suspension or termination for students.

Statement of Non-Discrimination on the Basis of Gender Identity or Expression

Universal Technical Institute is committed to maintaining safe learning and working environments for students, employees and third parties. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI welcomes students who are transgender and does not discriminate based on gender identity or expression. UTI provides the following information to help ensure an inclusive experience for students, regardless of their gender identity or expression:

NAMES AND PRONOUNS

Students who wish to use names and pronouns that reflect their gender identity or expression rather than their birth names may contact Student Services to discuss their needs. The Student Services Director reviews requests and works with students and UTI administrators to address students' requests. For example, if a student wishes to use the name "Jane Doe" rather than the birth name "John Doe," the Student Services Director works with the student to complete a Preferred Name Change Request document.

RESTROOMS

Transgender students may use the restroom of their choice, including the restroom that corresponds to the students' gender identity or expression. For example, a student who is transitioning from male to female may use the women's restroom. On some UTI campuses, a limited number of gender-neutral restrooms may be available.

DRESS CODE

UTI has in place certain dress code standards to ensure the safety of students in the laboratory environment. Transgender students may follow the dress code that corresponds to their gender identity or expression.

ON-CAMPUS SUPPORT

Transgender students who have questions about this notice may contact the Student Services Department on campus.

HOW TO RAISE CONCERNS

Students who have concerns about possible discrimination or harassment based on gender identity or expression in UTI's programs or activities are encouraged to contact UTI's Title IX Coordinator. UTI takes prompt and appropriate action to address discrimination or harassment in its programs and activities, including taking steps to end discrimination or harassment, eliminating a hostile environment if one has been created, and preventing the recurrence of future discrimination or harassment. UTI's Title IX Coordinator may be reached at:

National Director of Student Services
Title IX Coordinator
16220 N. Scottsdale Road, Suite 500
Scottsdale, AZ 85254
800-859-7249
mscheet@uti.edu

UTI's Title IX Policy—which sets forth UTI's prohibition against discrimination, harassment and retaliation based on sex, including gender identity or expression—is available at www.uti.edu or in the Student Services Department. The Policy also explains how to obtain interim remedies and the procedure for resolving complaints.

Campus Sexual Assault Victims' Bill of Rights

In accordance with the Campus Sexual Assault Victims' Bill of Rights Act of 1991, the following rights shall be accorded, by all campus officers, administrators and employees of this Institution, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims:
 - a. Not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or
 - b. Report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because:
 - a. Victims are somehow "responsible" for the commission of crimes against them;
 - b. Victims were contributorily negligent or assumed the risk of being assaulted; or
 - c. By reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the Institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the Institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.
10. In addition to the above rights, sexual assault victims have a right to be free from sexual or physical intimidation in campus housing and in campus accommodations for which the college receives any compensation, direct or indirect.

NON-FRATERNIZATION POLICY

Purpose

Relationships between individuals in inherently unequal positions should be conducted so as to avoid conflicts of interest, exploitation or personal bias. Such relationships may undermine the integrity of the supervision and evaluation process as well as affect the trust inherent in the educational environment. It is the policy of Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") that social or business relationships between individuals in unequal positions not be conducted if such relationships have the potential to threaten the integrity of the supervision and evaluation process.

Policy

Institute faculty, administration and staff shall not establish inappropriate intimate, sexual, business, contractual or other social relationships with any student, subordinate or colleague upon whose academic or work performance he or she will be required to make professional judgments. The Institute considers it a violation of this policy for any member of Institute faculty, administration or staff to offer or request sexual favors, make sexual advances, engage in sexual conduct, propose or engage in inappropriate business relationships, enter contractual arrangements, purchase or sell goods or services, hire or employ, or inappropriately socialize with any person who is:

- Enrolled in a class at the Institute.
- Receiving academic advising or mentoring at the Institute.
- Working in a capacity at the Institute where the faculty, administrator or staff member is in a position to evaluate the work of such person.
- Subject to any form of evaluation by the faculty member, administrator or staff member.

The list above is not exhaustive and other situations of fraternization may also result in a violation of this policy. In all circumstances, consent may not be considered a defense to engaging in sexual advances, sexual conduct, or sexual harassment, or engaging in contractual relationships or other inappropriate business relationships with a person whose academic or work performance he or she will be required to evaluate. The determination of what constitutes inappropriate fraternization depends on the specific facts and circumstances in which the conduct occurs. Violations of this policy may result in disciplinary action, up to and including employment termination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following guidelines represent the policy of the Universal Technical Institute, Inc., and its subsidiaries (collectively, the "Institute") concerning the rights of students with respect to their education records under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g et seq; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is Institute policy to annually inform individuals attending educational institutions of students' rights under FERPA. Students' rights include the right to inspect and review their education records; to request the amendment of their education records; to provide written consent before the Institution discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education.

I. Students' Rights to Inspect and Review Education Records

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the Institution receives the request for access.

A student is any person who is or has been in attendance at an educational institution.

Education records are any records that are directly related to the student and maintained by an educational institute or an agent of the Institution. Such records include information recorded in any way, such as typewritten, handwritten, computer-generated, video, audio, film, microfilm, microfiche or e-mail.

Students do not have the right to inspect and review the following information:

- Records kept in the sole possession of the maker thereof that are used only as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record.
- Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his or her professional capacity and created, maintained, or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing that treatment. However, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.
- Grades on peer-graded papers before they are collected and recorded by an instructor.
- Records relating to a student who is employed by an educational agency or institution as long as the individual is not employed as a result of his or her status as a student. The records must be made and maintained in the normal course of business and relate exclusively to the individual in that individual's capacity as an employee.
- Records created for a law enforcement purpose by a law enforcement unit of an educational institution and maintained by the law enforcement unit.
- Records created or received by an educational institution after the individual is no longer attending the institution and that are not directly related to the individual's attendance as a student.
- Financial records, including any information those records contain, of the parents of a student.
- Those portions of a student's records that contain information on other students.
- Confidential letters and statements of recommendation placed in a student's education records before July 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.

- Confidential letters and statements of recommendation placed in the student's education records after July 1, 1975 and to which the student has waived the right to review and access as long as the waiver is made in writing and signed by the student. The waiver may be used for confidential letters or statement of recommendation that relate to the student's admission to the Institution, application for employment, or receipt of an honor or honorary recognition.
- The Institution may not require the waiver as a condition for admission to or receipt of any service or benefit from the Institution. If the student chooses to waive his or her right of access, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked by the student in writing at any time and the revocation will apply to all subsequent recommendations.

II. Procedure with Respect to Inspection and Review of Records

A student's request to inspect and review his or her records shall be made in writing (whether or not the student personally appears) and shall identify the record(s) the student wishes to inspect. The request should be addressed to the Director of Student Services at the relevant educational institution.

The Institution will provide access within a reasonable period of time but not more than forty-five (45) days after it has received the request. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

The Institution may require the presence of an Institution official during the inspection and review of a student's records. If circumstances effectively prevent the parent or eligible student from being able to inspect and review the records, a copy of the record may be provided or other arrangements may be made for the individual to inspect the records. A fee of 25 cents per page may be assessed unless UTI determines such cost would prevent the student's access to the records. In such cases, the fee may be reduced or waived.

The Institution will respond to reasonable requests from the student for explanations and interpretations of records inspected and reviewed.

The Institute will not destroy any education records if there is an outstanding request to inspect and review the records.

No fees will be charged to search for or to retrieve the education records of a student in response to requests made in accordance with this policy.

III. Students' Rights to Request Amendment of Their Education Records

A student who believes that information contained in his or her educational records is inaccurate or misleading, or violates his or her privacy may request that the Institution amend the records. The Institution will decide whether to do so within a reasonable period of time. If the Institution declines to amend the student's records, it will inform the student of that decision and the student's right to a hearing. A hearing may not be requested by a student to contest the assignment of a grade unless the grade was recorded inaccurately in the student's record.

If as a result of a hearing the Institution determines that a student's record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution will inform the student of his or her right to place a statement

in the record commenting on the contested information in the record or stating why he or she disagrees with the Institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

If as a result of a hearing the Institute determines a student's record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution shall amend the record accordingly and inform the student of the amendment in writing.

IV. Student's Rights to Consent Before the Institution Discloses Personally Identifiable Information Contained in the Student's Education Records, Except to the Extent That FERPA Authorizes Disclosure Without Consent

Generally, the Institution may not disclose education records or personally identifiable information from education records to anyone other than the student without prior consent of the student. The consent must be written, signed and dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

The Institution may only disclose education records without prior written student consent if it redacts all personally identifiable information such that the student's identity is not personally identifiable or, under certain limited circumstances, to include:

- Disclosures to school officials with legitimate educational interests. School officials of an educational institution include instructional or administrative personnel, attorneys, accountants, and any other individuals or parties with whom the Institution has contracted to provide services to or on behalf of the Institution (such as an auditor or collection agent). A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her instructional, supervisory, advisory, administrative, or other authorized professional responsibilities or duties for the educational Institution.
- Disclosures to officials of other schools in which a student seeks or intends to enroll or is enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- Disclosures to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities, but only in connection with an audit or evaluation of federally or state-supported educational program, or for the enforcement of or compliance with federal legal requirements relating to those programs.
- Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of the aid, the conditions of aid or enforcement of terms or conditions of the aid.
- Disclosures to state and local officials to which such information is specifically required to be reported by effective state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. With respect to such laws adopted after Nov. 19, 1974, the recipients of

the information shall certify in writing to the Institute that the information will not be disclosed to any other party (except as provided under state law) without the prior written consent of the student.

- Disclosures to organizations conducting studies for or on behalf of an institution to develop, validate or administer predictive tests; administer student aid programs or improve instruction. The studies must be conducted in a manner that does not permit data access by anyone other than representatives of the organization with legitimate interests in the information. The information must be destroyed when no longer needed for the purposes of the study and the Institution must enter into a written agreement with the organization limiting the use of the information.
- Disclosures to accrediting organizations for purposes necessary to carry out their functions.
- Disclosures to parents of a student who is a dependent for income tax purposes.
- Disclosures to comply with a judicial order or lawfully issued subpoena, but only after the Institution makes a reasonable effort to notify the student of the order or subpoena so the student may seek protective action unless the order or subpoena prohibits such notification.
- Disclosures to appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
- Disclosures in connection with Institutional disciplinary proceedings. The Institution must not disclose the final results of the disciplinary proceeding unless it determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the Institution's rules or policies.
- Disclosure to the parent or legal guardian of a student under the age of 21 information regarding any violation of Institutional policy or state, federal or local law governing the use or possession of alcohol or a controlled substance if the school determines the student has committed a disciplinary violation with respect to that use or possession.
- Disclosures concerning sex offenders and other individuals required to register under the Violence Crime Control and Law Enforcement Act of 1994.
- Disclosures of directory information as described in this Catalog.

Generally, an educational institution may only make disclosures without the student's prior consent under one of the exceptions above on the condition the recipient will not disclose the information to any other party without the prior consent of the student and the information may only be used for the purposes for which disclosure was made. Failure to obey the limitations on redisclosure of personally identifiable information may result in a party being prohibited from receiving further information for at least five (5) years.

DIRECTORY INFORMATION

Educational institutions may disclose to anyone, without prior student consent, information designated as directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Under this policy, directory information includes:

- Student's full name
- Addresses
- E-mail address
- Telephone listing
- Date of birth
- Field of study
- Degrees and awards received
- Most recent previous school attended
- Photograph
- Dates of Attendance
- Enrollment status

Directory information never includes:

- Social Security Number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender
- Class schedule
- Next-of-kin information

The Institute will give annual public notice to students of additional categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the Institute that he or she does not wish any or all of the information designated as directory information to be disclosed.

Students may prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Student Services Director. The request should be dated and signed by the student.

RECORDS OF DISCLOSURE

The Institute generally must maintain a record for each request for access to and each disclosure of personally identifiable information from the education records of each student. The record must be maintained with the education records of the student for as long as the education records are maintained. This record of the request for access and disclosure must include the identity of the requester, the identity of the recipient and the requester's legitimate interests. Disclosures in response to a health or safety emergency must include a record of the articulable and significant threat to the health of a student or other individual that formed the basis of the threat as well as the parties to whom the information was disclosed. Records of requests for access and disclosure of information are not required to be made for certain disclosures.

REVISIONS TO POLICIES AND PROCEDURES

At its discretion, the school reserves the right to revise all terms, provisions, policies, requirements and procedures contained in this Catalog and Catalog Addendum. Each student will be bound and must comply with all terms, provisions, policies, requirements and procedures contained in this Catalog and Catalog Addendum.

Note: If discrepancies are found between the Catalog and Catalog Addendum, the Catalog Addendum prevails.

VOTER REGISTRATION

UTI/NASCAR Tech/MMI encourages eligible students to register to vote. Voter registration forms are available in the Student Services Department. For more information, see the Student Services team members. Students can also register at www.uti.edu/student-services/rock-the-vote.

UTI/NASCAR TECH/MMI PROGRAM DISCLOSURE

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit www.uti.edu/disclosure.

FINANCIAL AID AND GENERAL FINANCE

Federal Financial Aid

UTI/NASCAR Tech/MMI Institutions are designated by the U.S. Department of Education (ED) as eligible for participation in federal programs of student financial assistance under Title IV of the Higher Education Act of 1965 as amended (federal financial aid programs). UTI/NASCAR Tech/MMI participates in federal financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant (IASG)
- William D. Ford Federal Direct Student Loan Program
- Federal Direct PLUS Loan Program

Assistance from the federal financial aid programs is available to those who qualify. Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

GENERAL REQUIREMENTS

General eligibility requirements for financial aid program funds include the following:

- Student must be a U.S. citizen or eligible noncitizen.
- Student must be enrolled in an eligible program of study.
- Student cannot also be enrolled in elementary or secondary school.
- Student must have a high school diploma or general educational development (GED) credential or prior to July 1, 2012, have met alternative Ability to Benefit testing admission requirements consistent with UTI policies.
- Student must make satisfactory academic progress (SAP).
- Student must meet enrollment status requirements.
- Student must have resolved any drug conviction issue. Certain charges or convictions for drug offenses may limit a student's ability to receive federal student loans and grants.
- Student must have a timely registration for Selective Service, if required by law.

To apply for assistance from the various federal financial aid programs, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). The UTI/NASCAR Tech/MMI Financial Aid Staff will guide and assist the family with this application process.

To receive federal financial aid program funds for each academic year of a program of study, the completion of a new FAFSA is required for each federal award year, which starts on July 1 and ends the following June 30. Various components of the FAFSA data are used by the U.S. Department of Education to derive an Expected Family Contribution (EFC), which in turn determines eligibility for various federal Title IV aid program funds. UTI/NASCAR Tech/MMI makes financial aid advisement available to all students and their families throughout the student lifecycle—from prospective inquiry to graduation and beyond. Federal, private, state and institutional loans must be repaid by the student or parent borrower. Dissatisfaction with or non-receipt of the educational services offered by UTI/NASCAR Tech/MMI will not release the borrower from repayment responsibility for any educational loan made for enrollment or attendance at UTI/NASCAR Tech/MMI.

Verification

Following procedures established by federal regulations, a federal financial aid applicant may be selected for the verification process by the U.S. Department of Education. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on the FAFSA. An asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement Report identifies applicants selected for verification. For those selected, UTI/NASCAR Tech/MMI requires verification to be complete prior to the award and disbursement of federal financial aid funds.

If an applicant is selected for verification, UTI/NASCAR Tech/MMI will request appropriate documentation, which may include an IRS tax transcript from the student and parent (and spouse, if applicable) and a completed verification worksheet. Additional documents may be requested by UTI/NASCAR Tech/MMI to complete the application process. A student will receive written notification from UTI/NASCAR Tech/MMI of the verification requirements and deadlines for completion of the process. Failure to comply with any request for verification documents can result in disqualification for federal financial aid program funds. Based on the documentation provided to achieve an accurate FAFSA output and expected family contribution for aid awarding purposes, UTI/NASCAR Tech/MMI will perform corrections to FAFSA data and submit it to the U.S. Department of Education as needed.

Professional Judgment

UTI/NASCAR Tech/MMI may use “professional judgment” to exercise discretion to accommodate special circumstances with respect to some aspects of eligibility for federal financial aid program funds. The use of professional judgment allows UTI/NASCAR Tech/MMI to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. UTI/NASCAR Tech/MMI uses professional judgment strictly on a case-by-case basis and requires stringent documentation to support decisions made.

Special circumstances include conditions that differentiate an individual student from a whole class of students. UTI/NASCAR Tech/MMI will not accept professional judgments made for a student by another school, but will review the circumstances and, if appropriate, document the professional judgment decision. The decision made by UTI/NASCAR Tech/MMI regarding professional judgment is final and cannot be appealed to the U.S. Department of Education.

Where applicants have also been selected for verification, UTI/NASCAR Tech/MMI will complete verification before exercising professional judgment.

Financial Aid Awarding

The law requires financial aid administrators to determine whether a student is eligible for Federal Pell Grant funds prior to awarding federal loan programs, thereby reducing the student’s need for borrowing. Federal Pell Grant eligibility is determined before originating a subsidized or unsubsidized Federal Direct Loan for the student. In addition, an unsubsidized Direct Loan is not originated without first determining the financial need for a subsidized Federal Direct Loan. However, if the amount of the subsidized Federal Direct Loan is \$200 or less and that amount can be included as part of an unsubsidized Federal Direct Loan, UTI/NASCAR Tech/MMI is not required to originate a separate subsidized Federal Direct Loan. For a dependent student, UTI/NASCAR Tech/MMI cannot originate a PLUS and disburse PLUS funds without first determining the Federal Pell Grant and subsidized Federal Direct Loan eligibility for the student.

Prior to students receiving private non-federal loans, UTI/NASCAR Tech/MMI requires the exhaustion of all less expensive federal aid eligibility available to the student, to assist in encouraging wise debt management. In no case will a combination of federal, state and private aid be permitted to exceed the student’s cost of attendance as determined by UTI/NASCAR Tech/MMI.

Federal grants and loans are processed in academic year increments, which for the purposes of federal aid is defined as a minimum of 24 credits and 30 weeks of instructional time. An academic year is divided into two payment periods during which financial aid funds are ordinarily disbursed. A student is generally eligible to receive funds shortly after attendance has begun during the first payment period at the beginning of the academic year and during the second payment period after the midpoint of the academic year. An estimated disbursement schedule is provided in an award notification. To meet eligibility standards for second and subsequent federal aid disbursements, the student must successfully complete both the credits attempted and the instructional weeks in the first payment period of the academic year as well as maintain satisfactory academic progress (SAP) according to UTI/NASCAR Tech/MMI policy. Leaves of absence as well as course failures may delay the timing of scheduled disbursements.

Application of Financial Aid Funds

UTI will apply funds received from a Title IV financial aid disbursement to unpaid allowable charges for the current payment period. Any remaining Title IV credit balance will be disbursed in the form of a stipend check to the student or parent, in the case of a PLUS loan, the disbursement will occur no later than the end of the academic year for which it was received. Receipt of a stipend does not signify all balances due for other periods have been paid in full. Students and/or parents are advised that any stipend check generated as a result of Title IV funds will be voided if it remains uncashed for 90 days or more, and the funds will be returned to the U.S. Department of Education.

FEDERAL PELL GRANT

The Federal Pell Grant is a need-based grant that generally does not have to be repaid. For eligible students, Federal Pell Grants are the foundation upon which all other financial aid awards are built. Current award year amounts range up to \$5,920. The amount a student may receive depends on financial need as determined by the student’s EFC, the student’s cost of attendance and the percentage of the student’s enrollment at UTI/NASCAR Tech/MMI that is within the current federal award year.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

Federal SEOG is a need-based grant that generally does not require repayment. SEOG awards are made to students who are also Federal Pell Grant recipients with exceptional financial need. UTI/NASCAR Tech/MMI is allocated a limited amount of SEOG funds from the U. S. Department of Education each year to award to eligible students, so no assurance of an award can be made. Current awards of SEOG at UTI range up to \$1,000.

IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

A student who is not eligible for a Federal Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after Sept. 11, 2001, may be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Pell Grant for the current federal award year. Additionally, the student must be either:

- Under 24 years of age, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Federal Direct Student Loans are made by the U.S. Department of Education. Federal Direct Student Loans may be subsidized (need-based) or unsubsidized (non-need-based). Depending on financial need, UTI/NASCAR Tech/MMI students often receive a combination of both subsidized and unsubsidized loans each academic year. As required by federal regulation, UTI/NASCAR Tech/MMI will report information about borrowers' loans to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders and guarantors for specific purposes as authorized by the U.S. Department of Education.

SUBSIDIZED FEDERAL DIRECT STUDENT LOANS

The interest rate for new subsidized Federal Direct Student Loans first disbursed after July 1, 2017, is fixed at 4.45%. Subsidized Federal Direct Student Loans are interest-free while the student is enrolled in school at least half-time. Loan repayment follows a six-month grace period that starts the day after the borrower graduates, drops below half-time or withdraws from school. Repayment begins after the end of the grace period.

Upon completion of the financial aid application process, UTI/NASCAR Tech/MMI will recommend the Federal Direct Student Loan amounts to be borrowed based on a student's need and will also advise on next steps. A student may choose to borrow an amount up to financial need but not more than the annual maximum eligible loan amount based on student grade level and dependency status. Other terms and conditions for Federal Direct Student Loans can be reviewed online at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

FEDERAL DIRECT PLUS LOAN PROGRAM

The Federal Direct PLUS Loan is for parent borrowers of dependent students and provides additional funds for educational expenses. PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need but must complete the FAFSA to ensure all potential federal grant aid is first determined and undergo a credit check by the Department of Education. Currently, the interest rate for new PLUS loans is fixed at 7.0%. Interest is charged during all enrollment, deferment and forbearance periods. Repayment begins within 60 calendar days of disbursement, with deferments available under certain conditions. Federal Direct PLUS loans cannot exceed the cost of education minus other financial aid. Parents may request to borrow up to this amount. More information, including other terms and conditions,

can be reviewed at <https://studentaid.ed.gov/sa/types/loans/plus> or with a Campus Financial Aid Advisor.

Loan Payment Calculator

Loan payment calculators for students or potential students to calculate monthly payments under the standard and extended repayment plans are available at finaid.org/calculators/loanpayments.phtml. Additional information regarding various repayment plans such as standard, extended, graduated, income contingent, and income based plans is also available at www2.ed.gov/offices/OSFAP/DirectLoan/calc.html.

Federal Student Loan Counseling

ENTRANCE COUNSELING

UTI/NASCAR Tech/MMI requires Federal Direct Student Loan borrowers to complete loan entrance counseling prior to a first disbursement of loan funds. Entrance counseling must be completed online at www.studentloans.gov. Students lacking outside computer access may use the computer lab in the campus learning center. Members of the campus financial aid staff are available to answer any questions. Entrance counseling generally includes the following:

- explanation of the use of a master promissory note (MPN)
- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- other terms and conditions

EXIT COUNSELING

UTI/NASCAR Tech/MMI ensures loan exit counseling is conducted prior to graduation or via mail within 30 days of withdrawal from enrollment. Graduating students must complete their required exit counseling online at www.studentloans.gov. Withdrawn students will receive a Federal Exit Counseling Guide through regular mail and be encouraged to complete the online counseling. Exit counseling generally includes the following:

- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- payment deferment and forbearance options
- other terms and conditions

Student Rights and Responsibilities

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) for their federal loan(s), the student has the right to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower.
- A copy of the MPN, either before or at the time loan is disbursed.
- A grace period and an explanation of what this means.
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender.

- A disclosure statement received before repayment begins that includes information about interest rates, fees, balance owed and a loan repayment schedule.
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested.
- Prepayment of loan in whole or in part anytime without an early-repayment penalty.
- Documentation the loan is paid in full.

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student is responsible for the following:

- Completing exit counseling before leaving school or dropping below half-time enrollment.
- Repaying loan according to repayment schedule even if the student has not completed academic program, is dissatisfied with the education received or is unable to find employment after graduation.
- Notifying the lender or loan servicer if the student:
 - moves or changes address
 - changes telephone number
 - changes name
 - changes Social Security Number
 - changes employers, or employer's address or telephone number changes
- Notifying UTI/NASCAR Tech/MMI Financial Aid and Student Services representatives if the student is charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI/NASCAR Tech/MMI.
- Making monthly payments on loan after grace period ends, unless a deferment or forbearance is in effect.
- Notifying the lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance.

Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the applicant (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify UTI/NASCAR Tech/MMI if he or she has defaulted on a federal student loan, and (5) will not receive a federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal income tax forms for the parent or student if required to file. Also, the applicant certifies he or she understands the U.S. Secretary of Education has the authority to verify information reported on the FAFSA with the IRS and other federal agencies. If electronically signing any document related to the federal financial student aid programs using the FSA ID, the applicant certifies being the person identified by the FSA ID and has not disclosed that FSA ID to anyone else. If the applicant purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both.

Referrals to the Office of Inspector General

UTI/NASCAR Tech/MMI is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

State Grants

The amount of state grant awards is contingent on the availability of funds from the applicable state. UTI/NASCAR Tech/MMI is unable to guarantee any funding based upon changes in state law or regulation. Students should contact the financial aid department at the campus for additional information on eligibility criteria and application information.

Veterans Affairs Chapter 33 Benefits Grants

The U.S. Department of Veterans Affairs requires Chapter 33 benefits be applied to tuition only. These funds cannot be released to the student unless the VA assesses an overpayment to the student and excess Chapter 33 benefits exist on the student's account.

Financial Aid Contact Information

UTI (AVONDALE, BLOOMFIELD, DALLAS, LONG BEACH, ORLANDO, RANCHO CUCAMONGA AND SACRAMENTO CAMPUSES)

Students are encouraged to contact the Financial Aid Department at the campus where they attend classes.

Universal Technical Institute (UTI)	
UTI – Avondale, AZ	866-224-8162 F.A.DeptUTIPhoenix-internet@uti.edu
UTI – Bloomfield, NJ	833-207-6074 F.A.DeptUTIBloomfield-internet@uti.edu
UTI – Dallas/Fort Worth (Irving, TX)	877-873-1084 F.A.DeptUTIDallas-internet@uti.edu
UTI – Long Beach, CA	844-308-8838 longbeachfinancialaid@uti.edu
UTI-Orlando, FL	866-247-1928 F.A.DeptMMIOrlando-internet@uti.edu
UTI-Rancho Cucamonga, CA	866-246-2151 F.A.DeptRanch-internet@uti.edu
UTI – Sacramento, CA	866-246-3432 Sacramento-FinancialAid@uti.edu

UTI/NASCAR TECH (EXTON, HOUSTON, LISLE, MOORESVILLE AND NORWOOD CAMPUSES)

Universal Technical Institute (UTI)	
UTI-Exton, PA	866-246-3072 F.A.DeptUTIExton-internet@uticorp.com
UTI-Houston, TX	866-246-1249 F.A.DeptHouston-internet@uticorp.com
UTI-Lisle, IL	866-246-2111 F.A.DeptLisle-internet@uti.edu
UTI-Norwood, MA	866-246-9599 Norwood-FinancialAid@uti.edu
NASCAR Technical Institute	
NASCAR Tech-Mooresville, NC	866-416-2722 NASCAR-FutureFinancialAid@uti.edu

MMI

Motorcycle Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu
MMI-Phoenix, AZ	866-247-1942 F.A.DeptMMIPhx-internet@uticorp.com
Marine Mechanics Institute (MMI)	
MMI-Orlando, FL	866-247-7995 F.A.DeptMMIOrlando-internet@uti.edu

Code of Conduct for Education Loans

INTRODUCTION

This policy is applicable to UTI/NASCAR Tech/MMI officers, employees and agents, and prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of UTI/NASCAR Tech/MMI commitment to the highest ethical standards and conduct by its employees. It applies specifically to conduct related to financial aid.

UTI/NASCAR Tech/MMI expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

UTI / NASCAR Tech / MMI Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, UTI/NASCAR Tech/MMI will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of UTI/NASCAR Tech/MMI.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which UTI/NASCAR Tech/MMI recommends a lender or its products in exchange for a fee or other material benefits from the lender.
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, a specified loan volume of such loans or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. UTI/NASCAR Tech/MMI will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

RESPONSIBILITIES OF UTI OFFICERS, EMPLOYEES AND AGENTS

Any officer, employee or agent of UTI/NASCAR Tech/MMI who is employed in the financial aid office of UTI/NASCAR Tech/MMI or who otherwise has responsibilities with respect to educational loans or other financial aid of UTI/NASCAR Tech/MMI is prohibited from:

- Soliciting or accepting as a gift from a lender, guarantor or servicer of educational loans any item or service having more than a \$10 value other than standard materials (e.g., brochures, training aids) related to topics such as default prevention or financial literacy.
- Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders.

REPORTING VIOLATIONS OF THIS POLICY

UTI/NASCAR Tech/MMI expects officers and employees covered by this policy to report violations of this policy to the Vice President & Assistant General Counsel – Corporate Compliance. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Vice President & Assistant General Counsel – Corporate Compliance.

Collection of Delinquent Fees and Payments

The outstanding balance is an extension of credit and, as such, constitutes a Qualified Education Loan under section 523(a)(8) of the U.S. Bankruptcy Code, which is not dischargeable in bankruptcy. If the entire outstanding balance cannot be paid in full, there is an option of creating a payment plan at a one-time cost of \$25. The monthly payment will be, at minimum, \$100. If the payment is more than ten (10) days late, late fees not to exceed 20% of the monthly amount due or the maximum amount allowed by law will be incurred. The account will incur late fees until the account is paid in full. If a deferment on payments is required, a deferment for no more than two (2) months in any calendar year may be requested, and it will be subject to a \$25 rescheduling fee and a deferment fee not to exceed 20% of the total monthly amount due or the maximum amount allowed by law. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Any returned checks will incur a \$25 return check fee. If the student leaves school under any circumstance with a balance due, he or she hereby authorized UTI and/or its agents, including attorneys and/or collection agencies, to contact the student at the current or any future number that the student provides for his or her cellular phone or other wireless device using automated dialing equipment or pre-recorded voice or text messages and/or electronic technology to collect such outstanding debt, unless the student notifies such party in writing to cease such communication.

General Refund Policy Provisions

Under the provisions of the Higher Education Act of 1965, as amended, (HEA) Amendments of 1998, institutions must first determine the amount of any federal financial aid program funds that the student and the institution have earned and are permitted to retain. See the section entitled Return of Federal Student Aid (Title IV Funds) in this guide for details on the Return of Title IV calculation.

Tuition and fee refund policies as required by applicable state law are contained in the Catalog and Catalog Addendum that accompanies the Catalog. The student's initial obligation to UTI/NASCAR Tech/MMI is determined using the amount calculated under (1) the requirements of an applicable state law, or (2) the applicable Institutional policy if no state policy exists. Where both a state and Institutional policy exist, UTI/NASCAR Tech/MMI will perform both calculations and provide the student the greatest refund and lowest possible obligation.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and Institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

Return of Federal Student Aid (Title IV Funds)

Circumstances may necessitate withdrawal from UTI/NASCAR Tech/MMI. A student who received or is eligible to receive federal financial aid funds provided certain criteria are met and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations. The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy and any applicable State Refund Policy. Therefore, a student may still owe funds to the school for unpaid Institutional charges after application of the R2T4 calculation.

Federal regulations specify how the school must determine the amount of federal financial aid earned when a student withdraws from enrollment. The percentage earned applies to Title IV financial aid that has been or could have been disbursed directly to the student or on their behalf to the Institution. The percentage of federal financial aid a student earned in a payment period is calculated as follows:

$$\frac{\text{Total Number of Calendar Days Completed in Enrollment Period} \div \text{Total Number of Calendar Days in Enrollment Period}}{\text{Percent Earned}}$$

The amount of federal financial aid a student earned is determined on a pro-rata basis up to the 60% point. That is, a student who completes more than 60% of the enrollment period will earn 100% of the Title IV disbursed (or that could have been disbursed) for that enrollment period. For example:

The enrollment period for aid purposes for students John and Mary began on March 2, 2015, and was expected to end on June 15, 2015, for a total of 105 calendar days.

John completed 21 days prior to withdrawal. Federal aid totaling \$6,000 had been disbursed to John for the enrollment period.

- John's percentage of aid earned is calculated as $21/105 = 0.2$, or 20%.
- John earned 20% of the aid disbursed, or \$1,200.
- The remaining \$4,800 was returned to the federal aid programs.

Mary completed 84 days prior to withdrawal. Federal aid totaling \$7,500 had been disbursed to Mary for the enrollment period.

- Mary's percentage of aid earned is calculated as $84/105 = 0.8$, or 80%.
- Mary completed greater than 60% of the period, so she earned 100% of the \$7,500 disbursed.

UTI/NASCAR Tech/MMI will notify the student of any eligible post-withdrawal disbursement within 30 days after the date the school determines the student has withdrawn.

Any required return of funds will be made to the federal financial aid programs no later than 45 days after the date UTI/NASCAR Tech/MMI determines that the student has withdrawn. The U.S. Department of Education specifies the order of return to the federal financial aid programs. UTI/NASCAR Tech/MMI will return unearned funds to the federal financial aid programs in the order specified by regulation as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal PLUS Loan
- Federal Pell Grant or IASG
- Federal SEOG

INSTRUCTOR ROSTERS/PROGRAMS/QUALIFICATIONS

UTI/NTI/MMI instructors all have a minimum of five years practical work experience

Universal Technical Institute of Arizona, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Allman, David	GED	East High School	Automotive/Diesel
Arneson, Gregory L.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Atkisson Jr., James M.	Associates	Universal Technical Institute	Automotive/Diesel
Avalos, Leonardo	Diploma	Del Valle High School	Automotive/Diesel
Bachrodt III, Fred C.	Diploma	Maine South High School	Automotive/Diesel
Bonenberger, John	Masters	University of Phoenix	Automotive/Diesel
Borkman, Terry W.	Certificate	Albuquerque Technical Vocational Institute	Automotive/Diesel
Butler, Patrick	Bachelors	Northern Arizona University	Automotive/Diesel
Campbell, Jesse	Associates	Universal Technical Institute	Automotive/Diesel
Combs, Jon R.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Conlin, Tyler G.	Associates	Universal Technical Institute	Automotive/Diesel
Crayton, Ricky J.	Associates	City University	Automotive/Diesel
Cubillas, David	Associates	Oxnard College	Automotive/Diesel
Dewyer, Stephen P.	Diploma	Cactus High School	Automotive/Diesel
Dougherty, Dennis P.	Associates	Wyoming Technical Institute	Automotive/Diesel
Egli, Robert E.	Certificate	Williamsport Area Community College	Automotive/Diesel
Frank, Cory J.	Associates	Universal Technical Institute	Automotive/Diesel
Gallardo, Juan P.	Diploma	Bell High School	Automotive/Diesel
Grubick, Daniel C.	Diploma	Weir Sr. High School	Automotive/Diesel
Helvy, Charley E.	Bachelors	DeVry University	Automotive/Diesel
Herman, Anthony T.	Diploma	Allen Park High School	Automotive/Diesel
Hershman, Christopher J.	Certificate	National Welding Inspection School	Welding
Hethke, Bryan P.	Associates	Parkland College	Automotive/Diesel
Holland, James D.	Diploma	Marshfield High School	Automotive/Diesel
Johannsen, Peter C.	Associates	Canton AG Tech College	Automotive/Diesel
Kuba, Nathaniel D.	Diploma	Lancaster High School	Automotive/Diesel
Landry, John P.	GED	Edutek Professional College	Automotive/Diesel
Logan, Michael D.	Diploma	E.L. Bowsher High School	Automotive/Diesel
Meyer, Clarence L.	Diploma	The Master's Mission	Automotive/Diesel
Miele, Steven R.	Diploma	Teaneck High School	Automotive/Diesel
Mosler, Jason E.	Associates	Universal Technical Institute	Automotive/Diesel
Nichol, James A.	Associates	Universal Technical Institute	Automotive/Diesel
Norris, Robin K.	Bachelors	Northern Arizona University	Automotive/Diesel
Parker, Michael	Associates	Universal Technical Institute	Automotive/Diesel
Phistry, Louis J.	Certificate	Hennepin Technical Institute	Automotive/Diesel
Reina, Salvatore	Bachelors	Pima College	Automotive/Diesel
Rhodes, Samuel T.	Associates	Universal Technical Institute	Automotive/Diesel
Robison, James M.	Bachelors	Drury University	Welding
Rogers, Brent L.	Associates	Universal Technical Institute	Automotive/Diesel
Rose, Steven S.	Certificate	Delta College	Welding
Sargent, Jonathan R.	Associates	Universal Technical Institute	Automotive/Diesel
Shoemaker, Aneurin R.	Diploma	American Technical Center	Automotive/Diesel
Simpson, Victor J.	GED	Waheawa Adult High School	Automotive/Diesel
Skalski, Andrew S.	Diploma	Depew High School	Automotive/Diesel
Smith, Drexel D.	Masters	Masters Divinity School	Automotive/Diesel
Statzer, Michael W.	Diploma	Alhambra High School	Automotive/Diesel
Strmic, James L.	GED	Rio Salado	Automotive/Diesel
Taylor, Adam R.	Associates	New England Institute of Technology	Automotive/Diesel
Thompson, Christopher R.	Diploma	Universal Technical Institute	Automotive/Diesel
Throckmorton, Christopher R.	Associates	Universal Technical Institute	Automotive/Diesel
Toney, Audie L.	Diploma	Salina Vo-Tech	Automotive/Diesel
Torres, Kerry L.	Certificate	American Tech Center	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Vasquez, Corey J.	Associates	Universal Technical Institute	Automotive/Diesel
Verdugo, Mario F.	Associates	Universal Technical Institute	Automotive/Diesel
Westfall, Timothy J.	Diploma	LaCrescenta High School	Automotive/Diesel
Wigglesworth, Daniel L.	Diploma	Wayne High School	Automotive/Diesel
Williams, John W.	Certificate	California Trade Schools	Automotive/Diesel
Xavier, Robert B.	Diploma	Mayfield High School	Automotive/Diesel
Young, James E.	Associates	Triangle Tech	Welding

Universal Technical Institute of Texas, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Adams, Garry D.	Diploma	Bullard High School	Automotive/Diesel
Bailey Jr., Earl J.	Diploma	De La Salle	Automotive/Diesel
Beaulier, Kevin R.	Diploma	Vinal Tech High School	CRRT
Beckham III, Oliver J.	Associates	Universal Technical Institute	CRRT
Berry, Timothy D.	Certificate	Wyoming Technical Institute	Automotive/Diesel
Bresnan, Joseph L.	Certificate	Universal Technical Institute	Automotive/Diesel
Buckner, Tommy R.	Diploma	Willis High School	Automotive/Diesel
Burt Jr., Eddie L.	Diploma	Spring High School	Automotive/Diesel
Butts, Timothy C.	Diploma	John H. Reagan Sr. High	CRRT
Chalifoux, Gregory	Certificate	Wyoming Technical Institute	CRRT
Chatman, Charles H.	Diploma	Willis High School	Automotive/Diesel
Culver, Darren M.	Certificate	Universal Technical Institute	Automotive/Diesel
Dotson, Brandon	Diploma	Zachary High School	Automotive/Diesel
Elliott Jr., Edwin L.	Certificate	Universal Technical Institute	Automotive/Diesel
Ferre Jr., Robert R.	GED	Texas Education Agency	Automotive/Diesel
Gerlach, William J.	Diploma	Alert Lea Area Vo-Tech	Automotive/Diesel
Glass, Frank J.	Diploma	John H. Reagan Sr. High	CRRT
Golding III, Charles	Diploma	Allentown High School	Automotive/Diesel
Hamill Jr., Richard E.	Diploma	Port Huron High School	CRRT
Hamilton Jr., George	Certificate	Universal Technical Institute	Automotive/Diesel
Henson, Danny K	Certificate	Texas State Technical Institute	Automotive/Diesel
Holland, Nick W	Diploma	Sam Houston High School	Automotive/Diesel
Jenkins, Mark T.	Certificate	Texas State Technical College	Automotive/Diesel
Jolley, Victor G.	Bachelors	Athens State University	Automotive/Diesel
Keefer, Martin T.	Certificate	San Jacinto College	Automotive/Diesel
Keel, Scotty A.	Certificate	Universal Technical Institute	Automotive/Diesel
Kemmerer, Jeffrey D.	Diploma	Klein High School	Automotive/Diesel
Linville IV, Thomas E	Diploma	Wyoming Technical Institute	Automotive/Diesel
Lott, Paul R.	GED	Texas Education Agency	Automotive/Diesel
Matthiesen, Scott A.	Diploma	Evergreen High School	Automotive/Diesel
McGee, Dennis L.	Diploma	Clear Creek High School	Automotive/Diesel
McGee, Kevin B.	GED	Texas Education Agency	CRRT
McGill, Lloyd T.	Associates	North Harris Community College	Automotive/Diesel
McGinty, Randolph E.	Certificate	Indiana Vocational Technical College	CRRT
Meder, Robert C.	GED	Texas Education Agency	Automotive/Diesel
Meiners, David C.	GED	Texas Education Agency	Automotive/Diesel
Miles, Daniel L.	Diploma	Oak Park High School	Automotive/Diesel
Miller, Don K.	Certificate	Universal Technical Institute	Automotive/Diesel
Moore, Larry W.	Diploma	James Madison High School	CRRT
Olivares, Joseph A.	Diploma	Whittier High School	CRRT
Pannell, Thad R.	Associates	San Jacinto College	Automotive/Diesel
Reed, Sean D.	Masters	Ashford University	CRRT
Ritchie, Brian D	Diploma	Cooper City High School	Automotive/Diesel
Ryder, Charles E.	Associates	North Harris Community College	Automotive/Diesel
Schane, Emmett	Certificate	Texas State Technical Institute	Automotive/Diesel
Schieffer, Keith F.	Associates	Northeast Nebraska Technical College	CRRT
Streadl, Michael C.	Associates	Lamar University	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
TenBrook, James R.	Certificate	Universal Technical Institute	Automotive/Diesel
Teters, Allen F.	GED	Texas Education Agency	Automotive/Diesel
Turner, James E.	GED	San Jacinto College	Automotive/Diesel
Ullery, Richard E.	Certificate	Troy State University	Automotive/Diesel
Vasquez, Francisco	Associates	Universal Technical Institute	Automotive/Diesel
Wright, Randall L.	Associates	Wyoming Tech	Automotive/Diesel

Universal Technical Institute of Illinois, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Anderson, Peter S.	Certificate	DAVEA	Automotive/Diesel
Cinardi, Giuseppe	Diploma	College of DuPage	Automotive/Diesel
Cross, Gregory M.	Diploma	Green River	Automotive/Diesel
Cubberley, James	Associates	Triton College	Automotive/Diesel
Doerries, Justin P.	Diploma	Universal Technical Institute	Automotive/Diesel
Eckert, Gerald W.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Fleming, Daniel	Certificate	Triton College	Automotive/Diesel
Gagnon, Sean A.	Diploma	Universal Technical Institute	Automotive/Diesel
Garza, David	Certificate	American Airlines Maintenance Academy	Automotive/Diesel
Hill, Allen T.	GED	Cook County	Automotive/Diesel
Jordal, Ernest M.	Diploma	Kishwaukee College	Automotive/Diesel
Josefik, Donald J.	Diploma	Riverside Brookfield High School	Automotive/Diesel
Klingsick, Ty A.	Associates	Wyoming Technical Institute	Automotive/Diesel
Lietza, Thomas P.	Associates	Triton College	Automotive/Diesel
Liss, Stephen L.	Associates	Wright College	Automotive/Diesel
MacMillan, James	Diploma	Lane Tech High School	Automotive/Diesel
Madsen, Fred G.	Associates	Triton College	Automotive/Diesel
Mathis, Cory S.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Meanor, Roger D.	Diploma	Duanesburg Central	Automotive/Diesel
Mellenthin, James M.	Certificate	Greer Tech	Automotive/Diesel
Nilles, Eric D.	Diploma	Glenbard East High School	Automotive/Diesel
Oertel, Andre	Diploma	Wyoming Technical Institute	Automotive/Diesel
Pair, Michael W.	Diploma	Beebe High School	Automotive/Diesel
Potter, George	Diploma	Glenbard North High School	Automotive/Diesel
Steiner III, Wilbert J.	Diploma	Universal Technical Institute	Automotive/Diesel
Steiner, Robert	Associates	Wright College	Automotive/Diesel
Thompson, Jonathan B.	Certificate	Universal Technical Institute	Automotive/Diesel
Tsevis, Ted	Diploma	Lincoln Technical Institute	Automotive/Diesel
Vicich, James J.	Diploma	Lockport Central High School	Automotive/Diesel
Whitlock, James C	Diploma	Lincoln Technical Institute	Automotive/Diesel
Wiltgen, Mike J.	Diploma	Montana High School	Automotive/Diesel
Winterstein, David E.	Certificate	Denver Automotive & Diesel College	Automotive/Diesel
Woods, Michael R	Diploma	Driscoll Catholic High School	Automotive/Diesel

Universal Technical Institute of California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Alvarez, Robert B.	Certificate	Universal Technical Institute	Automotive/Diesel
Baker, Randy L.	Diploma	California State Department of Education	Automotive/Diesel
Bayless, Steven P.	Diploma	Fontana High School	Automotive/Diesel
Bolender, Eric	Associates	Universal Technical Institute	Automotive/Diesel
Buchanan Jr., Charles E.	Associates	Cerritos College	Automotive/Diesel
Burnette Jr., Roosevelt	Diploma	Anaheim High School	Automotive/Diesel
Carillo, Miguel	Certificate	Mt. San Antonio College	Welding
Ceja, Adrian V.	Associates	Universal Technical Institute	Automotive/Diesel
Chang, James W.	Diploma	Verdugo Hills High School	Automotive/Diesel
Cutsinger, David L.	Certificate	Wyotech	Welding

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Davis, Ryan	Associates	Universal Technical Institute	Automotive/Diesel
De Silva, Lakshman K.	Certificate	Guzman Institute of Technology	Automotive/Diesel
Delaney, Matthew C.	Certificate	Wyotech	Automotive/Diesel
Hixon, Jamie C.	Diploma	Norco High School	Automotive/Diesel
Horn, Harrison	Certificate	Tulsa Technology Center	Welding
Jared, Charles E.	Diploma	Arlington High School	Automotive/Diesel
Jones, William R.	Associates	Riverside Community College	Automotive/Diesel
Kane, James T.	Diploma	Gary High School	Automotive/Diesel
Kazoyan, Lawrence S.	Diploma	Walnut High School	Automotive/Diesel
Kell, Lloyd A.	Diploma	San Gabriel High School	Automotive/Diesel
Lopez, Arturo	Certificate	Arizona Automotive Institute	Automotive/Diesel
Lopez, Edward	Certificate	Mt. San Antonio College	Welding
Martinez, Joe	Diploma	La Puente High School	Automotive/Diesel
Masumoto, Brian J.	Diploma	Bonita Vista High School	Welding
Mata, Pedro	Associates	Arizona Automotive Institute	Automotive/Diesel
McBride III, James L.	Associates	Victor Valley College	Automotive/Diesel
McKiernan, David R.	Diploma	California State Department of Education	Automotive/Diesel
Mendonca, Jeffrey, D.	Diploma	G.E.D. Moreno Valley, CA	Automotive/Diesel
Meza, Juan L.	Associates	L.A. Trade Technical College	Automotive/Diesel
Nelson, Barry D.	Associates	Cerritos College	Automotive/Diesel
Pettit, Randy S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Reed Jr., William J.	Diploma	Fullerton High School	Automotive/Diesel
Rittenhouse, Scott M.	Diploma	Charter Oak High School	Automotive/Diesel
Rohe, Paul W.	Diploma	Lancaster High School	Automotive/Diesel
Ruff, Charles F.	Diploma	California State Department of Education	Automotive/Diesel
Trejo, Ramses	Associates	Universal Technical Institute	Automotive/Diesel
Trout, Ronald C.	Diploma	Monroe High School	Automotive/Diesel
Troxler, Bob T.	Diploma	Don Bosco Technical Institute	Automotive/Diesel
Vasquez, Robert J.	Diploma	Riverside Adult School	Automotive/Diesel
Wallan, Michael K.	Associates	Citrus College	Automotive/Diesel
Zuniga, Martin J.	Associates	Glendale Community College	Automotive/Diesel

Universal Technical Institute of Pennsylvania, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Amici, Christopher W.	Certificate	Automotive Training Center	Automotive/Diesel
Beam, David W.	Diploma	Owen J. Roberts High School	Automotive/Diesel
Beam, William H.	Bachelors	Ursinus College	Automotive/Diesel
Benfield, Benjamin W.	Diploma	Owen J. Roberts High School	Automotive/Diesel
Benningfield, Roy E.	Associates	University of Phoenix	Automotive/Diesel
Boyle, Bryan L.	Certificate	Universal Technical Institute	Automotive/Diesel
Brown, Thomas C.	Diploma	State University of New York	Automotive/Diesel
Clark, Edward D.	Diploma	Parkland High School	Automotive/Diesel
Coll, James C.	Associates	Penn State University	Automotive/Diesel
Coombes, James	Bachelors	Wayland Baptist University	Automotive/Diesel
Dean, Bryan P.	Diploma	Penn Co. Tech	Automotive/Diesel
Elliott, Charles A.	Associates	North Hampton Community College	Automotive/Diesel
Eshleman, William R.	Diploma	Downington High School	Automotive/Diesel
Flannery Jr., Martin R.	Diploma	Automotive Training Center	Automotive/Diesel
Geske, Jason M.	Diploma	Universal Technical Institute	Automotive/Diesel
Ginther Sr. Bruce A.	Diploma	Pottsville Area High	Automotive/Diesel
Hall, Kyle U.	Diploma	Ridge High School	Automotive/Diesel
Kulp, Nathan J.	Associates	North Hampton Community College	Automotive/Diesel
McAfee, Michael A.	Associates	PA College of Technology	Automotive/Diesel
McCorkell, Robert L.	Associates	Lincoln Technical Institute	Automotive/Diesel
McManus, Kyle C.	Diploma	Universal Technical Institute	Automotive/Diesel
Mondi, Anthony R.	Diploma	Berks Technical Institute	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Niggel, Thomas C.	Diploma	Ohio Technical College	Automotive/Diesel
Oakes, Donald A.	Diploma	Kutztown High School	Automotive/Diesel
Parker Jr., Ronald E.	Diploma	Automotive Training Center	Automotive/Diesel
Pascoe, Dexter J.	Diploma	Universal Technical Institute	Automotive/Diesel
Peck, James E.	Diploma	Schoolcraft High School	Automotive/Diesel
Reinhardt, Bernard J.	Certificate	Bucks County Technical School	Automotive/Diesel
Robinson, Charles M.	Certificate	Central Chester County Vocational	Automotive/Diesel
Sands, John E.	Diploma	Delcastle Technical High School	Automotive/Diesel
Seccurro, William B.	Diploma	Bel Air High School	Automotive/Diesel
Secundo, Andrew J.	Diploma	Ridley High School	Automotive/Diesel
Shefman, Brian H.	Diploma	Lincoln High School	Automotive/Diesel
Shilling, Scott S.	Associates	Vale Technical Institute	Automotive/Diesel
Smith III, William W.	Diploma	Burlington Twp High School	Automotive/Diesel
Spadafora Jr., Joseph S.	Diploma	CHI Institute	Automotive/Diesel
Staas, John S.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Tumminello, Samuel A.	Associates	Automotive Training Center	Automotive/Diesel
Vita III, Hal A.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Welling Jr., Arthur D.	Diploma	Marple Newtown Senior High School	Automotive/Diesel
Williams, Christopher G.	Diploma	Automotive Training Center	Automotive/Diesel
Williams, Sean M.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Yankowski, Zak	Certificate	Western Montgomery Career & Technology Center	Automotive/Diesel
Zucker, Stanton H.	Certificate	Automotive Training Center	Automotive/Diesel

Universal Technical Institute of Northern California, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Allen, Brian J.	Diploma	Yuba Jr. College	CRRT
Alvey, Joseph P.	Diploma	Antioch High School	Automotive/Diesel
Armstrong, Wallace A.	Diploma	San Antonio High School	Automotive/Diesel
Bailey, James J.	Certificate	Sacramento State University	Automotive/Diesel
Cardin, Phillip A.	Associates	Chaffey College	Automotive/Diesel
Childs, Gregory A.	Diploma	La Vista High School	CRRT
Clark, Harold G.	Diploma	State of California	Automotive/Diesel
Clements, Keith J.	Diploma	Arizona Automotive Institute	Automotive/Diesel
Couvrette, Mark	Diploma	Placer High School	Automotive/Diesel
Cutajar, Frank L.	Diploma	Cordova High School	CRRT
Dahl, Stephen O.	Diploma	San Francisco Unified School District	CRRT
Davis, John E.	Diploma	Tri-Community Adult School	Automotive/Diesel
Erwin, Donald G.	Certificate	US Air Force	Automotive/Diesel
Garner, Steven M.	Diploma	State of California	Automotive/Diesel
Giel, Gerald J.	Diploma	Universal Technical Institute	Automotive/Diesel
Gillming, Jeffrey B.	Bachelors	Union Institute and University	Automotive/Diesel
Grotts, Gordon G.	Diploma	Oklahoma State University	Automotive/Diesel
Gula III, George R.	Associates	Cosumnes River College	Automotive/Diesel
Hamp, Michael B.	Diploma	Wyo-Tech	CRRT
Hayes, Dennis W.	Diploma	Corona Senior High School	Automotive/Diesel
Hutchens, Wayne F.	Associates	Universal Technical Institute	Automotive/Diesel
Kaysen, Gregrey G.	Associates	Arizona Automotive Institute	Automotive/Diesel
Lawrence, Robert K.	Diploma	Fairfield High School	Automotive/Diesel
Le, Miller H.	Certificate	Universal Technical Institute	Automotive/Diesel
Mansu, Leo	Diploma	State of California	CRRT
Marz, Robbe D.	Diploma	Sacramento State Preparatory School	Automotive/Diesel
Muller, Michael F.	Certificate	Ford Asset Program	Automotive/Diesel
Olayo Lopez, Carlos G.	Certificate	Universal Technical Institute	Automotive/Diesel
Pauling, Alpha L.	Diploma	Universal Technical Institute	CRRT
Phipps, Charles M.	Diploma	Galt Union High School	Automotive/Diesel
Polanco, JB J.	HS Diploma	King City High School	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Reaves, Timothy	Associates	Cosumnes River College	Automotive/Diesel
Reid, James J.	Diploma	Watsonville High	Automotive/Diesel
Robinson III, Arthur L.	Certificate	Universal Technical Institute	Automotive/Diesel
Schmeel, Adam H.	Certificate	Universal Technical Institute	Automotive/Diesel
Stamos, Jeremy J.	Diploma	Ponderosa High School	Automotive/Diesel
Suggs, Douglas E.	Associates	Heald College	Automotive/Diesel
Thao, Bobby	Associates	Fresno City College	Automotive/Diesel
Thao, Sak	Associates	WyoTech	Automotive/Diesel
Thompson, Lauren J.	Associates	Shasta College	Automotive/Diesel
Trask, Jerome	Diploma	Mills High School	CRRT
Vargas, Vicente	Associates	Universal Technical Institute	Automotive/Diesel
Watson, Jeffery N.	Associates	McPherson College	Automotive/Diesel
Whalen, Mike A.	Diploma	Vacaville High	Automotive/Diesel

NASCAR Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Armas, Nathan A.	Certificate	NASCAR Technical Institute	Automotive/Diesel
Behrend, William A.	Associates	Vermont Technical College	Automotive/Diesel
Brittain, Ronnie L.	Associates	Catawba Valley Community College	CNC Machining
Bucholtz, Michael S.	Diploma	Milwaukee Lutheran High School	CNC Machining
Bunk, Benson H.	Bachelors	Rochester Institute of Technology	Automotive/Diesel
Carrier, Kevin L.	Certificate	Northwestern Business College Technical Center	Automotive/Diesel
Collier, Andrew W.	Associates	Rowan Cabarrus Community College	CNC Machining
Cooper, Phillip H.	Diploma	Livingston State Vocational School	Automotive/Diesel
Coultrup, Warren L.	Certificate	Centennial College of Applied Arts/Technology	Automotive/Diesel
Covington, Jeffrey L.	Diploma	South Iredell High School	Automotive/Diesel
Curtis, Benjamin L.	Diploma	Renton Technical College	Automotive/Diesel
Daniel, David L.	Certificate	Spartan School of Aeronautics	Automotive/Diesel
Demers, Andre A.	Diploma	Woodstock Academy	Automotive/Diesel
D'Errico, John J.	Associates	Dutchess Community College	Automotive/Diesel
Goin, Mark J.	Certificate	Davidson Community College	Automotive/Diesel
Greider, Wayne L.	Certificate	Management Success	Automotive/Diesel
Grzech, Todd	Certificate	GM Training Center	Automotive/Diesel
Harris, Steven L.	Certificate	Rockingham Community College	Automotive/Diesel
Hibdon, Craig W.	Associates	Spokane Community College	Automotive/Diesel
Highfill, Sidney L.	Diploma	Sequoia Automotive	Automotive/Diesel
Hoffman, Darrell A.	Diploma	BTHS West High School	Automotive/Diesel
Larson, Scott A.	Diploma	Canoga Park High School	Automotive/Diesel
Lessig, Michael S.	Certificate	Arizona Automotive Institute	Automotive/Diesel
Lokai, Matthew J.	Associates	Santa Fe Community College	Automotive/Diesel
Monsam, John D.	Bachelors	Westfield State College	Automotive/Diesel
O'Dell, Donald W.	Diploma	Max S. Hayes Vocational High School	Automotive/Diesel
Palmer, Scott A.	Diploma	Deland Senior High School	Automotive/Diesel
Pino, Steven A.	Certificate	Miami Lakes Tech	Automotive/Diesel
Poltorak, Scott D.	Diploma	University of Northwestern Ohio	Automotive/Diesel
Rex, Kenneth M.	Diploma	Windsor Central High	Automotive/Diesel
Rosbach Jr, David A.	Diploma	Nashua Senior High School	Automotive/Diesel
Sawyer Evans, Stacey L.	Diploma	College of the Alberarle	Automotive/Diesel
Seene, Donald C.	Diploma	Hoover High School	Automotive/Diesel
Shimko, Donald J.	Diploma	Polaris Career Center	Automotive/Diesel
Sinon III, Everett J.	Diploma	Automotive Training Center	Automotive/Diesel
Slade, Howard R.	Diploma	Teterboro School of Aeronautics	Automotive/Diesel
Smith, Aaron E.	Diploma	Northern Virginia Community College	Automotive/Diesel
Smith, Marvin R.	Diploma	Stanley Technical Institute	Automotive/Diesel
Snyder, Harry M.	Diploma	Boonton High School	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Taylor Sr, Clinton A.	Certificate	North Florida Junior College	Automotive/Diesel
Taylor, Jasen B.	Diploma	Griffin High School	Automotive/Diesel
Ware, Jeremy A.	Diploma	Smithville High School	Automotive/Diesel
Whitley, Jackie L.	Diploma	Mt. Pleasant High School	Automotive/Diesel
Whyte, Robert B.	Diploma	Bedford County Evening High School	Automotive/Diesel

Universal Technical Institute of Massachusetts, Inc.

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Addington-May, Warren H.	Diploma	Amherst Regional High School	Automotive/Diesel
Cabral, Timothy F.	Certificate	U.S. Coast Guard Machinery Technical School	Automotive/Diesel
Callahan, Sean A.	Diploma	Universal Technical Institute	Automotive/Diesel
Cardoso, Antonio J.	Diploma	Greater New Bedford Regional Vocational Technical High School	Automotive/Diesel
Fowler, Mark A.	Diploma	Oliver Ames High School	Automotive/Diesel
Franchetti, Matthew	Certificate	Rhode Island Trade Shops	Automotive/Diesel
Goulart, Steven M.	Diploma	Dighton-Rehoboth Regional High School	Automotive/Diesel
Horton, David J.	Diploma	Attleboro High School	Automotive/Diesel
Kelley, Sean C.	Associates	New England Institute of Technology	Automotive/Diesel
Lowell, Kenneth A.	GED	Cranston School Systems	Automotive/Diesel
McNamara, Thomas R.	Diploma	Blue Hills Regional Vocational High School	Automotive/Diesel
Mogayzel, David A.	Diploma	Tolman High School	Automotive/Diesel
Moniz, Peter J.	Certificate	TAD Technical Institute	Automotive/Diesel
O'Meara, Christopher D.	Diploma	Ipswich High School	Automotive/Diesel
Pernock Jr., Paul A.	Diploma	Canton High School	Automotive/Diesel
Steinkrauss, David P.	Diploma	Weymouth High School	Automotive/Diesel
Steinkrauss, Neal F.	Diploma	Weymouth High School	Automotive/Diesel
Strocky, David J.	Certificate	Daytona Beach Community College	Automotive/Diesel
Supple III, Albert T.	Certificate	Franklin Institute of Boston	Automotive/Diesel
Suslowicz Jr., John C.	Associates	New England Institute of Technology	Automotive/Diesel
Tetreault, Timothy W.	Associates	University of Northwest Ohio	Automotive/Diesel
Treanor, Jason J.	Certificate	New England Tech	Automotive/Diesel

Motorcycle Mechanics Institute, a division of Universal Technical Institute

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Barton, Bruce O.	Diploma	Paradise Valley High School	Motorcycle
Beach, Troy A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Bergstrom, Tim S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Botsford, Ian F.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Champitto, Curran D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chaney, Timothy G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Chipley II, Lawrence T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Collins, William T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Conner III, William E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Dahl, Thomas	Bachelors	University of Wisconsin	Motorcycle
Deuel, Curtis G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Dyck, David S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Echelle, Marvin W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ferlitto, Thomas J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Goff, Michael C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grant, Jason B.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grubb, John D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Hague, Jordan C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Iversen Jr., Choppy V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jasper, Terrill W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Kreff, Colin W.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Kupferschmidt, Bruce	Certificate	Motorcycle Mechanics Institute	Motorcycle

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Lancaster, Brian J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Landa, Adam	Diploma	Bothell High School	Motorcycle
Langdon, Donald A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Macias, Manuel V.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Mennie, Stewart G.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Milonas, Stephen J.	Diploma	Burlington Township High School	Motorcycle
Montejo, Alexander A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Montgomery, Jason S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Murphy, Jason R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Nitzel, Jeffery D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Osborn, Thomas M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Pleasant, Jody D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rolando, Paul A.	Diploma	Auburn High School	Motorcycle
Roll, Chad	Certificate	Motorcycle Mechanics Institute	Motorcycle
Roppe, Jon L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ross, Michael D.	Diploma	Brophy College Prep	Motorcycle
Sisco Sr., Rick C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Skillings, Dustin D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Small, Gale K.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Suckling, Jeffrey S.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Trivisonno, Steven P.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Trujillo, David D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Wallace Jr., Donald R.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Ziolkowski, Zbigniew E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Zucker, Scott R.	Certificate	Motorcycle Mechanics Institute	Motorcycle

Universal Technical Institute (Motorcycle Mechanics, Marine Mechanics and Automotive Divisions)

AUTOMOTIVE/DIESEL INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Albertson, Jacob D.	Bachelors	University of Colorado	Automotive/Diesel
Aldrich, Jeffrey	Bachelors	Baptist College of America	Automotive/Diesel
Anderson, David S.	GED	Career Assistance Center	Automotive/Diesel
Bambling, Jeffrey S.	Certificate	Parkway West Vo-Tech	Automotive/Diesel
Beltzer, Carl L.	Certificate	Mid-Florida Technical Institute	Automotive/Diesel
Boehm, Karl G.	Certificate	St. Clair County Skill Center	Automotive/Diesel
Cannistra, Richard M	Associates	SUNY Delhi	Automotive/Diesel
Carpenter, Michael A.	Diploma	Osceola High School	Automotive/Diesel
Clarke, Clive A.	GED	University of the State of New York	Automotive/Diesel
Coon, Neil E.	Diploma	Faribault Senior High School	Automotive/Diesel
Feltman, Eric J.	Certificate	Auburn University	Automotive/Diesel
Flannery, Ryan J.	Diploma	West Scranton High School	Automotive/Diesel
Gadacz, David C.	Diploma	La Salle High School	Automotive/Diesel
Glusica, John J.	Bachelors	Washington & Jefferson College	Automotive/Diesel
Gonzalez, Alan M.	GED	Leesburg High School	Automotive/Diesel
Gonzalez, Rene F.	Diploma	Liceo de Curridabat	Automotive/Diesel
Greene, Jason A.	Associates	Community College of Baltimore County	Automotive/Diesel
Klobucar, Arthur K.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Myers Sr., Scott G.	GED	Deptford High School	Automotive/Diesel
New, Tracey A.	Diploma	Highland High School	Automotive/Diesel
Parks, Herbert D.	Certificate	Mid Florida Tech	Automotive/Diesel
Payne, Scott	Diploma	Nashville Auto Diesel College	Automotive/Diesel
Poppo, David B.	Bachelors	Andrews University	Automotive/Diesel
Robitaille, David W.	GED	State of Connecticut	Automotive/Diesel
Sadowski Jr., George J.	Certificate	Central Falls Jr. & Sr. High School	Automotive/Diesel
Simmons, Ronnie E.	Diploma	Richmond Senior High School	Automotive/Diesel
Skipworth, Samuel R.	GED	Michigan State Board of Education	Automotive/Diesel
Smiley, Joe W.	Certificate	Seminole C. College	Automotive/Diesel

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Tollstrup, Justin W.	Certificate	Universal Technical Institute	Automotive/Diesel
Torres, Martin	Diploma	Automotive High School	Automotive/Diesel
Walker, Joseph B.	Associates	Central Florida Community College	Automotive/Diesel
Watkins, David C.	Certificate	Muskingum Area Joint Vocational School	Automotive/Diesel

MOTORCYCLE INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Anderson, Jacob A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Atallian, Ronald	Certificate	National Technical Institute	Motorcycle
Carlson, Glenn M.	Diploma	Granite Falls Area Vo Tech	Motorcycle
Chmielewski, Gerald D.	Diploma	Grass Lake Community School	Motorcycle
Costello, Thomas M.	GED	Illinois State Board of Education	Motorcycle
Degraw, George C.	Certificate	Lincoln Technical Institute	Motorcycle
Duray, Steven P.	Certificate	Universal Technical Institute	Motorcycle
Estill, Richard T.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Freeman, Michael C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Graef, Anton H.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Grafstrom, Gerald G.	Diploma	St. Ignatius High School	Motorcycle
Greer Jr., Robert H.	Certificate	American Motorcycle Institute	Motorcycle
Hynson, James L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Jackson, Fabian	Diploma	Motorcycle Mechanics Institute	Motorcycle
Lohlein, Robert E.	Certificate	Motorcycle Mechanics Institute	Motorcycle
McMillan, James M.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Mentzel, Dale C.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Nelson, David P.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Noel, Paul D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Olson, Michael H.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Phillips, Greg A.	Diploma	Hanover Horton High School	Motorcycle
Reinke, Kevin A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rogers, Scott D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Rommel, David D.	Certificate	BMW of North America	Motorcycle
Rowe, Edward L.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Sanchez, Mark A.	Diploma	Stafford Senior High	Motorcycle
Simonton, Andrew J.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stein, Richard A.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Stellato, Michael D.	Certificate	Motorcycle Mechanics Institute	Motorcycle
Taylor, Marianne R.	Bachelors	University of Phoenix	Motorcycle
Womack Jr., Jimmy O.	GED	Paulding Co. High School	Motorcycle

MARINE INSTRUCTORS

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Brubaker, Brian E.	Certificate	American Marine Institute	Marine
Burns, Craig A.	Diploma	Northside High School	Marine
Crosby, Billy W.	GED	State of Tennessee	Marine
DiLeonardi, Joseph	Certificate	Marine Mechanics Institute	Marine
Falta, Craig S.	Diploma	Nashville Auto Diesel College	Marine
Farley, David A.	Diploma	Lake Gibson High School	Marine
Hernstrom, Tracy A.	Bachelors	Tampa Technical Institute	Marine
Hutt, Arthur L.	Certificate	Lake County Vo-Tech	Marine
Kantak, Kelly L.	Certificate	Marine Mechanics Institute	Marine
Little, Bruce E.	Certificate	North Baldwin Center of Technology	Marine
Lynch, David E.	Certificate	Kaw Area Vocational Technical School	Marine
Richards, David N.	Diploma	Eagle High School	Marine
Smith, Richard F.	Certificate	Seminole Community College	Marine

Universal Technical Institute of Northern Texas, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Adams IV, John W.	Certificate	Penn Foster Career School	Automotive/Diesel
Bahamonde Maldonado, Francisco	Certificate	Universal Technical Institute	Automotive/Diesel
Baker Jr., Ronald M.	Diploma	Lincoln Technical Institute	Automotive/Diesel
Beckley, Sean	Bachelors	Texas A & M University	Automotive/Diesel
Buscemi, Nicholas E.	Associates	Universal Technical Institute	Automotive/Diesel
Childs, Michael A.	Certificate	Lincoln Technical Institute	Automotive/Diesel
Christie, Michael	Diploma	Zion Benton High School	Automotive/Diesel
Cline, Ethan	Diploma	Warren High School	Automotive/Diesel
Cornett, David A	Certificate	Universal Technical Institute	Automotive/Diesel
Fout, Daniel L.	Certificate	Southern Methodist University	Automotive/Diesel
Francisco, Larry S.	Bachelors	Amberton University	Automotive/Diesel
French, John D.	Diploma	ICS Intext	Automotive/Diesel
Gonzalez, Michael T.	Associates	Community College of the Air Force	Automotive/Diesel
Gorry, Daniel R	Associates	Texas State Technical College	Automotive/Diesel
Gwin, Jeremy R.	Associates	Broward Community College	Automotive/Diesel
Lemmond, Brandon F.	Diploma	Universal Technical Institute	Automotive/Diesel
McFarland, Marty A.	Diploma	Irving High School	Automotive/Diesel
Metzler, Arthur M.	Diploma	James Madison High School	Automotive/Diesel
Mitchell, Richard E.	Certificate	Universal Technical Institute	Automotive/Diesel
Moreno, Jorge A.	Certificate	Universal Technical Institute	Automotive/Diesel
Phelps Jr., Gerald L.	Associates	Tarrant County College	Automotive/Diesel
Ramirez, Thomas	Diploma	Sunset High School	Automotive/Diesel
Redin, Danny T.	Diploma	Anadarko High School	Automotive/Diesel
Rizzo, Shawn M	Diploma	Pottsboro High School	Automotive/Diesel
Shackelford, Joseph A.	Associates	North Lake College	Automotive/Diesel
Smith II, Aaron	Bachelors	Dallas Baptist University	Automotive/Diesel
Stuckey, David M.	Diploma	Holdenville High School	Automotive/Diesel
Sutton, Brian D.	Associates	Texas State Technical College	Automotive/Diesel
Tiner, Tristin S	Associates	Universal Technical Institute	Automotive/Diesel
Tobias, Ronnie	Associates	Florida Community College at Jacksonville	Automotive/Diesel
Williams Jr., Richard L.	Diploma	Lynhaven Technical School	Automotive/Diesel
Wolf, Timothy J.	Associates	Ferris State University	Automotive/Diesel

Universal Technical Institute of Southern California, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Aguilar, Michael E.	Certificate	Harbor Occupational Center	Automotive/Diesel
Arellano, Juan M.	HS Diploma	Universidad Autonoma de Baja California	CRRT
Arias III, Nicholas	Diploma	Bishop Montgomery High School	Automotive/Diesel
Cline, Ethan W.	Certificate	Universal Technical Institute	Automotive/Diesel
Conradson, Bruce A.	Diploma	Southfield High School	Automotive/Diesel
Davila, Omar B.	Diploma	Universal Technical Institute	Automotive/Diesel
Elias, Ricardo M.	Associates	Abram Friedman Occupational	Automotive/Diesel
Englert, Michael J.	Certificate	WyoTech	CRRT
Fabrizio Jr., Charles J.	Diploma	Colton/Slover Mt. High School	CRRT
Falgien, Nicholas C.	Certificate	Universal Technical Institute	Automotive/Diesel
Flores III, Diego	HS Diploma	Paramount High School	Automotive/Diesel
Fuentes, Salvador J.	Diploma	Universal Technical Institute	Automotive/Diesel
Gunter, DeShaun	Diploma	Lincoln Technical Institute	Automotive/Diesel
Jordan Jr., John J.	Diploma	Los Altos High School	CRRT
Kay, David	Bachelors	University of Phoenix	Automotive/Diesel
Klinke, Leslie A.	Diploma	Universal Technical Institute	Automotive/Diesel
Lamas, Geronimo	Certificate	Universal Technical Institute	Automotive/Diesel
Lopez, Victor	Diploma	Santa Ana High School	Automotive/Diesel
Ludka, Richard	Diploma	Glendale High School	Automotive/Diesel
Ohm Jr., Gustavo	Associates	Cerritos Community College	CRRT

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Reum, Ratana	Associates	Universal Technical Institute	Automotive/Diesel
Rico, Hans B.	Diploma	Phoenix Institute of Technology	Automotive/Diesel
Rodriguez (Soto), Stephanie	Associates	Universal Technical Institute	Automotive/Diesel
Salomon, Hector	Diploma	Universal Technical Institute	Automotive/Diesel
Santos Velasquez, Victor D.	Bachelors	California State University Long Beach	Automotive/Diesel
Sunbury, Mathias	Diploma	St. Bernards High School	Automotive/Diesel
Vu, Jim D.	Associates	Universal Technical Institute	Automotive/Diesel
Yamamoto, Taku	Certificate	Universal Technical Institute	CRRT
Ziemer, David	Diploma	Edmond Memorial High School	Automotive/Diesel

Universal Technical Institute Northeast, LLC

Name	Highest Degree Earned – Major Field of Study	Awarding Institution	Program(s) Taught
Della Serra, Carlo R.	Certificate	Universal Technical Institute	Automotive/Diesel
Fedynich, Pete D.	Diploma	NC State High School	Automotive/Diesel
Frawley, John A.	Associates	Morris County College	Automotive/Diesel
Mendez Jr., Gerardo	Certificate	Universal Technical Institute	Automotive/Diesel
Osborne, Gregory J.	Certificate	Teterboro School of Aeronautics	Automotive/Diesel
Rauch, Justin	Diploma	West Milford High School	Automotive/Diesel

Academic Freedom

Universal Technical Institute is committed to assuring academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the Institution encourages them to offer their individual experiences regarding content of assigned courses, organization of topics and instructional methods, providing these judgments only are made within the context of the course descriptions as currently published and the instructional methods are those officially sanctioned by the Institution and methods for which the Institution has received oversight approval. The Institution has a process to change curriculum based on faculty feedback.

Universal Technical Institute encourages instructors and students to engage in discussion and dialogue students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines. Teachers and students are entitled to freedom in discussing their subjects in the classroom, but they should be careful not to introduce into their discussions controversial matter with no relation to their subject.

Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty and the administration shall maintain an educational climate conducive to the free exploration of all ideas and varying points of view. Any faculty member who finds a possible violation of academic freedom cannot be resolved informally with the Campus President may submit such a question in writing to the Vice President of New Campus Operations & Education Programs. This will initiate a review to ascertain the facts of the alleged violation and make recommendations for the resolution.

When students and faculty speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational leaders, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate they are not speaking for the Institution.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Students are encouraged to first seek assistance for any type of concern or problem from an appropriate department Director or the President at their campus. Contact information can be found on pages S-1 and S-2 of this document. These individuals are identified in the administration rosters preceding this section. As required by the Accrediting Commission of Career Schools and Colleges, UTI has procedures and an operational plan for handling student complaints. Students may further consider contacting the 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. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Student Services or online at www.accsc.org.

Each UTI, NASCAR Tech and MMI school is licensed in the state in which it is located. Students may choose to file a complaint with his or her home state agency listed below. Students must contact their respective agencies directly for further details.

In addition to accreditation by ACCSC and each school's home-state licensing agency, UTI, NASCAR Tech and MMI are also licensed in many additional states. If the student's home state is listed below, the student may seek additional assistance with an unresolved concern by contacting the agency listed. State agencies not listed may be obtained by calling Universal Technical Institute (ask for Licensing and Compliance) toll-free at 800-859-7249. Nothing in this policy prevents a student from contacting his or her respective state agency with concerns or complaints.

State Contact Information for Student Complaints / Grievances

ALABAMA

Alabama Community College System
P. O. Box 302130, Montgomery, AL 36130-2130
or
135 S. Union St., Montgomery, AL 36104-4340
www.accs.cc/index.cfm/school-licensure/complaints/

ALASKA

Alaska Commission on Postsecondary Education
P.O. Box 110505, Juneau, AK 99811-0505
http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection
To request a complaint form, please send an email to: EED.ACPE-IA@alaska.gov.

ARIZONA

If a student has a complaint against the school and exhausts all available grievance procedures, including all appeals established by the school, the student may file a written complaint with the Arizona State Board of Private Postsecondary Education. For more information, please contact the Board:
1740 W. Adams St., Suite 3008
Phoenix, AZ 85007
Telephone: 602-542-5709

ARKANSAS

Arkansas Department of Higher Education
423 Main Street, Little Rock, AR 72201
Phone: 501-683-8000
<http://www.sbpce.arkansas.gov/complaint-process>

CALIFORNIA

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov/enforcement/complaint.shtml.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
telephone: 916-431-6924, fax: 916-263-1897

COLORADO

Colorado Department of Higher Education complaints may be filed online with the Division of Private Occupational Schools. Complaints or claims may be filed in writing with the Board within two years after the student discontinues their training, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date of the alleged injury and its cause were known or should have been known. All complaints must be filed in writing. No action regarding third-party complaints is required.

Web address: <http://highered.colorado.gov/dpos/>
Phone: 303-862-3001

CONNECTICUT

To request a complaint form, please navigate to:
<http://www.ctohe.org/POSA/StudentInfo.shtml#Complaint>
or request a complaint form from the Education & Employment Information Center via email: edinfo@ctohe.org.
Connecticut Office of Higher Education
450 Columbus Boulevard, Suite 510, Hartford, CT 06103
860-947-1816

DELAWARE

Delaware Department of Education
Private Business and Trade Schools
35 Commerce Way, Suite 1, Dover, DE 19901
Complaints must be made in writing and verified by the signature of the person making the complaint. The Complaint Form and complaint process can be found on the website at: <http://www.doe.k12.de.us/Page/3061>

DISTRICT OF COLUMBIA

Office of the State Superintendent of Education
Education Licensure Commission
810 First St. NE, 9th Floor, Washington, DC 20002
202-727-6436
<http://osse.dc.gov/service/public-complaints>

FLORIDA

Commission for Independent Education
325 W. Gaines St., Suite 1414
Tallahassee, FL 32399-0400
Phone: 850-245-3200
Fax: 850-245-3238
cieinfo@fldoe.org
www.fldoe.org/policy/cie/file-a-complaint.shtml

GEORGIA

Nonpublic Postsecondary Education Commission
 2082 E. Exchange Place, Suite 220
 Tucker, GA 30084-5305
 770-414-3300
<https://gnpec.georgia.gov/student-complaints>

HAWAII

Hawaii State Board of Education
 P.O. Box 2360
 Honolulu, HI 96804
 808-586-3334
<http://boe.hawaii.gov>

IDAHO

Idaho State Board of Education
 Executive Director of the State Board of Education
 650 West State St., 3rd Floor
 Boise, ID 83702
http://www.boardofed.idaho.gov/priv_proprietary/student_complaint.asp

ILLINOIS

Complaints against this school may be registered with the Illinois Board of Higher Education and may be submitted to:
 Illinois Board of Higher Education
 Attn: Student Complaint Division
 1 N. Old State Capitol Plaza, Suite 333,
 Springfield, IL 62701
 217-782-2551, Fax: 217-782-8548
<http://complaints.ibhe.org>

INDIANA

Indiana Department of Workforce Development
 Office for Career and Technical Schools
 10 N Senate Avenue, Suite SE 308
 Indianapolis IN 46204
 OCTS@dwd.in.gov
<http://www.in.gov/dwd/2731.htm>
 317-234-8338 or 317-232-1732

INDIANA (FOR UTI-AVONDALE ONLY)

Indiana Commission for Higher Education
 Attention: Complaints
 101 West Ohio Street, Suite 550
 Indianapolis, IN 46204-1984
<http://www.in.gov/che/2744.htm>
 For questions on the complaint process or form, please contact:
complaints@che.in.gov and/or 317-464-4400

IOWA

Iowa College Student Aid Commission
 430 E. Grand Ave., 3rd Floor, Des Moines, IA 50309
 515-725-3400
<https://www.iowacollegeaid.gov/sdrf-start>

KANSAS

Kansas Board of Regents
 1000 SW Jackson St., Suite 520
 Topeka, KS 66612-1368
 785-430-4240
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

KENTUCKY

[Filing a Complaint with the Kentucky Commission on Proprietary Education](#)

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education by mail to
 300 Sower Boulevard, 4th Floor, Frankfort, KY 40601.

This form can be found on the website at www.kcpe.ky.gov.

LOUISIANA

Board of Regents

Complaints relative to actions of school officials may be made and must be in writing addressed to the Louisiana Board of Regents, Proprietary School Section, as follows:

P.O. Box 3677
 Baton Rouge, LA 70821-3677
 225-342-4253

Such complaints may only be made after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school officials. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, addressed to the:

Board of Regents
 Proprietary School Section
 P.O. Box 3677
 Baton Rouge, LA 70821-3677
 225-342-7084

<http://www.regents.la.gov/page/proprietary-schools>

MAINE

Maine Department of Education
 23 State House Station
 Augusta, ME 04333-0023
 PH: 207-624-6600; FAX: 207-624-6700

MARYLAND

Maryland Higher Education Commission
 6 N. Liberty St., 10th Floor, Baltimore, MD 21201
 Fax: (410) 332-0270
PCS.MHEC@maryland.gov
http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

MASSACHUSETTS

Massachusetts Office of Occupational School Education
 Division of Professional Licensure
 1000 Washington Street, Suite 710
 Boston, MA 02118
 617-727-7406
<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/have-a-complaint-about-a-licensee.html>

MICHIGAN

Michigan Department of Licensing and Regulatory Affairs
 CSCL/Enforcement Division
 P.O. Box 30018
 Lansing, MI 48909
 517-241-9202
www.michigan.gov/cscl
 Complaint must be in writing and signed.

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227
800-657-3866
info.ohe@state.mn.us

MISSISSIPPI

Commission of Proprietary Schools and College Registration
3825 Ridgewood Road, Jackson, MS 39211-6453
601-432-6185
<http://www.sbcjc.cc.ms.us/pdfs/pg/PSComplaintForm.pdf>

MISSOURI

Missouri Department of Higher Education
205 Jefferson St., 11th Floor
P.O. Box 1469, Jefferson City, MO 65102-1469
info@dhe.mo.gov

MONTANA

Montana University System
Office of Commissioner of Higher Education
2500 Broadway St., P.O. Box 203201
Helena, MT 59620-3201
406-444-6570
or
Department of Justice
Office of Consumer Protection
PO Box 200151
Helena, MT 59620-0151
406-444-4500 or 800-481-6896
ContactOCP@mt.gov
<https://media.dojmt.gov/wp-content/uploads/100-Consumer-Complaint-Form.pdf>

NEBRASKA

Students may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education
Nebraska Department of Education
Private Postsecondary Career Schools
301 Centennial Mall So., P.O. Box 94987
Lincoln, NE 68509-4987
www.education.ne.gov/PPCS/

NEVADA

Commission on Postsecondary Education
8778 S. Maryland Parkway, Suite 115
Las Vegas, NV 89123
702-486-7330
www.cpe.state.nv.us/CPE%20Complaint%20Info.htm

NEW HAMPSHIRE

New Hampshire Department of Education
Division of Higher Education – Higher Education Commission
Office of Career School Licensing
101 Pleasant Street
Concord, N.H. 03301
Phone: 603-271-0256; Fax: 603-271-1953

NEW JERSEY

New Jersey Department of Labor & Workforce Development
Center for Occupational Employment Information
Attn: Conflicts
P.O. Box 057
Trenton, NJ 08625-0057
Conflict Resolution Questionnaire can be found on the website at
<http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>

NEW MEXICO

New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
<http://www.hed.state.nm.us/institutions/complaints.aspx>

NEW YORK

Bureau of Proprietary School Supervision
Investigations and Audit Unit
116 W. 32nd St., 5th Floor
New York, NY 10001
212-643-4760
E-mail: bpss@mail.nysed.gov; www.acces.nysed.gov/bpss/students
Access complaint form: <http://www.acces.nysed.gov/common/acces/files/bpss/ComplaintForm.pdf>

NORTH CAROLINA

North Carolina Community College System
Office of Proprietary Schools
5001 Mail Service Center
Raleigh, NC 27699-5001
Telephone: 919-807-7061
Fax: 919-807-7169
Form can be found on the website at
<http://www.nccommunitycolleges.edu/proprietary-schools>

NORTH DAKOTA

North Dakota Department of Career and Technical Education
State Capitol – 15th Floor
600 E. Boulevard Ave., Dept. 270, Bismarck, ND 58505-0610
701-328-3180
www.nd.gov/cte/
cte@nd.gov

OHIO

Ohio State Board of Career Colleges and Schools
30 E. Broad St., Suite 2481
Columbus, OH 43215-31414
614-466-2752, Toll Free 877-275-4219
<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

OKLAHOMA

Oklahoma Board of Private Vocational Schools
3700 NW. Classen Blvd., Suite 250,
Oklahoma City, OK 73118-2864
405-528-3370

OREGON

Oregon Higher Education Coordinating Commission
Private Career Schools/Office of Degree Authorization
255 Capitol St., NE, Salem, OR 97301
Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Oregon Higher Education Coordinating Commission.
Grievance regarding discrimination:
Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.
Policies of UTI, NASCAR Tech and MMI governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

PENNSYLVANIA

State Board of Private Licensed Schools
 Pennsylvania Department of Education
 333 Market Street, 12th Floor
 Harrisburg, PA 17126-0333

Student complaint form link: http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Private-Licensed-Schools.aspx#.Vjj_c02FNaj

For questions, call 717.783.8228 or e-mail ra-pls@pa.gov.

RHODE ISLAND

Rhode Island Board of Governors for Higher Education
 Shepard Building
 80 Washington St., Providence, RI 02903
 401-456-6000
www.ribghe.org

SOUTH CAROLINA

South Carolina Commission on Higher Education
 1122 Lady St., Suite 300
 Columbia, SC 29201
www.che.sc.gov/Portals/0/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA

Office of Attorney General, Division of Consumer Protection
 1302 E. Hwy 14, Suite 3
 Pierre, SD 57501-8053
 605-773-4400
<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

TENNESSEE

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization
 Attn: Complaints
 Parkway Towers, Suite 1900
 404 James Robertson Parkway
 Nashville, TN 37243-0830
 Telephone: 615-741-5293
 Fax: 615-532-8845

Form can be found under the Consumer Services section of the website at https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/Complaint

TEXAS

Texas Workforce Commission
 Career Schools & Colleges – Room 226-T
 101 E. 15th St., Austin, TX 78778-0001
<http://www.twc.state.tx.us/jobseekers/career-schools-colleges-students#howToSubmitAComplaintAgainstASchool>

UTAH

Utah Division of Consumer Protection
 160 E. 300 S., 2nd Floor, Box 146704
 Salt Lake City, UT 84111
 801-530-6601
consumerprotection@utah.gov
<http://consumerprotection.utah.gov/complaints/index.html>

VERMONT

Vermont Agency of Education
 219 N. Main Street, Suite 402
 Barre, VT 05641
 802-479-1030

VIRGINIA

State Council of Higher Education for Virginia
 101 N. 14th St., 10th Floor
 James Monroe Building
 Richmond, VA 23219
 804-225-2100

WASHINGTON

For AOS degree program students:

Washington Student Achievement Council
 917 Lakeridge Way SW
 Olympia, WA 98502
 360-753-7800
info@wsac.wa.gov
www.wsac.wa.gov/student-complaints

For diploma program students:

Inquiries or complaints regarding this private vocational school may be made to the:
 Workforce Training and Education Coordinating Board
 128 10th Ave. SW
 Olympia, WA 98501
 360-709-4600
workforce@wtb.wa.gov
wtb.wa.gov

WEST VIRGINIA

West Virginia Council for Community and Technical College Education
 West Virginia Higher Education Policy Commission
 Attn: Executive Vice Chancellor for Administration
 1018 Kanawha Boulevard East, Suite 700
 Charleston, WV 25301
 Fax: 304-558-5719
 Complaint Process and Form can be found on the website at <http://wvctcs.org/student-complaints/>

WISCONSIN

Educational Approval Program
 Department of Safety and Professional Services
 P.O. Box 8366
 Madison, WI 53708-8366
 608-266-7703
dpsap@wisconsin.gov
<http://eab.state.wi.us/resources/complaint.asp>

WYOMING

Wyoming Department of Education
 2300 Capitol Ave., Hathaway Building, 2nd Floor
 Cheyenne, WY 82002-2060
 307-777-7675

Students' Rights to File a Complaint with the U.S. Department of Education

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. Such complaints should be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

Students are encouraged to bring their complaints regarding the implementation of company policy to the attention of the appropriate Director of Student Services.

Veterans and Service Members Complaint Procedures

The Federal Trade Commission, U.S. Department of Defense and U.S. Department of Veterans Affairs have created customized online reporting forms in collaboration with the U.S. Department of Justice and the Consumer Financial Protection Bureau that veterans and service members can use to file consumer complaints about education institutions. Students can directly file complaints with the VA (www.benefits.va.gov/gibill/feedback.asp) and Department of Defense (www.militaryonesource.mil/voluntary-education) about the cost of attendance, marketing, graduation rates, program quality, employment prospects and course credit. The Department of Education will take e-mail complaints on these topics (Compliancecomplaints@ed.gov).

REFUND POLICY PROVISIONS

Minimum Cancellation and Refund Policy

The state and Institutional policies below are applied in the event that a student cancels his or her enrollment or withdraws from school. In these circumstances, the student's total financial obligation will be determined utilizing (1) the requirements of an applicable state law or (2) the applicable Institutional policy if no state policy exists or applies. UTI/NASCAR Tech/MMI will apply the lower obligation determined from the state (if applicable) and Institutional policies to provide the student with the most favorable outcome.

If the student has also received federal Title IV financial aid, a separate calculation will be performed in accordance with the Return of Title IV Funds policy as stated in this catalog. Also, in some cases, other funds such as those received from an agency will be returned to that provider in accordance with their program requirements. As federal regulations require that aid must first be applied to Institutional charges, any Title IV funds together with any other remaining funds paid on account will be deducted from the balance owed to the school. A complete copy of the obligation calculation together with the Return of Title IV Funds calculation if applicable will be mailed to the student. The student will then separately receive any remaining refund due or be billed for outstanding charges.

UTI Arizona Institutional Policy

A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 - 2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
 - 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
 - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Institutional Policy

% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

- 6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.

7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
 8. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
 - G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
 - H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
 - I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
 - J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
 - K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

MMI Arizona and Florida Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 1. Cancellation must be in writing by the student, parent, guardian or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of the student's enrollment agreement.
 2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement and making an initial payment. UTI shall provide a refund no later than 30 days following receipt of cancellation.
 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will

the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.

4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities. Washington residents please refer to the Notice of Buyer Section for Washington Residents Only.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Institutional Policy

% Attended	% Retained
> 0-40%	Prorated
> 40%-50%	50%
> 50%	100% or a refund in an amount determined by the Institute

6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
 7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
 8. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of \$25 or less.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
 - G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
 - H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
 - I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.

- J. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

Illinois Institutional Policy

- A. Students shall be notified of acceptance/rejection in writing. If the applicant is not accepted by UTI, all monies received will be refunded to the applicant.
- B. If by midnight of the third business day from the date of acceptance the applicant cancels by giving written notice, all monies paid to the UTI or its representatives will be returned to the applicant. Applicants should deliver or send this notice to Universal Technical Institute, 2611 Corporate West Drive, Lisle, IL 60532.
- C. If an applicant withdraws after midnight of the fifth day following enrollment but prior to the close of business on the student's first day of class attendance by means of written notice, charges made by the Institute to the student will not exceed a \$50 registration fee plus the cost of the meter if issued prior to cancellation.
- D. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three business days following attendance at the regularly scheduled New Student Orientation or tour of the Institute. Such cancellation results in a return of all monies paid for the Institute's registration fee.

TUITION REFUND POLICY

Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed below:

- A. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:

% Attended	% Retained
> 0%-10%	10%

(First-time students see #1 below)

>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%, or a refund in an amount determined by the Institution

- 1. For first-time students withdrawn during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #2.
- 2. In all instances of a student terminating or being withdrawn, UTI will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above. Refunds due to the student as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable. A student who does not attend classes for a period of fifteen (15) days and does not give the Institute, prior to or during that period, an explanation regarding absences is considered to have withdrawn from the Institute. The withdrawal date for refund computation purposes is the

last date of actual attendance by the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date that the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

- 3. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period.
- 4. Students who withdraw with tuition or other fees due the Institute are requested to make arrangements for payment at the time of withdrawal. The Institute will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 30 days after the student leaves the Institute, the account will be submitted to a commercial collection agency.
- 5. If, during a program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- 6. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute, at its determination, may make a refund more favorable to the student.

Massachusetts Institutional Policy

REFUND POLICY (PER M.G.L. CHAPTER 255, SECTION 13K AND 230 CMR 15.04)

- 1. You may terminate this agreement at any time.
- 2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
- 3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
- 4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
- 5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
- 6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition less the actual reasonable administrative costs described in paragraph 7.
- 7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of administrative costs is attached hereto and made a part of this agreement.
- 8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
- 9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Pursuant to 230 CMR 15.04, you have the right to cancel this enrollment contract before the completion of five school days or 5% of this Program, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment. If you begin participation in a Program while an initial award for financial aid, including student loans, is pending, and are subsequently denied some or all of that student loan or financial aid amount, you may terminate the enrollment agreement with a full refund of all monies paid, less actual reasonable administrative costs. For the purposes of this Policy, actual reasonable administrative costs is defined under M.G.L. c. 255, § 13K(7).

REFUND POLICY FOR VETERANS

Military Service Refund Policy

A student who enrolls in an academic course but is unable to complete the course because that student is called to or enlists in active duty, and who provides an Active Duty Order or Stop Loss Order to the Institution, will be given the option to:

- Complete the course at a later date without penalty
 - If the course is no longer available upon the student's return from active duty, the student shall be permitted to complete a replacement course for equivalent credit without penalty
- Or, withdraw from the course with a full refund of fees and tuition paid

If the student chooses to withdraw from the course, the student's record shall reflect that the withdrawal is due to active duty, military service.

Administrative Costs Equal: \$50.00 Application Fee

New Jersey Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance.
- C. Students shall be notified of their acceptance/rejection in writing. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. Universal Technical Institute's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

1. Cancellation may be oral and followed in writing by the student, parent or guardian of a minor student.
2. All monies paid by an applicant will be refunded if requested within (5) days after signing the Enrollment Agreement and making an initial payment.
3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the first page of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Time of Withdrawal	Student's Responsibility
Within first 3 business days of signing this contract	0% of total tuition plus the registration fee
During the first week	10% of total tuition plus the registration fee
During weeks two and three	20% of total tuition plus the registration fee
After three weeks, but prior to 25%	45% of total tuition plus the registration fee
After 25% of program and before 50%	70% of total tuition plus the registration fee
After 50% of program is completed	100% of total tuition plus the registration fee

- F. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 10 business days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.
- G. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.

- H. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- 6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
- 7. In all instances of a student terminating or being withdrawn, NASCAR Technical Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
- 8. Refunds of less than \$25 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of \$25 or less.

North Carolina Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state or accrediting body, or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes, with the following conditions:
 - 1. Cancellation must be in writing by the student, parent or guardian. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement.
 - 2. All monies paid by an applicant will be refunded if the program in which the student is enrolled is canceled due to a lack of sufficient enrollment.
 - 3. An applicant requesting cancellation prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
 - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 - 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 - 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 - 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 - 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted using the percentages shown below.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. Refunds will be totally consummated within 30 days after the effective date of termination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, NASCAR Technical Institute shall make a settlement that is reasonable and fair to both.

Pennsylvania Institutional Policy

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. All recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining. These refunds will first be returned to the federal student aid programs in their required order. Any remaining funds will be returned to the student, or parent as applicable. Refunds will be made within 30 days from the date the student withdrew or the Institute determined the student was no longer in attendance.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.

Institutional Policy

Completed	Retained
0%	0%
>0-10%	25%
>10-25%	25%
>25%	100%

- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
1. Cancellation may be oral and followed in writing by the student, parent, guardian, or guarantor.
 2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.
 3. An applicant requesting cancellation beyond the fifth day, but prior to beginning classes will be refunded all monies paid to the Institute or its representatives minus a registration fee of up to 15% of the contract price of the program, but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation or withdrawal.
 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment without penalty within three (3) days following attendance of the regularly scheduled orientation or a tour of the Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged retakes using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Calculations using both weeks and clock hours will be performed. The result that provides the greater benefit to the student will be applied.
 6. For first-time students during the first week of the first enrollment period, the school will retain \$350 plus the registration fee of \$50.
- | Pennsylvania State Policy | |
|------------------------------|------------|
| % Attended | % Retained |
| Within first 7 calendar days | 25% |
| >7 calendar days | 45% |
| 25%-50% | 70% |
| 50% | 100% |
- F. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- G. If refunds are due as a result of withdrawal, dismissal or cancellation, etc. (exclusive of refunds due to section B above), they will first be applied to any overpayment due to the Federal Title IV programs then to any outstanding private student loan balance. Any remaining funds will be returned to the student, or parent as applicable. Refunds in this section will be made within 30 days after the date the Institute determines the student is no longer enrolled, dismisses the student, receives notice of withdrawal, the last date of recorded attendance or the date of cancellation, whichever is applicable.

- H. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- I. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
 - J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

Texas Institutional Policy

TUITION REFUND POLICY AND BUYER'S RIGHT TO CANCEL

The Institute reserves the right to amend the terms of its Refund and Cancellation Policy in order to comply with all applicable Federal, State, and accrediting body or any other regulatory agency statutes, guidelines or regulations in effect at the time an applicant cancels this agreement, or a student withdraws or is terminated from the Institute. The policy below applies to all students unless a different policy in effect from the student's home state of residence, as listed in the Course Catalog provided at the time of enrollment. In the event of the existence of a separate home-state policy, the Institute will apply the policy that is most favorable to the student.

When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw prior to the completion of the payment period are subject to the Federal Return of Funds Policy. This policy requires that if the student withdraws prior to completion of 60% of the payment period, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned in proportion to the period of enrollment remaining.

The Enrollment Agreement, if accepted by the Institute, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

- An applicant accepted for enrollment at UTI must meet the school's admissions requirements prior to beginning classes. In Texas, a student who does not satisfy the school's admissions requirements will forfeit acceptance and will be entitled to a refund as outlined below.
1. If the Enrollment Agreement is rejected by UTI, the applicant will be notified and a full refund of all monies paid will be made.
 2. An applicant may cancel enrollment at any time before the commencement of classes. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
 - a. A full refund will be made to any student who cancels this Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the Enrollment Agreement is signed by the prospective student. Washington residents please refer to the Notice to Buyer Section for Washington Residents Only.
 - b. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.

- c. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within 72 hours following a tour of the Institute and equipment. Cancellation must be in writing by the student, parent, guardian, or guarantor. The written notification must be sent to the Institute at the address indicated at the beginning of this Agreement. Such cancellation results in a refund of all monies paid.
 - d. A full refund will be provided to a student if the course of instruction is discontinued by the school and this prevents the student from completing the course.
 - e. A full refund of all tuition and fees is due and refundable if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentation by the owner or representative of the school.
 - f. An enrolled student that does not start class by the second day of the scheduled start date and does not contact the school to reschedule or does not cancel in writing as required will be considered to have abandoned the agreement resulting in the forfeiture of the registration fee.
 - g. If, during the program of training, the Institute determines that a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with this refund policy.
 - h. Special Cases – In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both. In such cases when the student is fully obligated for the tuition and intends to return to school within one year of withdrawal, there will be no additional tuition charge. Students may request grade of incomplete per Section 132.061 of the Texas Education Code.
 - i. Title IV refunds will be totally consummated within 45 days after the effective date of termination. See #2 under Refund Policy for the effective date of termination.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
 - ¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.
 5. Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
 7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Texas Cancellation and Refund Policy

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.

Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

- B. A deposit or down payment may be required only if it is credited toward tuition.
- C. The Institution will acknowledge a student’s cancellation or withdrawal, in writing, within five business days after receipt of notification.
- D. All refunds to a student will be made no later than 30 days after receipt of notification of the student’s withdrawal or last recorded date of physical attendance, whichever is earlier.
- E. The Institution will provide a “cooling-off” period, which expires at the close of business on the first day of a student’s scheduled attendance, and during which a student, upon submitting written notice to the Institution, may cancel the enrollment contract and receive a 100 percent tuition refund, less any application fee.
- F. The Institution may charge a student who withdraws or otherwise fails to complete the court of study, after the cooling off period in (e) of this section, a withdrawal fee, not to exceed \$100.

Alaska State Policy

% Attended	% Retained
<2 days	0%
>2 days-10%	10%
>10%-20%	20%
>20%-25%	45%
>25%-50%	70%
>50%	100%

- G. For an institution that has courses of study for which tuition is charged on a pay-as-you-go basis, the institution may not commit the student to pay for instruction that has not been received by the student.
- H. An institution that has courses of study for which tuition is charged on a pay-as-you-go basis and that holds unearned tuition money on behalf of a student must place that money in a non-interest-bearing trust account that contains only tuition money. The tuition money may be withdrawn only as it is earned by the institution as a result of the student’s enrollment and attendance under the terms of the institution’s enrollment agreement. The commission may, and upon written application, waive the trust account requirements of this section for a public institution. If a student enrolls but fails to attend or otherwise withdraws from the institution, the balance of the student’s tuition money remaining on account with the institution, if any, must be refunded to the funding source.
- I. This section does not apply to refunds due to a student because the institution has closed or the program in which the student is enrolled has ceased operating.

Arkansas Residents

The following policy applies to Arkansas residents. Schools shall publish and adhere to a cancellation and refund policy that provides not less than:

1. A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.
2. If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25).
3. If the student has contracted with a school to pursue a distance education program or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction, whichever comes first.

STATE REFUND POLICIES

Alabama Residents

The following policy applies to Alabama residents:

Students may cancel enrollment at any time complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees, and other charges shall be made in the following manner within thirty (30) days of termination:

- A. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid except the registration fee.
- C. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rata refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.
- D. A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Alaska Residents

- A. An applicant who is not accepted by an Institution shall be given a refund of all tuition and fees paid. The student may be charged a non-refundable application fee. The application fee may not exceed \$75.

4. If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.
5. All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank, such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund.
6. At the time of completion of home solicitation sale:
 - a. The seller shall furnish the buyer with a fully completed receipt, AND
 - b. A copy of any contract or agreement pertaining to such sale at the time of its execution, which shall show the name and address of the seller, the date of transaction, AND
 - c. Contain in boldface type of a minimum size of ten (10) points a statement in substantially the following form: ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION. This statement shall be in immediate proximity to the space reserved for the signature of the buyer, in the contract, agreement or receipt.
 - d. The buyer may cancel by written notice mailed to the seller, preferably by certified or registered letter.
 - e. In the event the buyer cancels, the seller shall return to the buyer within thirty (30) calendar days of the cancellation:
 - i. Any payments made,
 - ii. Any goods or other property received as a trade-in (or a sum equal the trade-in allowance given therefore), AND
 - iii. Any note or other evidence of indebtedness given by the buyer to the seller pursuant to or in connection with the sale.
 - f. After cancellation the seller shall have thirty (30) calendar days to take possession of any property left with the buyer.
7. The effective date of the termination, for refund purposes, shall be the last day of attendance.
8. The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed.
9. In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.
10. Schools shall publish and adhere to a refund policy:
 - a. The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.
 - b. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
- c. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
 - i. At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a pro rata basis.
 - ii. At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
 - iii. At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
 - iv. At completion of 75% or more of the program no refund is due the student.
11. Students shall be refunded immediately when a course is canceled and there is not a course required for their program of study available.

California Residents

The following applies to California residents:

- A. The refund policy will be calculated as follows:
 1. A \$50 registration fee will be deducted from the total period of attendance tuition charge. The period of attendance is defined in the California Education Code as the entire educational program if measured in clock hours ("period of attendance").
 2. The remaining period of attendance tuition is divided by the total hours in the period of attendance. The result of the calculation is the hourly charge for the period of attendance.
 3. The tuition amount owed by the student is derived by multiplying the total hours attended by the hourly charge for the period of attendance.
 4. The refund would be any amount in excess of the \$50 registration fee and the tuition amount owed.
 5. The refund amount will be adjusted, if applicable, for returned equipment.
- B. The Institution's refund policy for other institutional charges is as follows:

A student who cancels their enrollment or withdraws after receiving any supplies is required to return these supplies in reasonable condition within thirty (30) days after the date of withdrawal or within ten (10) days after the WRITTEN notice of cancellation is sent. If not returned to the Institution within the allowable thirty (30) days, the Institution is entitled to retain the documented cost of these items from any payment received prior to refunding. If payment received does not cover the cost of the items the student received, the Institution will bill the student for the amount owed.

The \$95 lab fee is charged for the entire program length (not just an enrollment period). If a student withdraws before completing the entire program, the Institution will retain a pro rata amount of the lab fee. The pro rata amount is determined by multiplying the \$95 by a fraction. The fraction is the number of hours attempted in the program (the numerator) and the denominator is the total number of hours in the program. Any refund amount will be credited to the student's tuition account. Refunds (if any) will be processed as tuition refunds.

- C. If any portion of your tuition was paid from the proceeds of a loan(s) and a refund is required, the refund will be sent to the lender or to the agency that guaranteed your loan. Any remaining amount of refund will first be used to repay any federal, then state or local organizations (student financial aid programs from which you received benefits). Any remaining amount will be paid to you.
- D. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or additional enrollment period(s) will be assessed according to section (C) through (F).
- E. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 calendar days after the later of the Institute dismissing the student, receiving notice of withdrawal, last date of attendance or cancellation.
- F. In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the Institute, at its determination, may make a refund more favorable to the student.
If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

In addition to financial aid for which the student may be eligible, cash payment plans are available with no interest or finance charge. If a student elects a financial aid or cash payment plan, the plan will be in compliance with the Federal Truth in Lending retail installment requirements (Regulation Z). Payment plans elected will become an addendum to this enrollment agreement and is legally binding.

Colorado Residents

- 1. As a condition for granting a certificate of approval or an agent's permit to represent a school located outside this state, a school shall maintain a policy for the refund of tuition and fees in the event, and within thirty (30) days of the date, a student fails to enter the course, withdraws, or has been discontinued therefrom at any time prior to completion. The policy shall provide for at least the following:
 - a. A full refund of all money paid if the applicant is not accepted by the school;
 - b. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment if the applicant has not commenced training;
 - c. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the school ceases operation;
 - d. That the school use a method of determining the official termination date of the student that complies with the established criteria of the state board for community colleges and occupational education;

- e. That except for retention of a cancellation charge not to exceed \$150 or 25% of the contract price, whichever the policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

Colorado State Policy:

% Attended	% Retained
>0 to 10%	10%
>10 to 25%	25%
>25 to 50%	50%
>50 to 75%	75%
>75%	100%

Connecticut Residents

State of Connecticut Department of Higher Education regulation § 10a-22k-14 provides that the institution shall have a reasonable and equitable refund policy. As such, please refer to the Institutional Refund Policy.

Delaware Residents

The following policy applies to Delaware residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The student will receive 100% of all monies paid if the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
- E. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 - 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 - 2. All monies paid by an applicant will be refunded within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.
 - 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15 percent of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
 - 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- F. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 - 1. Students are charged by the enrollment periods based on the period of enrollment computed on the basis of course time expressed in clock hours.
 - 2. For each enrollment period the student has completed, the student is responsible for those charges in full.

3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
For purposes of the refund calculation, the effective date of the termination will be the earliest of the following:
 - i. The last date of attendance, if the student is terminated by the school;
 - ii. The date of receipt of written notice from the student;
 - iii. Ten school days following the last date of attendance;
4. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section. Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

Delaware State Policy

% Attended	% Retained
> 0-4.9%	20%
> 5-9.9%	30%
> 10-14.9%	40%
> 15-24.9%	45%
> 25-49.9%	70%
> 50%	100%

5. For programs more than 12 months in length, the refund shall be applied to each 12-month period or part thereof separately.
6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
8. Refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner.
- G. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- H. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- I. The Institute shall determine the date of withdrawal as the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- J. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

Georgia Residents

The following policy applies to Georgia residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement or making an initial payment if no Enrollment Agreement is signed.
 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the contract price of the program but in no event will the Institute retain more than \$100 plus the cost of the meter if issued prior to cancellation.
 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended (last date of attendance).
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Georgia Policy

% Attended	% Retained
>0-5%	5%
>5-10%	10%
>10-25%	25%
>25-50%	50%
>50%	100%

6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. Should the school change or cancel a program or change the time or location of a course, every effort will be made to accommodate the needs of each student. If arrangements mutually satisfactory to the school and the student cannot be made, the school will then refund all money paid for the program.

Hawaii Residents

- A. Should a student decide not to attend the school or leave the school prior to or during training, the Institution shall retain a registration fee not to exceed \$100.
- B. The minimum refund of tuition, fees, and other charges paid in advance that the Institution pays to registrants or students who withdraw shall be a sum which does not vary more than ten per cent from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. This proration shall be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

Idaho Residents

The Idaho State Board of Education and the Idaho Administrative Code 08.01.11(301)(02)(d) provide only that the refund policy must be given to students in writing. As such, please refer to the Institutional Refund Policy.

Indiana Residents

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Iowa Residents

- A. Should a student determine to withdraw from the Institution, a pro rata refund will be determined in an amount that is not less than 90% of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.
- B. Notwithstanding subsection (a), the following tuition refund policy shall apply:

1. If a terminating student has completed sixty percent or more of a school period, the Institution is not required to refund tuition charges to the student. However, if, at any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- C. The refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program.
- D. A student who terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the postsecondary educational program, other than a reduction in tuition refund as specified in this policy.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 2. All monies paid by the applicant will be refunded if requested within three (3) business days after signing the Enrollment Agreement and making an initial payment.
 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee (up to \$50) of 15% of the contract price of the program but in no event will the Institute retain more than \$150 plus the cost of the meter if issued prior to cancellation.
 4. A student who does not meet the minimum admission requirements or whose enrollment was procured as a result of a misrepresentation in the school's written materials is entitled to a full refund.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Kansas Residents

- A. A student will be reimbursed for any items for which the student was charged but did not receive.
- B. All advance monies, other than an initial, nonrefundable registration fee, paid by the student before attending class shall be refunded if the student requests a refund, in writing, within three days after signing an enrollment agreement and making an initial payment; and
- C. For institutions collecting a nonrefundable initial application or registration fee, the student shall be required to sign a written statement acknowledging that the initial application or registration fee is nonrefundable.
- D. Each student who has completed 25 percent or less of a course and withdraws shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed. After a student has attended at least 25 percent of the course, tuition and fees shall not be refundable.
- E. All monies due to the student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last day of attendance. In determining the official termination date and percentage of each course completed, the Institution may consider the week during which the student last attended to be an entire week of attendance completed.

Kentucky Residents

Kentucky Revised Statute 165A.370(1)(o) provides only that the refund schedule shall be in published form prior to enrollment. As such, please refer to the Institutional Refund Policy.

Louisiana Residents

The following policy applies to Louisiana residents.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.

Louisiana State Policy

Prior to the second day of class registration fee

% Attended	% Retained
2nd day of class to end of 1st week	10%
Weeks 2-4	25%
Week 5-the first 25%	45%
During the second 25%	70%
During the 3rd and 4th 25%	100%

6. In all instances of a student terminating or being withdrawn from the Institute, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.
7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.

- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

Maine Residents

The following policy applies to Maine residents:

- A. Each school shall establish and include with the license application a policy for the refund of the unused portion of tuition, fees and other charges in the event the student fails to enter the course or withdraws, or is terminated therefrom at any time prior to completion.
- B. In the case of a student who requests cancellation and/or refund within three (3) business days after signing of the contract, the school shall cancel the application and refund in full all monies paid to the school by the student.
- C. In the case of a student whose enrollment application is rejected by the school, the school shall refund in full all monies paid to the school by the student. However, the school may retain a portion of the application fee not to exceed twenty-five (\$25) dollars.
- D. In cases of termination or withdrawal after classes commence, the school may retain the registration fee (not to exceed \$150) and other charges as specified in the refund policy.
- E. If a student has paid any tuition, fees or other charges for enrollment periods or programs which extend beyond one school year, 12 calendar months, then any payments which do not apply to the school year when the student withdraws or terminates shall be refunded in full to the student.
- F. Refunds shall be made within thirty days after the effective date of withdrawal or termination.

Maryland Residents

- A. A full refund will be made to any student who cancels the Enrollment Agreement within seven (7) calendar days after having signed the Enrollment Agreement. If the student cancels after the seven (7) calendar day cancellation period but before the first day of instruction, the school may retain an application fee not to exceed 10% of the program, or \$150, whichever is less.
- B. If, after the seven (7) calendar day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for program and shall include all fees, except the application fee and any charges for materials, supplies, or books which have been purchased by and are the property of the student.

Maryland State Policy

% Attended	% Retained
<10%	10%
10%-19.99%	20%
20%-29.99%	40%
30%-39.99%	60%
40%-50%	80%
>50%	100%

- C. The refund due to the student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- D. In case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Michigan Residents

- A. The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the applicant is denied.
- B. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the Institution.

Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

- C. All refunds shall be returned within 30 days.

Minnesota Residents

BUYER'S RIGHT TO CANCEL AND REFUND POLICY

The following policy applies to Minnesota residents:

Note: You may cancel via phone or via email to the Admissions Director at your campus.

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.
- C. Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.
- D. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days following the day the contract was executed, a complete refund is given regardless of whether the program has started.
- E. If a student gives a written notice of cancellation after five business days of the execution of the written contract or day on which the student is accepted but before the start of the program, all tuition, fees and other charges except 15% of the total cost of the program by the school (not to exceed \$50) shall be refunded to the student.
- F. If a student gives notice of cancellation after the start of the period for which the student has been charged but before completion of 75% of the period of instruction, the student is assessed a pro rata portion of tuition, fees and other charges based on the number of days in the term plus 25% of the total program cost (25% not to exceed \$100). After completion of 75% of the period of instruction for which the student has been charged, no refunds are required.
 - 1. Students are charged by the Enrollment Periods shown on the front of the agreement.

2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of days attempted exclusive of any uncharged repeats.
- G. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.
 - H. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to completion of 50% of the course.
 - I. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance and if delivered by mail, the postmark date of the letter of acceptance.
 - J. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
 - K. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
 - L. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.

Refund policy for programs that are 40 hours or less

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. If the program is 40 hours or less and you withdrew from your program, your refund will be prorated by the number of hours attended and the length of the program. To receive a full refund of tuition, fees and other charges, you must withdraw from your program before the scheduled start day of the program. You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution.

Refund policy for programs greater than 40 hours

If your application is rejected, you will receive a full refund of all tuition, fees and other charges. You will be entitled to a full refund of tuition, fees and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is

sent by mail, the effective day of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees and other charges minus 15% (up to \$50) of the total cost of the program. You will be provided a prorated tuition, fees and other charges refund minus a 25% administrative fee (up to \$100) if you give notice of your withdrawal after your program has begun but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees and other charges within 30 business days of receipt of your withdrawal. Written notice is effective the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

Mississippi Residents

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the Institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

- A. Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.
- B. Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.
- C. Refund for Students Enrolled Prior to Visiting the Institution. Students who have not visited the Institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.
- D. Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:
 1. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the Institution shall refund at least ninety percent (90%) of the tuition;

2. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the Institution shall refund at least fifty percent (50%) of the tuition;
3. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the Institution shall refund at least twenty-five percent (25%) of the tuition; and
4. After the first fifty percent (50%) of the period of financial obligation, the Institution may retain all of the tuition.

Missouri Residents

The following policy applies to Missouri residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100 percent of all monies paid.
- D. The Enrollment Agreement may be canceled with the following conditions:
 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 2. All monies paid by an applicant will be refunded if requested within three (3) days (excluding Saturday, Sunday, and state and federal holidays) after signing the Enrollment Agreement. UTI shall provide a refund no later than 30 days following receipt of cancellation.
 3. An applicant subsequently requesting cancellation will be refunded all monies paid to the Institute or its representatives minus a registration fee of 15 percent of the contract price of the program but in no event will the Institute retain more than the registration fee (\$50) plus the cost of the meter if issued prior to cancellation or withdrawal.
 4. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities. UTI shall provide a refund no later than 30 days following receipt of cancellation.
- E. When a student withdraws or is terminated after the commencement of classes and after three days from signing the Enrollment Agreement, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below. Partial attendance within a week is considered a full week for purposes of this section.

Refund Policy	
% Attended	% Retained
> 0-10%	10%
(First-time students see #6 below)	
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100% or a refund in an amount determined by the institution
6. For first-time students during the first week of the enrollment period, the school will retain \$350 plus the amounts listed in #7.
7. In all instances of a student terminating or being withdrawn, the Institute will retain the registration fee and charge an administrative fee of \$100 in addition to the percentage of tuition to be retained shown above in the Institutional policy.
8. Refunds of less than \$25 will not be made. By signing this agreement, the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. Refunds due as a result of withdrawal, dismissal or cancellation shall be made within 30 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance, or the date of cancellation, whichever is applicable.
- I. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period will be assessed according to section E.
- J. If during the program of training the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition, if any, will be refunded in accordance with the refund policy.
- K. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement which is reasonable and fair to both.

Montana Residents

There are no governing regulations for proprietary schools. As such, please refer to the Institutional Refund Policy.

Nebraska Residents

- A. If cancellation occurs within seventy-two hours of enrollment, all monies paid shall be refunded.
- B. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes begin, or home study materials are delivered, a refund shall be made of all tuition paid except a registration fee not to exceed one hundred fifty dollars (\$150).

- C. If cancellation occurs after resident classes have begun or after home study materials have been delivered, the school shall adhere strictly to the refund policy published in the school catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them shall be at the discretion of the school.
- D. A full refund is due students whose contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.
- E. A full refund is due an individual whose admission is denied by the school.
- F. The school shall make all refunds due within 60 days following a student's official drop date, or in the case of a student who does not return to the school at the expiration of an approved leave of absence, within 60 days following the last day of that leave of absence.
- G. The school shall maintain accurate records of attendance to assist in establishing the last day of attendance of any student enrolled at the school.

Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

Nevada Residents

- A. Should the Institution substantially fail to furnish the training program agreed upon in the enrollment agreement, the Institute shall refund all the money the student has paid.
- B. If a student cancels his or her enrollment before the start of the training program, the Institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- C. If a student withdraws or is expelled by the Institution after the start of the training program and before the completion of more than 60 percent of the program, the Institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- D. If a student withdraws or is expelled by the Institution after the completion of more than 60 percent of the training program, the Institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
- E. If a refund is due, the Institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 1. Date of cancellation by a student of his or her enrollment;
 2. Date of termination by the Institution of the enrollment of a student;
 3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 4. Last day of attendance of a student, whichever is applicable.

- F. Books, educational supplies or equipment for individual use are not included in the policy for refund and a separate refund must be paid by the Institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required on a case-by-case basis.
- G. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- H. The period of time for a training program is the period set forth in the enrollment agreement.
- I. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>50%	100%

New Hampshire Residents

A school's refund policy shall provide for a full refund within 30 days of all money paid by the student if:

- A. The applicant or student cancels enrollment in writing within 3 business days.
- B. The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- C. The student withdraws from the program or course on or before the first day of instruction less an administrative fee not to exceed \$150.

Partial Refunds:

- A. A school shall provide a student with a partial refund of monies paid within 30 days if:
 1. A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350;
 2. A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
- B. All efforts shall be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

New Jersey Residents

Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

1. The school may retain all or part of the registration fee;
2. The school may require that the student retain all books, equipment, and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale;
3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis;

4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
 - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
 - iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
 - iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
 - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
 - iii. Calculated on the same basis as for full-time attendance pursuant to 4iii through iv above after 75 hours of scheduled attendance;
6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated;
7. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student. (See N.J.A.C. 12:41-4.3)

New Mexico Residents

The following policy applies to New Mexico residents:

Registration shall not be permitted unless the applying proprietary school agrees to adhere to the commission rules and regulations that provide for a tuition refund policy.

- A. Cooling-off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling-off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling-off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.
- B. Refunds prior to commencing instruction. Following the cooling-off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.
 1. In case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can

demonstrate to have been expended in preparation for that particular student's enrollment.

2. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- C. Refunds following commencement of instruction. An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the Department or its designee.
- D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro rata amount according to the following schedule, as outlined by the U.S. Department of Education:

Date of Student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
First day of class	0%
Second day of class – 10%	10%
10.1-25%	50%
25.1-50%	75%
More than 50%	100%

- E. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- F. Upon request by a student or the Department, the institution shall provide an accounting for such amounts retained under this standard within five work days.
- G. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.
- H. Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.
- I. In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate its tuition and fees for completing each program are reasonable.

New York Residents

1. The tuition charge for programs approved for participation in student financial aid general award programs pursuant to articles 13 and 14 of this chapter shall be apportioned on the basis of terms, quarters or semesters. For the purposes of this section, the terms "term," "quarter" and "semester" shall be defined in regulations by the commissioner.

2. The tuition refund policy for the first term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
 - a. For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
 - i. 0% of the quarter's tuition if the termination is during the first week of instruction; or
 - ii. 25% of the quarter's tuition if the termination is during the second week of instruction; or
 - iii. 50% of the quarter's tuition if the termination is during the third week of instruction; or
 - iv. 75% of the quarter's tuition if the termination is during the fourth week of instruction; or
 - v. 100% of the quarter's tuition if the termination occurs after the fourth week of instruction.
 - b. For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
 - i. 0% of the term's tuition if the termination is during the first week of instruction; or
 - ii. 20% of the term's tuition if the termination is during the second week of instruction; or
 - iii. 35% of the term's tuition if the termination is during the third week of instruction; or
 - iv. 50% of the term's tuition if the termination is during the fourth week of instruction; or
 - v. 70% of the term's tuition if the termination is during the fifth week of instruction; or
 - vi. 100% of the term's tuition if the termination occurs after the completion of the fifth week of instruction.
3. The tuition refund policy for the second term or quarter of any program at schools licensed pursuant to section 5001 of this article shall be as follows:
 - a. For programs which are divided into quarters of up to 14 weeks, the school shall evenly divide the total tuition charges among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
 - i. 25% of the quarter's tuition if the termination is during the first week of instruction; or
 - ii. 50% of the quarter's tuition if the termination is during the second week of instruction; or
 - iii. 75% of the quarter's tuition if the termination is during the third week of instruction; or
 - iv. 100% of the quarter's tuition if the termination occurs after the third week of instruction.
 - b. For programs organized by terms of 15, 16, 17 or 18 weeks apiece, the school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:
 - i. 20% of the term's tuition if the termination is during the first week of instruction; or
 - ii. 35% of the term's tuition if the termination is during the second week of instruction; or
- iii. 50% of the term's tuition if the termination is during the third week of instruction; or
- iv. 70% of the term's tuition if the termination is during the fourth week of instruction; or
- v. 100% of the term's tuition if the termination occurs after the completion of the fourth week of instruction.
4. Notwithstanding the provisions of subparagraph one of this paragraph, the tuition refund policy set forth in paragraph b of this subdivision shall apply unless the school demonstrates that there are no significant educational changes in the educational program of the student, such changes as defined in regulations of the commissioner.
 - a. The tuition refund policy for the third and any subsequent term or quarter of any program licensed pursuant to section 5001 of this article shall be the policy set forth in subparagraph 1 of paragraph c of this subdivision.
 - b. No program shall have a term in excess of 18 weeks.
 - c. The amount of the refund shall be calculated based on the last day of student attendance.
5. Any refund due to a student shall be paid by the school within 45 days of the date on which the student withdraws from the program. For the purposes of this article, such date shall be the earliest of
 - a. the date on which the student gives written notice to the school or
 - b. the date on which the student is deemed to have withdrawn pursuant to subparagraph 2 of this paragraph.

North Dakota Residents

- A. The Institute shall refund tuition and other charges, other than an application fee of \$50, when written notice of cancellation is given by the student in accordance with the following schedule:

North Dakota State Policy

% Attended	% Retained
≤7th day of class	0%
>7th day of class-24.9%	25%
25%-49.9%	50%
>50%	100%

- B. Nothing in this policy prejudice the right of any student to recovery in an action against any postsecondary career school for breach of contract or fraud.

Ohio Residents

The following policy applies to Ohio residents:

- A. The Institute reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 1. Cancellation must be in writing by the student, parent, guardian or guarantor.
 2. All monies paid by an applicant will be refunded if requested within five (5) days after signing the Enrollment Agreement and making an initial payment.

3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within five (5) days following attendance of the regularly scheduled orientation or a tour of Institute's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund calculation will be performed:
 1. Students are charged by the enrollment periods detailed on the front of this Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below.

Ohio State Policy	
Time Attended	% Retained
During the 1st week	25%
During the 2nd week	50%
During the 3rd week	75%
In the 4th week or more	100%

 6. In all instances of a student terminating or being withdrawn from the Institute, a registration fee of \$50 will be charged.
 7. Refunds of less than \$25 will not be made. By signing this agreement the student authorizes the Institute to retain refunds of less than \$25.
- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of this Agreement.
- H. The Institute shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a settlement that is reasonable and fair to both.
- J. In the event the Institute discontinues a program during a period of time within which a student could have reasonably completed the same, a full refund of tuition and fees for the program will be paid.

Oklahoma Residents

The following policy applies to Oklahoma residents:

- A. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment and any other monies received will be returned.

- B. An applicant may cancel this agreement at any time before the commencement of classes.
 1. All monies paid by an applicant will be returned if requested within three (3) days of signing the Enrollment Agreement and making an initial payment.
 2. An applicant subsequently requesting a cancellation shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the Tuition Cost of the enrollment period, but in no event may the Institute retain more than \$150 plus the cost of the meter if issued prior to the withdrawal or cancellation.
 3. A student who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a return of all monies paid.
- C. A student's termination date for refund purposes, once classes are attended, will be the last date of actual attendance.
- D. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed exclusive of the cost of uncharged repeats using the percentages listed in D1 through D4 below. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.
 1. For a student terminating training after starting school but within the first week, the school will retain 10% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal. The total is not to exceed \$350.
 2. For a student terminating training after completing the first week but within 25% of the program, the school will retain 25% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
 3. For a student terminating training after completing 25% but within 50% of the program, the school will retain 50% of the contract price of the program plus \$150 and the cost of the meter if issued prior to withdrawal.
 4. For a student terminating training after completing more than 50% of the program, the school will retain 100% of the cost of the program.
- E. Any refund due as a result of withdrawal, dismissal or cancellation shall be made to the student within 30 calendar days after the Institute dismissed the student, received notice of withdrawal, last date of attendance or cancellation. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- F. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institute shall make a refund that is reasonable and fair to both.
- G. Severability of refund policy. The provisions of this section are severable and the invalidity of one shall not impair the enforceability of the remaining provisions.

- H. If a class is discontinued by a school while students are still enrolled in that class and the school is still offering training in other areas, all monies (student loans, grants, etc.) paid to the school for students enrolled in the class at the time it is discontinued will be refunded to the entity legally entitled to the refund. A school will have 30 days to restart the class or pay the refund.

Oregon Residents (Arizona, Florida, North Carolina, Sacramento and Texas Campuses)

The following policy applies to Oregon residents:

715-045-0036 – CANCELLATION AND REFUND POLICY

- A. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
1. If cancellation occurs within five business days of the date of enrollment and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 2. If cancellation occurs after five business days of the date of enrollment and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost or \$150, whichever is less;
 3. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
 4. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 5. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the “date of enrollment” will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- B. Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student’s last date of attendance as offered by the school and scheduled by the student.
- C. The term “pro rata refund” means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- D. When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- E. When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- F. For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks accrued according to the published class schedule as of the last date of attendance.
- G. The term “tuition cost” means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees other than lab fees.
- H. The school shall not charge a withdrawal fee of more than \$25.
- I. The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- J. When a cancellation, withdrawal, termination or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
1. Within 40 days after notification of such cancellation, withdrawal, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
 2. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
 3. In the event payments to a student account are derived from a sponsoring public agency, private agency or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- K. In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- L. A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

Rhode Island Residents

- A. If the student requests a cancellation and/or refund within three business days from the signing the student enrollment agreement and before classes have begun, the school must cancel the application and refund in full all monies paid to the school.

- B. If the enrollment application is rejected by the Institution, the Institution must cancel the application and refund in full all monies paid to the Institution.
- C. Refunds shall be based on the period of enrollment computed on the basis of course time expressed in clock hours and/or credit hours.
- D. The effective date for refund purposes will be:
 - 1. If the student is terminated by the school, the last day of attendance;
 - 2. If the student withdraws, the earliest of the following:
 - a. Postmarked date of written notice from the student; or
 - b. Ten school days following the last day of attendance.
- E. If tuition is collected in advance of entrance and if the student does not enter the school, not more than \$100 shall be retained by the school.
- F. For courses of one year (12 calendar months) in duration or less, in cases of termination or withdrawal after classes commence, the minimum refund policy is as follows:

Rhode Island State Policy

% Attended	% Retained
0.1%-25%	25% less a registration fee not to exceed \$100
25.1%-50%	50% less a registration fee not to exceed \$100
50.1%-75%	75% less a registration fee not to exceed \$100
75.1%-100%	100%

- G. For programs longer than one year (12 calendar months), 100 percent of the program price attributable to the period beyond the first year must be refunded when the student withdraws from school during the first year. Thereafter, the same refund policy described above shall be used for each subsequent year or part thereof.
- H. Refunds of extra expense to the student (such as instructional supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges where items are separately stated and shown in the data furnished to the student before enrollment) must be made in a manner equivalent to that described above for tuition. Costs of supplies and materials actually used by the student shall not be refunded.
- I. Refunds must be made within 30 days after the effective date of termination or cancellation.

South Carolina Residents

The following policy applies to South Carolina residents:

- A. A full refund will be made to any student who cancels the Enrollment Agreement within three (3) days (excluding Saturdays, Sundays and legal holidays) after being signed by the student.
- B. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the down payment refunded.
- C. An applicant may cancel enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled start date will be considered a student.

- D. An applicant requesting cancellation subsequent to the three (3) day cancellation period shall be entitled to a refund of all monies paid to the Institute or its representatives minus a registration fee of \$50 or 15% of the tuition cost for the enrollment period, but in no event may the Institute retain more than \$100 plus the cost of the meter if received prior to cancellation.
- E. An applicant who did not visit the Institute prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance at the regularly scheduled New Student Orientation or a tour of the Institute. Such cancellation results in a refund of all monies paid.
- F. A full tuition refund will be provided to a student if educational service is discontinued by UTI.
- G. A student's termination date for refund purposes, once classes are attended, will be the last date of attendance.
- H. If a student who enters a residence program terminates or withdraws after expiration of the 72-hour cancellation privilege, the Institute may retain \$100 plus the amount indicated below based on the remaining tuition (total tuition cost less \$100) plus the cost of the meter if received prior to cancellation. Tuition charges for the percentage of the enrollment period completed are based on the percentage of attempted weeks exclusive of the cost of uncharged repeats using the percentages listed in I1 through I4 below.
- I. For students who terminate or withdraw, the South Carolina State Pro Rata Refund Policy will be used. The amount to be retained will be rounded downward to the nearest 10%.

- 1. Students are charged by the enrollment periods shown on the front of the Agreement.
- 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
- 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
- 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.

South Carolina Pro Rata Refund Policy

% Attended	% Retained
0%-60%	prorated
>60%	100%

- J. For programs with more than one enrollment period, tuition charges for the first enrollment period must be paid in full prior to beginning the second enrollment period. Tuition charges for the second or subsequent enrollment period(s) will be assessed according to section I1 through I4.
- K. If during the program of training, the Institute determines a student is not suited for this field, the Institute reserves the right to terminate the student's training. Unused prepaid tuition will be refunded in accordance with this refund policy.
- L. Refunds will be paid within 45 days of the effective date of termination or cancellation of this agreement. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.

South Dakota Residents

South Dakota does not provide a refund policy in the codified laws. As such, please refer to the Institutional Policy.

Tennessee Residents

The following policy applies to Tennessee residents:

- A. The school reserves the right to amend the terms of its Refund Policy to meet the federal, state, accrediting body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.
- B. The Federal Return of Funds Policy requires that in proportion to the period of enrollment remaining, grant and loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned. Please see the Financial Aid Office for a copy of this policy and examples.
- C. If the Enrollment Agreement is rejected, the applicant will be notified and refunded 100% of all monies paid.
- D. The Enrollment Agreement may be canceled at any time before the commencement of classes:
 1. Cancellation must be made in writing by the student, parent, guardian or guarantor.
 2. All monies paid by an applicant will be refunded if requested within three (3) days after signing the Enrollment Agreement and making an initial payment.
 3. An applicant requesting cancellation will be refunded all monies paid to the school or its representative minus a registration fee (up to \$50) of 15% of the contract price of the program, but in no event will the school retain more than \$100.
 4. A student who did not visit the school prior to signing the Enrollment Agreement may cancel enrollment within three (3) days following attendance of the regularly scheduled orientation or a tour of the school's facilities.
- E. When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the school, a refund calculation will be performed:
 1. Students are charged by the enrollment periods shown on the front of the Agreement.
 2. For each enrollment period the student has completed, the student is responsible for those charges in full.
 3. A refund calculation is performed for the enrollment period the student is in when the withdrawal or termination occurs.
 4. For purposes of the refund calculation, the actual last date of attendance will be used to determine the percentage of the enrollment period attended.
 5. Tuition charges for the percentage of the enrollment period completed are based on the percentage of weeks attempted exclusive of any uncharged repeats using the percentages shown below:

Tennessee State Policy

% Attended	% Retained
On/before 1st day of class	0%
> 1st day of class-10%	25%
> 10-25%	75%
> 25	100%

6. In all instances of a student terminating or being withdrawn, an administrative fee of \$100 or 5% of the enrollment period, whichever is less, will be charged.

7. Refunds of less than \$25 will not be made. By signing the agreement, the student authorizes the Institute to retain refunds of less than \$25.

- F. If a refund is due, monies will first be returned to the Federal Title IV Funding Programs in their required order then to other funding sources prior to the student.
- G. In the event the student is a minor at the time of withdrawal, any monies due directly to the student will be paid to the parent, guardian or guarantor of the Agreement.
- H. The school shall determine the date of withdrawal within fifteen (15) days of the last date of attendance and shall pay the refund within thirty (30) days of making the determination. A return of funds to a federal student aid program or other non-student sources as a result of a student's withdrawal, dismissal or cancellation shall be made within 45 days after the date the Institute dismisses the student or receives notice of withdrawal, the last date of attendance or the date of cancellation, whichever is applicable.
- I. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both.
- J. For a student who cannot complete one or more classes because the Institution discontinued such class(es) during a period of enrollment for which the student was charged, the Institution shall refund the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

Utah Residents

- A. The student shall have a three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the Institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, shall be applicable and during this time the contract may be rescinded by the student and all money paid refunded.
- B. A student requesting cancellation subsequent to the three-business-day cooling-off period and prior to the first day of class shall be entitled to a refund to all monies paid to the Institution or its representatives minus a registration fee not to exceed \$200.

Institutional Policy

% Attended	% Retained
>0%-10%	10%
>10%-20%	20%
>20%-30%	30%
>30%-40%	40%
>40%-50%	50%
>50%	100%

Vermont Residents

Vermont rules and regulations do not provide standards for a refund policy aside from stating a policy regarding refund of tuition and fees collected in advance from students must be disclosed to students. As such, please refer to the Institutional Policy.

Virginia Residents

- A. All fees and payments, with the exception of the nonrefundable fee described section (b) of this policy, remitted to the school by a prospective student shall be refunded if the student is not admitted, does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program.

- B. The Institute shall require the payment of a reasonable nonrefundable initial fee, not to exceed \$100, to cover expenses in connection with processing a student's enrollment, provided the Institution retains a signed statement in which the parties acknowledge their understanding that the fee is nonrefundable. No other nonrefundable fees shall be allowed prior to enrollment.
- C. A student applicant shall have three business days, excluding weekends and holidays, during which the student may cancel his or her enrollment without financial obligation other than the nonrefundable fee described in section (b).
- D. Following the period in section (c) a student applicant may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When calculation is requested under these circumstances, the Institute is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program, or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes.
- E. An individual's status as a student shall be terminated by the Institution not later than seven consecutive instructional days after the last day on which the student actually attended the Institution. Termination may be effected earlier by written notice. In the event that a written notice is submitted, the effective date of termination will be the date the student last attended classes. The Institution shall submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner.
- F. The minimum refund policy for a school that financially obligates the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:

Virginia State Policy

% Attended	% Retained
>0-25%	25%
>25%-50%	50%
>50%-75%	75%
>75%	100%

- G. For programs longer than one year, the policy outlined above shall apply separately for each academic year or portion thereof.
- H. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalogue, or other documents, prior to enrollment in the course or program.

Washington Residents

CANCELLATION AND REFUND POLICY FOR RESIDENT TRAINING PROGRAMS:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3. The school may retain an established registration fee equal to 10% of the total tuition cost or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 (above) plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination date.

West Virginia Residents

West Virginia Community and Technical College System of WV Rules and Policies Series 35 Section 11.4 provides that schools having their physical facilities located outside West Virginia must comply with the cancellation and refund policies of the school's home state. As such, please refer to your applicable campus refund policy.

Wisconsin State Policy

This policy applies to Wisconsin state residents:

The student will receive a full refund of all money paid if the student:

1. cancels within the three-business-day cancellation period under EAB 6.04;
2. accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.
4. Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after three business days following enrollment but before completing 60% of the instruction in the current enrollment period is entitled to a pro rate refund as follows:

% Completed	Amount Retained by School
0 – 59.99%	Prorated
60% and beyond	100%

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws or is dismissed after

completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required. A student shall be considered withdrawn if he or she has not attended class for 10 consecutive days without notifying the school. Refunds will be made within 40 days of withdrawal date.

After the student's first period of enrollment and if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program or \$400, whichever is less.

Wyoming Residents

Chapter 1 Section 10 of the Wyoming Department of Education Rules and Regulations provides the Institution must utilize a refund policy that parallels the refund policy recognized by the United States Department of Education. The following refund policy was created using 20 U.S. Code § 1091b as a guideline.

% Attended	% Retained
0%-60%	Prorated
>60%	100%

- A. All refunds will be provided to the student within 45 days from the date of withdrawal.
- B. The date of withdrawal will be determined using the Institution's attendance records.

STUDENT NOTICES AND INDIVIDUAL STATE NOTICES

UTI / MMI / NASCAR Tech

The following pages are **REQUIRED** enrollment documents.

The pages marked **RETURN THIS COPY TO UTI/MMI/NASCAR TECH WITH ENROLLMENT** must be signed and returned with the Enrollment Agreement (if the student resides in that state) as indicated on the following pages.

The pages marked **STUDENT COPY** along with the remainder of the book are to be left with the student for his or her files.

Disclosures for California Residents Attending California Campuses

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website: www.bppe.ca.gov/enforcement/complaint.shtml.

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.

As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

The campuses located in California do not have a pending petition in bankruptcy, are not operating as debtors in possession, have not filed petitions within the preceding five years and have not had petitions in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an education, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

The Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four-(4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Universal Technical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this Institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Universal Technical Institute to determine if your credits or diploma will transfer.

STATEMENT CONCERNING LOAN REPAYMENT

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

STUDENT'S RIGHT TO CANCEL

The Enrollment Agreement, if accepted by the Institute and signed by the applicant, becomes a legally binding agreement which states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

1. If the Enrollment Agreement is rejected by the Institute, the applicant will be notified and the full amount of the registration fee will be refunded.
2. The Institution shall refund 100 percent of the amount paid for Institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
3. **YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class. Cancellation may occur when the student provides a written notice of cancellation at the following address:
Admissions Director, Universal Technical Institute,
4100 Duckhorn Drive, Sacramento, CA 95834.
This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the student was given any equipment or supplies, the student shall return them within ten (10) days following the notice of cancellation. If the student fails to return it in good condition, the Institution may retain the documented cost and shall refund the amount exceeding the documented cost within 10 days following the period required to return the equipment. The meter is non-refundable.

WITHDRAWING AFTER THE CANCELLATION PERIOD

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be "prorated" according to the not completed portion of the program less, the cost of any equipment returned in good condition and a registration or administration fee not to exceed \$250. The refund is to be paid within forty-five (45) days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the Institution, absence in excess of maximum set forth by the Institution, failure to return from a leave of absence and/or failure to meet financial obligations to the school.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- The student has the right to withdraw from his/her program at any time. The Institution will determine the amount you are obligated to pay for the enrollment period attended and the amount (if any) that must be refunded. The same policy will be followed if you are dismissed, suspended or terminated by the Institution. The student's withdrawal date for refund purposes will be the student's actual last date of attendance.
- When a student withdraws or is terminated after the commencement of classes, whether initiated by the student or the Institute, a refund is determined. Recipients of Federal Title IV grant or loan assistance who withdraw on or before completion of 60% of the period of enrollment are subject to the Federal Return of Funds Policy. This policy requires that in proportion to the period of enrollment remaining, grant or loan assistance that has been disbursed to a student and/or credited to a student's tuition account be returned.

LEARNING RESOURCE SYSTEM

The UTI learning resource system encompasses all materials that support and enhance a student's educational experience. The Resource Center is open and available to all students and staff during campus operating hours (typically 6:00 a.m. to 8:15 p.m., Monday through Friday) and some web-based resources may be accessed remotely and are therefore always available to students. The Resource Center is also available to all students anytime during normal hours of operation, outside of scheduled class time and through their own initiative.

Available resources include:

- Chilton's Repair Manuals
- Mitchell Repair Manuals
- Motor Age Repair Manuals
- ASE Test Preparation and Study Guide Materials
- Industry Trade Magazines and Journals
- Dictionaries and Other Reference Materials
- Soft Skills Materials (business management, personal development, etc.)
- Résumé preparation and career information
- Several automotive reference software programs

STUDENT HOUSING INFORMATION

Students can choose between multiple housing options at a number of complexes located within a reasonable distance of the campus. Individual rent ranges from \$449 to \$669 per month and is based on two-bedroom apartments, two-to-four person occupancy, and the style and amenities preferred. There are also independent housing options available for students who do not prefer roommates. Rent for independent apartments ranges between \$799 and \$1,899 per month, and is also based on style and amenities. Additional charges for electricity, cable television, Internet access or other services may apply. Please contact the Student Services department for more information.

STUDENT RECORD RETENTION

Current student academic and financial records are managed in an electronic, database-driven student information system (SIS) and an electronic, database-driven document imaging system (DIS). Data is stored on a highly redundant storage area network (SAN) and backed up to offsite storage. The data is maintained indefinitely in these systems.

Required Program Disclosures for UTI California Campuses:

As required by the California Bureau for Private Postsecondary Education, below is the list of United States Department of Labor Standard Occupational Codes (SOC) for which UTI programs prepare graduates.

Not all jobs classified under these US Bureau of Labor Statistics Standard Occupational Classification ("SOC") codes are counted as in-field placements. To count as an in-field placement, UTI applies its accreditor's requirement that a particular job's duties align with the educational and training objectives of the program. Additional requirements, including those for particular states, must also be satisfied to count a job as in-field.

RANCHO CUCAMONGA, CA CAMPUS

Programs:

- 115/121 – Automotive Technology
- 124/132 – Automotive Technology w/FA CT
- 152/156 – Automotive Technology w/SMOG
- 147 – Automotive Technology w/FACT & SMOG
- 5000 – Automotive Technology II
- 5100 – Automotive Technology II w/FACT

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3043	Rail Car Repairers

Programs:

- 208/218 – Diesel & Industrial Technology
- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Programs:

- 342/372 – Automotive/Diesel & Industrial Technology
- 344/374 – Automotive/Diesel & Industrial Technology w/FACT
- 470/370 – Automotive/Diesel & Industrial Technology w/SMOG
- 447 – Automotive/Diesel & Industrial Technology w/FACT & SMOG
- 5500 – Automotive/Diesel Technology II
- 5600 – Automotive/Diesel Technology II w/FACT

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Programs

- 560 – Welding

SOC Code	SOC Title
49-3043	Rail Car Repairers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

LONG BEACH, CA CAMPUS**Programs:**

- 179 – Automotive Technology II
- 010 – Automotive Technology II + Industry Emphasis (NATT)
011 – Automotive Technology II + Industry Emphasis (SMOG)
- 021 – Automotive Technology II + 2 Industry Emphases (NATT & SMOG)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

Program:

- 290 – Diesel Technology II

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Programs:

- 279 – Automotive & Diesel Technology II
- 030 – Automotive & Diesel Technology II + Industry Emphasis (NATT)
- 031 – Automotive & Diesel Technology II + Industry Emphasis (SMOG)
- 041 – Automotive & Diesel Technology II + 2 Industry Emphases (NATT & SMOG)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Programs:

- 745 – Core Collision Repair & Refinish Technology
- 748 – Core Collision Repair & Refinish Technology w/Estimating
- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology w/Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

SACRAMENTO, CA CAMPUS

Programs:

- 5000 – Automotive Technology II
- 5100 – Automotive Technology II + Industry Emphasis (Ford FACT)
- 5101 – Automotive Technology II + Industry Emphasis (SMOG)
- 5102 – Automotive Technology II + Industry Emphasis (TPAT)
- 5200 – Automotive Technology II + 2 Industry Emphases (Ford FACT & SMOG)
- 5201 – Automotive Technology II + 2 Industry Emphases (SMOG & TPAT)
- 5103 – Automotive Technology II + 1 Industry Emphasis (Welding)
- 5202 – Automotive Technology II + 2 Industry Emphases (Ford FACT & Welding)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers

Program:

- 290 – Diesel Technology II
- 051 – Diesel Technology II w/Welding

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Program:

- 5500 – Automotive & Diesel Technology II
- 5600 – Automotive & Diesel Technology II + Industry Emphasis (Ford FACT)
- 5601 – Automotive & Diesel Technology II + Industry Emphasis (SMOG)
- 5602 – Automotive & Diesel Technology II + Industry Emphasis (TPAT)
- 5700 – Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT & SMOG)
- 5701 – Automotive & Diesel Technology II + 2 Industry Emphases (SMOG & TPAT)
- 5603 – Automotive & Diesel Technology II + 1 Industry Emphasis (Welding)
- 5702 – Automotive & Diesel Technology II + 2 Industry Emphases (Ford FACT & Welding)

SOC Code	SOC Title
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3023	Automotive Service Technicians and Mechanics
49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
41-2022	Parts Salespersons
49-3092	Recreational Vehicle Service Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-9041	Industrial Machinery Mechanics
47-4021	Elevator Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-3043	Rail Car Repairers

Program:

- 745 – Core Collision Repair & Refinish Technology
- 748 – Core Collision Repair & Refinish Technology w/Estimating
- 751 – Collision Repair & Refinish Technology
- 754 – Collision Repair & Refinish Technology w/Estimating

SOC Code	SOC Title
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
49-3022	Automotive Glass Installers and Repairers
41-2022	Parts Salespersons
13-1032	Insurance Appraisers, Auto Damage
51-9122	Painters, Transportation Equipment

Disclosures for Mississippi Residents

RECRUITMENT:

- A. Recruiting shall be ethical and compatible with the educational objectives of the Institution.
- B. The Institution shall provide students, in writing, the information being communicated to them to ensure that each representative is communicating current and accurate information. Recruitment information shall include the following:
 - 1. Programs of study and individual courses
 - 2. Tuition and fees
 - 3. Terms
 - 4. Institution operating policies
 - 5. Certificates and diplomas offered
 - 6. Transferability of credit hours
 - 7. Graduation policies
 - 8. The percentage of students who complete their program of study within 150% of the normal time for completion
 - 9. The percentage of graduates employed in their fields of study or related field within six months after completion of or graduation from their programs of study
- C. Representatives of the Institution shall use only those job titles that accurately reflect their actual duties and responsibilities.

INSTITUTION DISCLOSURE OF INFORMATION FORM

FOR COMMISSION USE ONLY

STATE OF MISSISSIPPI
COMMISSION ON PROPRIETARY
SCHOOL AND COLLEGE
REGISTRATION

DATE RECEIVED _____

3825 Ridgewood Rd, Jackson, MS
39211

Institution Name: Universal Technical Institute

Institution Address: 721 Lockhaven Drive Houston, TX 77073
Street City, State Zip Code

Telephone Number: (281) 443-6262

1. During the past two (2) years 63 % of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years 61 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution:

University of Phoenix

City University of Seattle

Devry University

Western International University

Ferris State University

Wayland Baptist University

The following program(s) of study are offered at our institution at the indicated cost:

Program of Study	Cost
<u>See Catalog Addendum</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

INSTITUTION DISCLOSURE OF INFORMATION FORM

SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

Signature of Prospective Student

Date

Signature of School Official

Date

Title of School Official

INSTITUTION DISCLOSURE OF INFORMATION FORM

FOR COMMISSION USE ONLY

STATE OF MISSISSIPPI

DATE RECEIVED _____

COMMISSION ON PROPRIETARY

SCHOOL AND COLLEGE

REGISTRATION

3825 Ridgewood Rd, Jackson, MS

39211

Institution Name: Universal Technical Institute of Florida Motorcycle and Marine Mechanics Divisions

Institution Address: 9751 Delegates Drive Orlando, FL 32837
Street City, State Zip Code

Telephone Number: (407)240-2422

1. During the past two (2) years 63 % of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years 70.6 % of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years N/A % of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution:
City University, DeVry University, Ferris State University, University of Phoenix,
Wayland Baptist University and Western International University.

The following program(s) of study are offered at our institution at the indicated cost:

<u>Program of Study</u>	<u>Cost</u>
<u>See Catalog Addendum</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

INSTITUTION DISCLOSURE OF INFORMATION FORM

SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

Signature of Prospective Student

Date

Signature of School Official

Date

Title of School Official

TENNESSEE RESIDENTS ENROLLMENT CHECKLIST

Student Start Date: _____	Student Name: _____
Campus: _____	Address: _____
Campus Address: _____	City: _____
Campus City: _____	State: _____ Zip: _____
Campus State: _____ Campus Zip: _____	Telephone Number: _____
Program: _____	Social Security No.: _____

Student to initial each section acknowledging the following:

Student toured the institution _____ In person _____ Virtual Tour _____

- _____ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.
- _____ Student was given the time and opportunity to review the institutional policies in the catalog.
- _____ Student knows the length and times of the program in academic terms and actual calendar time.
- _____ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.
- _____ Student was informed of the cost of any required equipment purchases.
- _____ Student was given a copy of the institutional refund and cancellation policy.
- _____ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.
- _____ Student has been given the address and telephone number of Commission Staff along with a statement that reads:
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."
- _____ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: _____ Date: _____

TENNESSEE RESIDENTS ENROLLMENT CHECKLIST

Student Start Date: _____	Student Name: _____
Campus: _____	Address: _____
Campus Address: _____	City: _____
Campus City: _____	State: _____ Zip: _____
Campus State: _____ Campus Zip: _____	Telephone Number: _____
Program: _____	Social Security No.: _____

Student to initial each section acknowledging the following:

Student toured the institution _____ In person _____ Virtual Tour _____

- _____ Student received an institutional catalog and if provided electronically understands that the student may request a hard-copy of the catalog and any time.
- _____ Student was given the time and opportunity to review the institutional policies in the catalog.
- _____ Student knows the length and times of the program in academic terms and actual calendar time.
- _____ Student was properly informed about the total tuition cost and applicable fees such as registration and lab fees.
- _____ Student was informed of the cost of any required equipment purchases.
- _____ Student was given a copy of the institutional refund and cancellation policy.
- _____ Student has executed a Transferability of Credit Disclosure Statement and understands the specific limitations should the institution have articulation agreements.
- _____ Student has been given the address and telephone number of Commission Staff along with a statement that reads:
"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."
- _____ Student received the most recent withdrawal, completion, and placement data as calculated by the Commission during the last reauthorization cycle.

Student Signature: _____ Date: _____

TENNESSEE RESIDENTS TRANSFERABILITY OF CREDITS

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at

_____ .

Student Signature: _____

Date: _____

TENNESSEE RESIDENTS TRANSFERABILITY OF CREDITS

Credits earned at the Institute may not transfer to another education institution. Credits earned at another education institution may not be accepted by the Institute. You should obtain confirmation that the Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Institution to determine if such institutions will accept credits earned at the Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from the Institute to other educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Institute and of any other educational institutions to which you may, in the future, want to transfer the credits earned at the Institute before you execute an enrollment contract or agreement.

I have been informed of the Transferability of Credits at

_____ .

Student Signature: _____

Date: _____

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

Automotive Technology

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology w/FACT

For the program entitled Automotive Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology w/NATT

For the program entitled Automotive Technology w/NATT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology w/NATT, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive/Diesel & Industrial Technology

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in their field of study out of N/A* student who graduated from this program.

Automotive/Diesel & Industrial Technology w/FACT

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Collision Repair & Refinish Technology

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Diesel & Industrial Technology

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 students completed this program. 0 are still enrolled.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in their field of study out of N/A* students who graduated from this program.

* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

UTI, HOUSTON, TEXAS, GRADUATION PLACEMENT DATA

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

Automotive Technology

For the program entitled Automotive Technology, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology w/FACT

For the program entitled Automotive Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology w/NATT

For the program entitled Automotive Technology w/NATT, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology w/NATT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive/Diesel & Industrial Technology

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 students enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in their field of study out of N/A* student who graduated from this program.

Automotive/Diesel & Industrial Technology w/FACT

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 1 student enrolled in this program and 1 completed this program. 0 is still enrolled.

For the program entitled Automotive/Diesel & Industrial Technology w/FACT, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Collision Repair & Refinish Technology

For the program entitled Collision Repair & Refinish Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Collision Repair & Refinish Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Diesel & Industrial Technology

For the program entitled Diesel & Industrial Technology, I have been informed that the current withdrawal rate is 100%, or in the past 12 months 1 student enrolled in this program and 0 students completed this program. 0 are still enrolled.

For the program entitled Diesel & Industrial Technology, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months N/A* was placed in their field of study out of N/A* students who graduated from this program.

Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

Automotive Technology & FACT w/NASCAR Engines I & II

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 1 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology & NASCAR w/Pit Crew

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 17 students enrolled in this program and 7 completed this program. 10 are still enrolled.

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 71.4%* or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

Automotive Technology & NATT w/NASCAR Engines I & II

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 16.7%, or in the past 12 months 6 students enrolled in this program and 3 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100%** or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

Automotive Technology w/NASCAR Engines I & II

For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 7.7%, or in the past 12 months 13 students enrolled in this program and 5 completed this program. 36 are still enrolled. For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 25%** or in the past 12 months 1 was placed in his/her field of study out of 5 students who graduated from this program.

Automotive/NASCAR/FACT Technology w/Pit Crew

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that the current withdrawal rate is 0% or in the past 12 months 5 students enrolled in this program and 2 completed this program. 3 are still enrolled.

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology w/NATT and w/NASCAR

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology & Mopar TEC w/ NASCAR Engines I & II

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

CNC Machining Technology

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is N/A , or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

** Placement rate includes 1 or more special circumstances non-placement

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

NASCAR TECHNICAL INSTITUTE

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

Automotive Technology & FACT w/NASCAR Engines I & II

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 1 completed this program. 2 are still enrolled.

For the program entitled Automotive Technology & FACT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology & NASCAR w/Pit Crew

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 17 students enrolled in this program and 7 completed this program. 10 are still enrolled.

For the program entitled Automotive Technology & NASCAR w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 71.4%* or in the past 12 months 5 were placed in their field of study out of 7 students who graduated from this program.

Automotive Technology & NATT w/NASCAR Engines I & II

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 16.7%, or in the past 12 months 6 students enrolled in this program and 3 completed this program. 3 are still enrolled.

For the program entitled Automotive Technology & NATT w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 100%** or in the past 12 months 2 were placed in their field of study out of 3 students who graduated from this program.

Automotive Technology w/NASCAR Engines I & II

For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that the current withdrawal rate is 7.7%, or in the past 12 months 13 students enrolled in this program and 5 completed this program. 36 are still enrolled. For the program entitled Automotive Technology w/NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is 25%** or in the past 12 months 1 was placed in his/her field of study out of 5 students who graduated from this program.

Automotive/NASCAR/FACT Technology w/Pit Crew

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that the current withdrawal rate is 0% or in the past 12 months 5 students enrolled in this program and 2 completed this program. 3 are still enrolled.

For the program entitled Automotive/NASCAR/FACT Technology w/Pit Crew, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology w/NATT and w/NASCAR

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology w/NATT and w/NASCAR, I have been informed that for the students who graduated, the job placement rate is 50% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology & Mopar TEC w/ NASCAR Engines I & II

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & Mopar TEC w/ NASCAR Engines I & II, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled.

For the program entitled Automotive Technology & NASCAR w/ Mopar TEC + Pit Crew, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

CNC Machining Technology

For the program entitled CNC Machining Technology, I have been informed that the current withdrawal rate is N/A , or in the past 12 months 0 students enrolled in this program and N/A completed this program. N/A are still enrolled. For the program entitled CNC Machining Technology, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

** Placement rate includes 1 or more special circumstances non-placement

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

According to the Rules of Tennessee Higher Education Commission Chapter 1540-1-2-13 (1), also included shall be documentation that the student received graduation placement data exactly as presented to the Commission during the last reauthorization cycle in the following format. Detailed statistical data for these programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.

Harley Davidson Technician with Late Model

For the program entitled Harley Davidson Technician with Late Model, I have been informed that the current withdrawal rate is 13.3%, or in the past 12 months 15 students enrolled in this program and 10 completed this program. 3 are still enrolled.

For the program entitled Harley Davidson Technician with Late Model, I have been informed that for the students who graduated, the job placement rate is 66.7%**, or in the past 12 months 1 was placed in his/her field of study out of 1 student who graduated from this program.

Harley Davidson Technician with Early & Late Model

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 16 students enrolled in this program and 8 completed this program. 8 are still enrolled.

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 37.5%, or in the past 12 months 3 were placed in their field of study out of 8 students who graduated from this program.

Motorcycle Technician with HonTech

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that for the students who graduated, the job placement rate is N/A*, or in the past 12 months N/A* was placed in their field of study out of N/A* student who graduated from this program.

Motorcycle Technician with K-Tech

For the program entitled Motorcycle Technician with K-Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 3 students enrolled in this program and 0 completed this program. 2 are still enrolled.

For the program entitled Motorcycle Technician with K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A*, or in the past 12 months N/A* was placed in his/her field of study out of N/A* students who graduated from this program.

Motorcycle Technician with YamaPro

For the program entitled Motorcycle Technician with YamaPro, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Motorcycle Technician with YamaPro, I have been informed that for the students who graduated, the job placement rate is 100%, or in the past 12 months 2 were placed in his/her field of study out of 2 students who graduated from this program.

Motorcycle Technician with FAST

For the program entitled Motorcycle Technician with FAST, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 student enrolled in this program and 0 completed this program. 1 is still enrolled.

For the program entitled Motorcycle Technician with FAST, I have been informed that for the students who graduated, the job placement rate is N/A*, or in the past 12 months N/A* was placed in his/her field of study out of N/A* student who graduated from this program.

Marine Technician Specialist

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled.

For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 50%*, or in the past 12 months 1 was placed in their field of study out of 3 students who graduated from this program.

Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled.

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A*, or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive & Diesel Technology II

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 5 students enrolled in this program and 0 completed this program. 4 are still enrolled.

For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A*, or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Diesel Technology II

For the program entitled Diesel Technology II, I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology II

For the program entitled Automotive Technology II, I have been informed that the current withdrawal rate is 33.3% , or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology II + 1 Industry Emphasis (Ford FACT)

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 50% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology II + 1 Industry Emphasis (Nissan NATT)

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

**Placement rate includes 1 or more special circumstances non-placement

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

TENNESSEE RESIDENTS – GRADUATION PLACEMENT DATA

UNIVERSAL TECHNICAL INSTITUTE MOTORCYCLE & MARINE MECHANICS INSTITUTE & AUTOMOTIVE DIVISIONS

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Harley Davidson Technician with Late Model

For the program entitled Harley Davidson Technician with Late Model, I have been informed that the current withdrawal rate is 13.3%, or in the past 12 months 15 students enrolled in this program and 10 completed this program. 3 are still enrolled. For the program entitled Harley Davidson Technician with Late Model, I have been informed that for the students who graduated, the job placement rate is 66.7%**, or in the past 12 months 1 was placed in his/her field of study out of 1 student who graduated from this program.

Harley Davidson Technician with Early & Late Model

For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 16 students enrolled in this program and 8 completed this program. 8 are still enrolled. For the program entitled Harley Davidson Technician with Early & Late Model, I have been informed that for the students who graduated, the job placement rate is 37.5% or in the past 12 months 3 were placed in their field of study out of 8 students who graduated from this program.

Motorcycle Technician with HonTech

For the program entitled Motorcycle Technician with Hon Tech, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 4 students enrolled in this program and 0 completed this program. 4 are still enrolled. For the program entitled Motorcycle Technician with Hon Tech, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in their field of study out of N/A* student who graduated from this program.

Motorcycle Technician with K-Tech

For the program entitled Motorcycle Technician with K-Tech, I have been informed that the current withdrawal rate is 0% or in the past 12 months 3 students enrolled in this program and 0 completed this program. 2 are still enrolled. For the program entitled Motorcycle Technician with K-Tech, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in his/her field of study out of N/A* students who graduated from this program.

Motorcycle Technician with YamaPro

For the program entitled Motorcycle Technician with YamaPro, I have been informed that the current withdrawal rate is 33.3%, or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled. For the program entitled Motorcycle Technician with YamaPro, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 2 were placed in his/her field of study out of 2 students who graduated from this program.

Motorcycle Technician with FAST

For the program entitled Motorcycle Technician with FAST, I have been informed that the current withdrawal rate is 50%, or in the past 12 months 2 student enrolled in this program and 0 completed this program. 1 is still enrolled. For the program entitled Motorcycle Technician with FAST, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* was placed in his/her field of study out of N/A* student who graduated from this program.

Marine Technician Specialist

For the program entitled Marine Technician Specialist, I have been informed that the current withdrawal rate is 28.6%, or in the past 12 months 7 students enrolled in this program and 3 completed this program. 2 are still enrolled. For the program entitled Marine Technician Specialist, I have been informed that for the students who graduated, the job placement rate is 50%* or in the past 12 months 1 was placed in their field of study out of 3 students who graduated from this program.

Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT)

For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is N/A, or in the past 12 months 0 students enrolled in this program and 0 completed this program. 0 are still enrolled. For the program entitled Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Automotive & Diesel Technology II

For the program entitled Automotive & Diesel Technology II, I have been informed that the current withdrawal rate is 0%, or in the past 12 months 5 students enrolled in this program and 0 completed this program. 4 are still enrolled. For the program entitled Automotive & Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is N/A* or in the past 12 months N/A* were placed in their field of study out of N/A* students who graduated from this program.

Diesel Technology II

For the program entitled Diesel Technology II, I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Diesel Technology II, I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology II

For the program entitled Automotive Technology II, I have been informed that the current withdrawal rate is 33.3% , or in the past 12 months 3 students enrolled in this program and 2 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II, I have been informed that for the students who graduated, the job placement rate is 66.7% or in the past 12 months 1 was placed in their field of study out of 2 students who graduated from this program.

Automotive Technology II + 1 Industry Emphasis (Ford FACT)

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that the current withdrawal rate is 50% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 0 are still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Ford FACT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

Automotive Technology II + 1 Industry Emphasis (Nissan NATT)

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that the current withdrawal rate is 0% , or in the past 12 months 2 students enrolled in this program and 1 completed this program. 1 is still enrolled.

For the program entitled Automotive Technology II + 1 Industry Emphasis (Nissan NATT), I have been informed that for the students who graduated, the job placement rate is 100% or in the past 12 months 1 was placed in their field of study out of 1 student who graduated from this program.

* Not applicable for less than 10 students enrolled in program OR for the period reported in this disclosure, none of the graduates of this program are Tennessee residents. As a result, no Tennessee residents were available to be placed for employment.

**Placement rate includes 1 or more special circumstances non-placement

Student Signature

Date

Student Name (Please Print)

Document to accompany school copy of enrollment agreement to be placed in the student's academic file

Texas Residents
NOTICE OF CANCELLATION
UNIVERSAL TECHNICAL INSTITUTE

- ☐ Universal Technical Institute – 5151 Regent Boulevard, Irving, TX
- ☐ Universal Technical Institute – 721 Lockhaven Drive, Houston, TX
- ☐ Motorcycle & Marine Mechanics Institute – 9751 Delegates Drive, Orlando, FL
- ☐ NASCAR Technical Institute – 220 Byers Creek Road, Mooresville, NC
- ☐ Motorcycle Mechanics Institute, a Division of Universal Technical Institute
2844 W. Deer Valley Road, Phoenix, AZ 85027

I, _____, do hereby notify Universal Technical Institute at the address checked
(Student's Printed Name)

above of my intent to cancel my Enrollment Agreement dated the _____ of _____, 20 _____.

I am initiating this written Notice of Cancellation within the 72-hour cancellation period that expires

on the _____ of _____, 20 _____ as stated in the Refund and Cancellation Policy.

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

A full refund will also be made to any student who cancels their enrollment within three (3) days (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following a tour and inspection of the school.

Student's Signature _____

Date _____

Student's Printed Name _____

Date _____

Student's Social Security No. _____

Texas Residents
NOTICE OF CANCELLATION
UNIVERSAL TECHNICAL INSTITUTE

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Student's Signature _____

Date _____

Student's Printed Name _____

Date _____

Student's Social Security No. _____

Disclosure for Washington Residents (AOS Degree Students)

The transferability of credits earned at Universal Technical Institute is at the discretion of the receiving college, university or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Universal Technical Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma or other academic credential earned at Universal Technical Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Universal Technical Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.

WISCONSIN RESIDENTS

Customer's Right to Cancel

Date of Transaction: _____

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

_____ (school name)

at _____ (school address)

no later than midnight of _____.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date _____ Buyer's Signature _____

Buyer's Name – Please print _____

Street Address _____

City, State, Zip Code _____

WISCONSIN RESIDENTS

Customer's Right to Cancel

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_____ (school name)

at _____ (school address)

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Date _____ Buyer's Signature _____

Buyer's Name – Please print _____

Street Address _____

City, State, Zip Code _____

Catalog Addenda

We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/MMI/NASCAR Tech an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.

A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education. To try it, go to www.uti.edu/net-price-calculator.

Details about program tuition, lab fee and the cost of the required digital multimeter are in each catalog addendum, which accompanies this catalog and includes the length of the program and type of graduation document awarded.



MOTORCYCLE MECHANICS INSTITUTE

A Division of Universal Technical Institute

PHOENIX, ARIZONA CAMPUS

2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

Catalog Addendum to Course Catalog Published July 1, 2018
All programs may not be available to students from states outside of Arizona

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Programs listed below.

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 07/01/2018									
Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
Motorcycle Technician with H-D Late Model	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & FAST	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with BMW & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & HonTech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with FAST & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & K-Tech	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with HonTech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma
Motorcycle Technician with K-Tech & YamaPro	49	1,050	42	\$19,450	\$50	\$95	\$120	\$19,715	Diploma

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
➤ Motorcycle Technician with Performance	52.5	1,125	45	\$20,850	\$50	\$95	\$120	\$21,115	Diploma

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
➤ Motorcycle Technician with H-D Late Model & Early Model	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma

* The total tuition cost for first time students of the Motorcycle Technician Programs includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. In addition, students are required to have a meter by the beginning of MOTO-103 of their prerequisite program.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

Meter fee waived if student owns a multimeter.

➤ Eligibility for enrollment in this program may be determined based on the state of residency. This program is not available to Texas residents. To enroll in this program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

This catalog addendum to course catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog addendum to course catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

Kimberly J. McWaters
Chief Executive Officer
Universal Technical Institute, Inc.

TERMS OF PAYMENT

Payment of tuition and remaining fees is due on the first day of class. Payment will be satisfied by either cash payments or through a financial aid package. Further information on securing a financial aid package can be obtained by contacting the school's Financial Aid Department.

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Details about program tuition, lab fee and the cost of the required digital multimeter are in each catalog addendum, which also includes the length of the program and type of graduation document awarded. The addendum containing each program for Universal Technical Institute can be found on the previous page.

Changes to Motorcycle Mechanics Institute/Marine Mechanics Institute Course Catalog 2018-2019, Vol. 18/No. 01 effective July 1, 2018. For the most current version of the Catalog, please go to www.uti.edu/programs/catalogs

The following programs are no longer enrolling new students:

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee #	Total	Graduation Document
048 Motorcycle Technician Specialist 48	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma
060 Motorcycle Technician Specialist 60	70	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
~060-1 Motorcycle Technician Specialist 60-1	67	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
066 Motorcycle Technician Specialist 66	74	1,650	66	\$30,550	\$50	\$95	\$120	\$30,815	Diploma
072 Motorcycle Technician Specialist 72	84	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
~072-1 Motorcycle Technician Specialist 72-1	81	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
078 Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
084 Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
~084-1 Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
090 Motorcycle Technician Specialist 90	102	2,250	90	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
096 Motorcycle Technician Specialist 96	112	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
~096-1 Motorcycle Technician Specialist 96-1	109	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
102 Motorcycle Technician Specialist 102	116	2,550	102	\$47,050	\$50	\$95	\$120	\$47,315	Diploma



MOTORCYCLE MECHANICS INSTITUTE

A Division of Universal Technical Institute

ORLANDO, FLORIDA CAMPUS

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

Catalog Addendum to Course Catalog Published July 1, 2018

All programs may not be available to students from states outside of Florida

To be considered a graduate of MMI, students must successfully complete one of the Motorcycle Technician Specialist Programs listed below.

Note: All Harley-Davidson course electives require the successful completion of the 6 week Harley-Davidson Technology section of the program as a prerequisite.

	Sem. Credit Hours	Clock Hours	No. Weeks	Location
Core/Prerequisites:				
Motorcycle Technician	42	900	36	PHX/ORL
Harley-Davidson Technician	41	900	36	PHX/ORL
Electives:				
➤BMW Motorrad	14	300	12	PHX/ORL
HonTech 24	28	600	24	PHX/ORL
YamaPro®	14	300	12	PHX/ORL
K-Tech Specialist	14	300	12	PHX/ORL
Factory Authorized Suzuki Training (FAST)	14	300	12	PHX/ORL
Harley-Davidson Late Model	26	600	24	PHX/ORL
Harley-Davidson Early Model	7	150	6	PHX/ORL

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018

Programs	Sem. Credit Hours	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
048 Motorcycle Technician Specialist 48	56	1,200	48	\$22,250	\$50	\$95	\$120	\$22,515	Diploma
060 Motorcycle Technician Specialist 60	70	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
~060-1 Motorcycle Technician Specialist 60-1	67	1,500	60	\$27,800	\$50	\$95	\$120	\$28,065	Diploma
066 Motorcycle Technician Specialist 66	74	1,650	66	\$30,550	\$50	\$95	\$120	\$30,815	Diploma
072 Motorcycle Technician Specialist 72	84	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
~072-1 Motorcycle Technician Specialist 72-1	81	1,800	72	\$33,200	\$50	\$95	\$120	\$33,465	Diploma
078 Motorcycle Technician Specialist 78	88	1,950	78	\$35,950	\$50	\$95	\$120	\$36,215	Diploma
084 Motorcycle Technician Specialist 84	95	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
~084-1 Motorcycle Technician Specialist 84-1	98	2,100	84	\$38,850	\$50	\$95	\$120	\$39,115	Diploma
090 Motorcycle Technician Specialist 90	102	2,250	90	\$41,550	\$50	\$95	\$120	\$41,815	Diploma
096 Motorcycle Technician Specialist 96	112	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
~096-1 Motorcycle Technician Specialist 96-1	109	2,400	96	\$44,150	\$50	\$95	\$120	\$44,415	Diploma
102 Motorcycle Technician Specialist 102	116	2,550	102	\$47,050	\$50	\$95	\$120	\$47,315	Diploma

* The total tuition cost for first time students of the Motorcycle Technician Specialist Programs includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. Elective courses may not be taken without the required prerequisite Motorcycle Technician, or Harley-Davidson Technician Program. In addition, students are required to have a meter by the beginning of MOTO-003 of their prerequisite program.

^ Registration fees may vary by state, but in no instance will they exceed the amount listed above.

Meter fee waived if student owns a multimeter.

~ Eligibility for enrollment in this program may be determined based on state of residency.

➤ To enroll in this program, active students must first meet with the Student Development Advisor in the campus Employment Services Office.

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MOTORCYCLE TECHNICIAN SPECIALIST

Selecting Your Training Program

MMI makes it easy for you to structure your training program to fit your career plans. A variety of prerequisites and electives allows you to customize your training program. Motorcycle Technician Specialist training programs, which vary in total number of weeks according to the courses you select, are listed below:

	Weeks	Hours	Credits
Motorcycle Technician Specialist 48	48	1,200	56
Motorcycle Technician Specialist 60	60	1,500	70
Motorcycle Technician Specialist 60-1	60	1,500	67
Motorcycle Technician Specialist 66	66	1,650	74
Motorcycle Technician Specialist 72	72	1,800	84
Motorcycle Technician Specialist 72-1	72	1,800	81
Motorcycle Technician Specialist 78	78	1,950	88
Motorcycle Technician Specialist 84	84	2,100	95
Motorcycle Technician Specialist 84-1	84	2,100	98
Motorcycle Technician Specialist 90	90	2,250	102
Motorcycle Technician Specialist 96	96	2,400	112
Motorcycle Technician Specialist 96-1	96	2,400	109
Motorcycle Technician Specialist 102	102	2,550	116

ADDITIONAL PROGRAM PREREQUISITES

Courses within the Motorcycle Technician Specialist Program must be completed as follows:

- Theory 1 must be completed prior to starting Theory 2.
- Theory 1 and 2, and MOTO-001 through MOTO-006 must be completed prior to starting MOTO-007.
- Theory 1 and 2, and MOTO-003 must be completed prior to starting MOTO-004.
- Theory 1 and 2 must be completed prior to starting MOTO-008. (MOTO-001 through MOTO-006 are recommended but not required for MOTO-008.)
- Theory 1 and 2, and MOTO-001 through MOTO-007 must be completed prior to starting MOTO-009 and MOTO-010. (MOTO-008 is recommended but not required.)
- Theory 1 and 2, and MOTO-001 through MOTO-008 must be completed prior to starting Harley-Davidson Technology (HDTP-118 and HDTP-119).
- Theory 1 and 2, and MOTO-001 through MOTO-010 must be completed prior to starting the BMW Motorrad, Honda, Kawasaki, Suzuki and/or Yamaha electives.

Note: A student who completes the Harley-Davidson Technician Program then elects to add a BMW Motorrad, Honda, Kawasaki, Suzuki and/or Yamaha elective or multiple thereof must complete MOTO-009 and MOTO-010 prior to starting the elective.

After you have reviewed all your elective options, your Education Representative will assist you in choosing the program best suited for your skills, interests and career goals. Tuition and other program-related costs for all Motorcycle Technician Specialist programs are listed on the catalog addendum.

Motorcycle Technician Specialist Program Objective

The objective of MMI's Motorcycle Technician Specialist program is to prepare students for entry-level technician positions with the knowledge and skills required to perform maintenance and routine service, diagnose mechanical and electrical systems, and make necessary repairs and replacements. To reinforce students' preparation for future career success, there also is an emphasis on developing their professionalism skills.

Manufacturer-Specific Electives

MMI students take their training to higher levels with elective training supported by major motorcycle manufacturers. You may choose to add as many manufacturer electives to your training program as you feel will satisfy your career goals. Because many motorcycle dealerships service and sell various product lines, MMI graduates with specialized training in multiple areas are preferred. Electives sponsored by the following manufacturers are available to MMI students:

- | | |
|-------------------|------------|
| • BMW Motorrad | • Kawasaki |
| • Honda | • Suzuki |
| • Harley-Davidson | • Yamaha |

MOTORCYCLE PROGRAM COURSE DESCRIPTIONS

Motorcycle Technician Prerequisite

36 weeks, 42 credit, 864 didactic/lab, 36 assessment

The 36-week Motorcycle Technician Prerequisite (MTP) will be your first step in training for an entry-level position as a professional motorcycle technician. This prerequisite will consist of motorcycle theory as well as hands-on training courses required for the BMW Motorrad, HonTech 24, K-Tech Specialist, FAST and YamaPro® electives.

Due to ongoing technological advances in the motorcycle industry, motorcycle systems have become increasingly complex. It's no longer sufficient to simply replace defective parts. To comprehend and master technological development, a motorcycle technician must have a theoretical understanding of basic motorcycle mechanics as well as a practical grasp of each system. At MMI, instruction is presented in a logical, step-by-step progression from the fundamentals to the most up-to-date technology. Instructors explain each component beginning with the essentials of motorcycle operation and proceeding through practical applications, technical aspects of each system, the latest technologies and up-to-date service procedures. All instruction is clarified and reinforced through demonstrations, videos, selected readings and hands-on training activities. Students will receive focused, specialized training designed to prepare them for the job market. MMI instructors are knowledgeable, experienced and actively involved in the progress of each student.

At the conclusion of your full program (the prerequisite and elective training), you will receive a graduation diploma as well as any manufacturer-specific certificates you have earned.

MOTORCYCLE THEORY 1 (MCTH-011)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn the theory and operation of motorcycle components, the relationships between components, and the design features that make different components more suitable for specific applications. Students will be introduced to the use of the metric system as it applies to motorcycle technicians. Proficiency will be gained in the use of necessary formulas, and common measurement tools and methods. Students will learn about internal combustion engine operation, two-stroke and four-stroke engine operation, components, cooling and exhaust systems, lubrication, and various engine designs. Students will learn about the operation of various primary drives, including wet, dry, automatic and semi-automatic clutches; transmissions; and final drive systems. Lectures will be reinforced with videos, electronic presentations, cutaway drawings and group activities to provide a clear understanding of motorcycle technology. Terminology will be covered in detail and students evaluated on their retention of information through weekly quizzes.

MOTORCYCLE THEORY 2 (MCTH-012)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will continue to learn the theory and operation of motorcycle components such as fuel-delivery systems; the principles of carburetion; and the design and operation of slide, vacuum and fixed-venturi carburetors. Students also will cover the fundamentals of fuel-injection design and operation, basic electrical principles, Ohm's law, Watt's law, and circuit configurations. Lectures will be reinforced with videos, electronic presentations, cutaway drawings and group activities to provide a clear understanding of motorcycle technology. Terminology will be covered in detail and students evaluated on their retention of information through weekly quizzes.

Prerequisites: MCTH-011

Lab Courses

Students move from MTP theory to individually equipped labs for a series of three-week courses. Each course focuses on a specific motorcycle system, emphasizing service, repair and maintenance procedures. Each procedure is reinforced by electronic presentations, demonstrations and videos. Hands-on performance tasks are assigned. For each course, students are evaluated on the basis of periodic quizzes, exams and hands-on performance tests.

ENGINES, TRANSMISSIONS AND PRECISION MEASUREMENT (MOTO-001)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will be introduced to professional work standards, shop safety rules and the use of service manuals as well as the proper use of common hand tools, precision measuring tools and special factory tools. Students will learn about the design and function of different types of engine and transmission configurations and lubrication systems. Procedures for disassembly and reassembly will be discussed and performed. Indirect and direct drive transmissions operation will be taught along with clutch systems and primary drives. Students also will learn basic maintenance and troubleshooting techniques on these systems.

Major equipment used in this course: precision measuring tools, torque wrenches

Prerequisites: MCTH-011, MCTH-012

CHASSIS, SUSPENSION AND FINAL DRIVE (MOTO-002)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn about the design, operation and maintenance procedures of front and rear suspension systems, including the servicing of steering head bearings, suspension, and drum and disc brake systems. Students will learn about the various types of tire construction, wheel removal and replacement, dynamic and static tire balancing, tire removal and replacement, chain peen removal and replacement, and ATV tire removal and replacement.

Major equipment used in this course: tire mounting equipment, tire balancing equipment, rim truing equipment, torque wrenches

Prerequisites: MCTH-011, MCTH-012

ELECTRICAL BASICS (MOTO-003)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn the fundamentals of electrical theory; how these principles are used in electrical circuits; and the tools used to assemble, test and repair these circuits. The tools introduced will include digital multimeters, soldering tools and wiring schematics. Students will learn to make wiring repairs using soldering equipment. The course also includes an introduction to the function of the electrical systems found on modern motorcycles.

Major equipment used in this course: digital multimeter, solder tools

Prerequisites: MCTH-011, MCTH-012

ELECTRICAL SYSTEMS (MOTO-004)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Expanding upon the skill sets learned in MOTO-003, students will learn the operation of the electrical systems found on modern motorcycles from a variety of manufacturers. These systems include lighting, ignition, charging, starting, fuel injection and accessories. The course also introduces the diagnostic tools and testing procedures used to verify proper operation of these systems. All demonstrations and lab tasks are performed on fully operational motorcycles.

Major equipment used in this course: digital multimeters, battery load testers, wiring schematics

Prerequisites: MCTH-011, MCTH-012, MOTO-003

VEHICLE MAINTENANCE (MOTO-005)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn periodic maintenance procedures on four-stroke engines, including oil, oil filter and coolant servicing. Instruction also will cover the use of specialized maintenance equipment, including valve train service and adjusting tools, throttle body synchronization tools, engine compression testers, and four-stroke engine leak-down testers. In addition, students will learn about the proper selection and use of solvents and lubricants.

Major equipment used in this course: tire mounting equipment, tire balancing equipment, throttle synchronizing equipment, engine compression testers and leak-down testers, torque wrenches

Prerequisites: MCTH-011, MCTH-012, MOTO-002

ENGINE TROUBLESHOOTING AND NOISE DIAGNOSTICS (MOTO-006)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn to interpret and diagnose common types of engine noises. They also will learn to troubleshoot and diagnose four-stroke engine failures as well as how to use special tools required for disassembling and reassembling four-stroke engines. Additional instruction will be given on cam timing, engine clearance measurements and service limits.

Major equipment used in this course: precision measuring tools, torque wrenches, specialty powertrain service tools

Prerequisites: MCTH-011, MCTH-012, MOTO-001

SERVICE DEPARTMENT OPERATIONS (MOTO-007)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will demonstrate and refine the entry-level technician skills learned throughout prior courses by performing routine service and service support tasks in a simulated dealership environment. Service tasks will include those commonly performed by entry-level technicians: routine engine and chassis maintenance, tire replacement, basic electrical testing and brake service. Service support tasks will include the proper use of manufacturer's service literature and computer resources, vehicle receiving, and writing a complete and accurate repair order. The course will utilize many of the tools and equipment introduced in earlier courses. Teamwork and professionalism will be emphasized.

Major equipment used in this course: tire mounting and balancing equipment, torque wrenches, digital multimeters, compression and leak-down testers, precision measuring tools, applicable manufacturer's specialty service tools

Prerequisites: MCTH-011, MCTH-012, MOTO-001 – MOTO-006

DEALER MANAGEMENT SYSTEMS (MOTO-008)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

This course is designed to provide students with a training foundation in dealership operations. Students will be introduced to current software systems used by both small and large motorcycle dealerships. They also will become familiar with the roles and responsibilities of personnel involved in the successful operation of a motorcycle dealership. The course also will prepare students for manufacturer-specific training in dealer operations in their chosen factory electives. Instruction also will cover areas such as service writing, and parts and accessories consulting.

Major equipment used in this course: computers, dealer operations software

Prerequisites: MCTH-011, MCTH-012 (MOTO-001 – MOTO-006 are recommended but not required.)

ELECTRICAL DIAGNOSTICS (MOTO-009)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Building upon the skill sets learned in MOTO-003 and MOTO-004, students will learn the procedures for diagnosing common electrical issues on a variety of motorcycle systems, including starting, ignition and charging systems. Students will be introduced to computer-based digital diagnostic tools, pull and clear diagnostic codes, and use graphic data to troubleshoot EFI and electrical problems.

Major equipment used in this course: digital multimeters, battery load testers

Prerequisites: MCTH-011, MCTH-012, MOTO-003, MOTO-004 (MOTO-001 – MOTO-002 and MOTO-005 – MOTO-008 are recommended but not required.)

DRIVABILITY AND PERFORMANCE (MOTO-010)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students will learn the principles of motorcycle performance, and how to diagnose common performance and drivability issues using a motorcycle/ATV dynamometer. Training will include the operation of the dynamometer and associated computer software, and the use of exhaust gas analyzer (EGA) equipment. Students will learn effects that compression, cam and ignition timing, and cylinder head flow have on engines, and how to use OEM and aftermarket components to improve an engine's performance.

Major equipment used in this course: dynamometer, exhaust gas analyzer

Prerequisites: MCTH-011, MCTH-012, MOTO-001, MOTO-006 (MOTO-002 – MOTO-005 and MOTO-007 – MOTO-008 are recommended but not required.)

Harley-Davidson Prerequisite

36 weeks, 41 credit, 862 didactic/lab, 38 assessment

The Harley-Davidson Prerequisite is designed to provide the core knowledge and skills to be successful as an entry-level Harley-Davidson® technician. This is a prerequisite for the Harley-Davidson Late Model elective.

The first 30 weeks consist of the Motorcycle Technician Prerequisite courses (Theory 1 and 2, and MOTO-001 through MOTO-008), which provide a broad exposure to motorcycle technologies from various manufacturers.

Upon successful completion of this core skills training, students enter the six-week Harley-Davidson Technology section designed to provide the basic knowledge and skills necessary to perform routine maintenance on Harley-Davidson® suspension systems, and a strong working knowledge of the powertrain fundamentals.

Students also are exposed to customer service and the dealership operating procedures used in Harley-Davidson® service and parts departments. Students learn how service managers document and verify technicians' productivity and efficiency. These industry standards are the same used by the Instructor to rate students' performance in the labs and determine their grades.

Harley-Davidson Course Descriptions

H-D TECH 1 (HDTF-118)

Hours: 3 credit, 71 didactic/lab, 4 assessment

Parts and Service Literature Usage and Lookup Exercises

Students learn how and when to utilize proprietary Harley-Davidson® electronic dealer management systems and service literature. This preliminary work and research supports their performing the hands-on service tasks in the lab.

Vehicle Model Identification

Students learn the current model year's product lineup and how to positively identify specific models, both current and past. These identification skills are required to ensure the use of correct service literature, parts and service procedures.

Setup and Service

Students learn hands-on servicing of various Harley-Davidson® steering head assemblies and suspension components, including wheels and tires. They perform the routine maintenance tasks necessary to ensure a safe and proper handling motorcycle.

Students also have opportunities to complete the hands-on pre-assessment components required for participation in the optional Harley-Davidson® University PHD course equivalency.

Major equipment used in this course: torque wrench and precision measuring tools

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-008

H-D TECH 2 (HDTF-119)

Hours: 3 credit, 71 didactic/lab, 4 assessment

Engines

Engine design fundamentals and operation, and the latest service bulletins from Harley-Davidson are covered. Students disassemble, inspect and reassemble air-cooled and liquid-cooled engines to gain familiarity with the mechanical components and their operation, including the oil pump and cam compartment. Students also learn to inspect wear patterns and develop a detailed understanding of late model Harley-Davidson® lubrication systems. Current service publications are used to explain service bulletins and updates.

Transmissions

Students learn the design fundamentals and function of Harley-Davidson transmissions. They disassemble, inspect and reassemble transmissions to gain familiarity with their operation and service requirements.

Fuel Injection

Students are introduced to the design and function of the Harley-Davidson® fuel injection system components.

Major equipment used in this course: torque wrench and precision measuring tools

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-008

MOTORCYCLE MANUFACTURER-SPECIFIC ELECTIVE DESCRIPTIONS

You'll move on to manufacturer-specific electives after successfully completing the Motorcycle Technician Prerequisite or Harley-Davidson® Prerequisite. You'll earn 3.0 to 3.5 semester credits for each three-week course you complete, based on the completion of 75 hours of training.

BMW Motorrad Technician Elective

12 weeks, 14 credit, 292 didactic/lab, 8 assessment

The BMW Motorrad Technician elective is officially sponsored and endorsed by BMW Motorrad USA. This elective is designed to provide students with the knowledge, skills and opportunity to be recognized as Level 1 Certified BMW Motorcycle Technicians.

An MMI/BMW-endorsed Motorrad Technician certificate may be awarded upon successfully completing the elective. When an MMI graduate who has earned this certificate is hired at a BMW Motorrad dealership, BMW Motorrad USA Level 1 Certified Motorcycle Technician status is activated.

BMW MOTORRAD: SECTION 1 (BMW-001)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

Introduction to BMW

Students will begin their training by using BMW's web-based training system to learn about the history of BMW motorcycles and BMW Motorrad USA training requirements for technicians. Students also will get familiar with the BMW Motorcycles model lineup, including model identification, suspension system design, identification and evolution of the anti-lock braking system (ABS). They will learn to identify the structure of the vehicle identification number (VIN), locate the VIN on various motorcycles and identify other labels found on the motorcycles and main group structure. In this web-based program, students will learn about the structured BMW service and maintenance processes that experienced BMW Motorrad dealership technicians follow to service and maintain BMW motorcycles. They will follow an outline of the service maintenance schedule to learn basic service requirements before moving on to higher level service procedures. They will learn about service consumable products; changing oils; wheel service; brake service; battery maintenance; cooling system service; and clutch, steering and suspension service. Also covered will be an engine service overview and unique model-specific service considerations. Students also will learn about BMW Motorrad diagnostic equipment technology for service technicians. They will learn to identify the operating system and hardware of advanced BMW diagnostic test equipment; learn about diagnostic methods this tester provides for the evolving technician and expert; and learn to load software, navigate the system and utilize various functions. Also covered will be procedures for reviewing software status as well as programming and coding procedures.

Major equipment used in this course: BMW Motorrad diagnostic computer system, MBOX diagnostic tool

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

BMW MOTORRAD: SECTION 2 (BMW-002)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

BMW Diagnostic Equipment

Students will become familiar with all the skills necessary to service, diagnose and repair modern BMW motorcycles. Students will learn how to perform the first required service procedures. Techniques will include head bolt torque techniques, valve adjustment procedures and servicing steering head bearings. Students also learn how to set ignition timing the BMW way, throttle body adjustment, and chain/belt drive service and adjustment procedures. Students then will progress to more advanced service techniques as they learn how to service and diagnose BMW ABS brake systems. They will gain hands-on experience servicing and bleeding brakes, as well as troubleshooting BMW anti-lock brake systems. Students will receive repair orders and go to work on BMW motorcycles just like they would in an actual service department.

Major equipment used in this course: BMW Motorrad diagnostic computer system, MBOX diagnostic tool, tire machine and balancer, radiator negative pressurization and refill kit

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, BMW-001

BMW MOTORRAD: SECTION 3 (BMW-003)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

BMW Diagnostic Equipment

Students will demonstrate their newly acquired knowledge of BMW Motorrad products as they explore the interactive BMW Motorrad technician prove-out. Students will demonstrate their mastery of what they have learned while experiencing what it will be like to work in a BMW dealership. Students receive repair orders and go to work on BMW motorcycles just like they would in an actual service department.

Major equipment used in this course: BMW Motorrad diagnostic computer system, MBOX diagnostic tool, tire machine and balancer, radiator negative pressurization and refill kit

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, BMW-001, BMW-002

BMW MOTORRAD: SECTION 4 (BMW-004)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

Advanced Troubleshooting Techniques

Students move on to advanced BMW Motorrad diagnostic computer system PC troubleshooting software. Students perform coding and programming on new control modules and update existing software levels to the latest versions. After reviewing the basics of BMW ignition, charging and starting systems, students will delve deeply into engine management systems, service and repair. Students will use schematics to assist with diagnosing and troubleshooting systems problems using a systematic approach. Students also learn about the BMW anti-theft system. Finally, students will be challenged to troubleshoot actual system problems using this software.

Major equipment used in this course: BMW Motorrad diagnostic computer system, MBOX diagnostic tool, BMW electrical repair kit and Midtronics battery tester

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, BMW-001, BMW-002, BMW-003

HonTech 24 Elective

HONDA

24 weeks, 28 credit, 592 didactic/lab, 8 assessment

For students seeking an American Honda-endorsed program that can lead to a career as a technician with a Honda motorcycle dealership, MMI is the place to start. An MMI HonTech 24 student who has graduated will also have the opportunity to receive Bronze field designation after completing 60 days of tenure in a Honda dealership and have the opportunity to complete all their coursework for Silver and Red field level designations while attending the HonTech 24 program. In order to earn the Silver, he or she is required to work in a Honda dealership 1 year and to earn the Red level after 2 years. The 24-week HonTech elective, which consists of eight three-week modules of 75 hours each, is officially sponsored and endorsed by American Honda. HonTech is designed to provide the knowledge and hands-on experience required to become an entry-level Honda technician. Much of the information presented in the elective comes directly from American Honda training centers. Training is conducted under American Honda's own training platform, Individualized Skills Training (IST). IST allows students to learn at a self-paced rate to ensure they achieve solid proficiency in the skills required to become a technician. Instructors are HonTech-trained and receive regular updates from American Honda on designs and procedures.

The emphasis of HonTech is on developing entry-level technicians for Honda motorcycle dealerships. HonTech graduates receive graduate employment assistance through MMI's Employment Services department.

HonTech I

MODULE 1 (HTEC-001)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Engine Service

Students will learn the design characteristics of various Honda motorcycle and ATV engine configurations. They also will learn motorcycle lubrication systems and how to disassemble, inspect, measure and reassemble a motorcycle top-end to Honda's specifications. Honda transmissions will be covered and students will learn the disassembly, inspection, power flow and reassembly procedures of the transmission. Students also will learn how to disassemble, inspect and reassemble Honda motor valve trains, chain drives, motorcycle and scooter clutches, power equipment engines, and cooling systems. Students also will become familiar with the electronic parts lookup system in Honda's Web Parts Catalog.

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

MODULE 2 (HTEC-002)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

ATVs/Suspensions

Students will use workstations in the ATV module to learn all aspects of ATV servicing, model identification, principles of operation and safety procedures. Students also will learn how to troubleshoot and service clutches, transmissions and final drive systems. The suspension system module will teach the latest servicing procedures, including seal replacement on inverted forks, nitrogen/oil shock servicing, Honda brake system servicing and frame component servicing.

Major equipment used in this course: tire machine, suspension service tools and precision measuring equipment

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

MODULE 3 (HTEC-003)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Electrical Systems

Students will gain an understanding of Honda wiring diagrams and their interpretation and use on motorcycles, scooters, ATVs and power equipment, including generators. Students will perform the latest troubleshooting procedures on Honda charging, ignition and lighting systems. They also will learn to identify, diagnose and repair Honda charging systems, including half-wave, full-wave and three-phase systems. Students will learn to identify, diagnose and repair Honda ignition systems, including TPI, digital and AC and DC CDI.

Major equipment used in this course: digital multimeter, battery charging station and peak reading meter

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

MODULE 4 (HTEC-004)

Vehicle Maintenance

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Students will learn how to service and maintain Honda motorcycles, scooters, ATVs and power equipment engines. They also will learn to perform the Honda idle drop procedure and all aspects of vehicle maintenance. Students also will learn about fuel delivery systems, including PGM-FI, mechanical slide and constant velocity carburetors. This module will also cover emission control systems found on Honda street bikes. Up-to-date service bulletin information will be provided during each module to keep students current with what is happening in the field. Students will receive a HonTech certificate at graduation, and students who successfully pass the HonTech assessment during their program also receive a Honda Pro Technician Routine Maintenance Certificate.

Major equipment used in this course: synchronization gauge, digital tachometer, and compression and leak-down tester

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

HonTech II

MODULE 5 (HTEC-005)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Motorcycle Engine and Suspension

Start your journey toward becoming a Honda Registered Technician by gaining even more knowledge and experience in engine service, chassis setup, suspension component service and vehicle maintenance. Students will learn to disassemble, inspect, reassemble and test run Honda motorcycle engines. Students will learn in a training environment that looks and feels just like an actual Honda Dealer Training Center, with all of the same special tools, equipment and training aids.

Students will complete the training modules listed below:

1. Disc brake service
2. Nitrogen-charged shock service
3. Conventional fork service
4. Pro-Link race sag
5. Wheel lacing and truing
6. Ball bearing steering head service
7. SXS service procedures
8. Tapered bearing steering head service
9. Inverted fork service
10. Shim valve adjustment
11. Insert bearing selection
12. HVA service
13. Engine rebuild
14. Cylinder inspection
15. Transmission inspection
16. Camshaft timing
17. Engine test run

Major equipment used in this course: fork seal drivers, HVA bleeder and precision measuring equipment

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, HTEC-001 – HTEC-004

MODULE 6 (HTEC-006)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Advanced Electrical

Students will build on the skills and knowledge gained in HonTech I. Advanced Electrical will provide training in the areas of electrical troubleshooting. Students will demonstrate their competency by completing the training modules listed below:

1. Drawing circuits
2. Controlling circuits
3. Using the digital multimeter
4. Measuring voltage drop
5. High-resistance circuits
6. Shorted circuits
7. Troubleshooting opens and shorts
8. Using the ETM
9. Charging system basics
10. Using the ignition analyzer
11. Troubleshooting three-phase charging systems
12. Troubleshooting ignition systems
13. Service systems techniques
14. MCS motorcycle communication overview
15. MCS motorcycle dual clutch testing
16. MCS motorcycle drive train analysis
17. MCS ATV dual clutch testing
18. MCS ATV drive train analysis

Major equipment used in this course: Motorcycle Communication System (MCS), IgnitionMate, Midtronics battery tester and amp shunt

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, HTEC-001 – HTEC-004

MODULE 7 (HTEC-007)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

ATV Engine and Maintenance

Students will learn to disassemble, inspect, reassemble and test run TRX ATV engines. They also will learn to troubleshoot and service the Hondamatic hydrostatic transmission by completing the training steps below:

1. Dial bore gauge
2. Clutch service
3. Threaded fasteners
4. Hydraulic drum brakes
5. ATV routine maintenance
6. TRX engine rebuild
7. TRX transmission service
8. TRX engine test run
9. ATV carburetor
10. CV carburetor
11. Mechanical slide carburetor
12. Flat slide carburetor
13. Carburetor diagnostics
14. Hondamatic overview
15. Hondamatic hydraulic troubleshooting
16. Hondamatic electrical troubleshooting
17. ESP mechanical operation
18. ESP electrical operation
19. ESP troubleshooting

Major equipment used in this course: precision measuring tools, brake bleeder, ESP diagnostic tools and ATV toe adjustment tools

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, HTEC-001 – HTEC-004

MODULE 8 (HTEC-008)

Hours: 3.5 credit, 74 didactic/lab, 1 assessment

Advanced Fuel and Maintenance

Students will complete the journey toward becoming a Honda Registered Technician in this final module. Students will demonstrate skills and knowledge previously learned in HonTech I as they work on carburetion and fuel injection systems, and learn more about troubleshooting PGM-FI systems by completing the steps listed below:

1. Engine compression and leakdown
2. Multi-cylinder service procedures
3. Inspection skills
4. Twin cylinder maintenance
5. Carburetor synchronization and idle drop
6. Emission inspection
7. Voltage testing
8. Fuel supply inspection
9. PGM-FI self-diagnosis
10. PGM-FI troubleshooting
11. MCS motorcycle PGM-FI testing
12. MCS motorcycle PGM-FI analysis
13. MCS ATV PGM-FI testing
14. MCS ATV PGM-FI analysis

Major equipment used in this course: Motorcycle Communication System (MCS)

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010, HTEC-001 – HTEC-004

YamaPro® Elective

YAMAHA

12 weeks, 14 credit, 288 didactic/lab, 12 assessment

MMI's YamaPro® elective is officially endorsed by Yamaha. Students learn to service and repair Yamaha motorcycles, ATVs, watercraft, generators and snowmobiles. Students who pass the Bronze test and graduate from the MMI YamaPro® elective may receive Bronze level field designation after completing 90 days of employment at a Yamaha dealer. Students also have the opportunity to begin work on Silver level classwork while at MMI, provided they have completed their elective labs tasks – a distinct advantage to entry-level technicians beginning their careers.

YAMAPRO®: MODULE 1 (YPRO-001)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Service Management Procedures

Students will be introduced to the Yamaha Service Network and get familiar with the departments that make up Yamaha Motor Corp., USA. They will learn how to order parts and estimate the cost of repairs to street bikes, dirt bikes and scooters. They also learn how to identify Yamaha motorcycles and scooters using the YDS (Yamaha Dealer Service) network. Students learn about YDS, technical orientation guides and technical bulletins. Using assembly manuals, technical orientation guides and service manuals, they also will learn service procedures for getting new machines ready for customer delivery. In the process, students acquire the customer-relations skills required to advance to a service manager position.

Advanced Electrical Troubleshooting

Students will get familiar with the Yamaha-specific electrical testing equipment used in Yamaha dealerships. They will gain hands-on experience using Yamaha factory tools to diagnose and repair drivability problems on Yamaha off-road motorcycles, street motorcycles, ATVs, Side by Sides and scooters. Students will learn how to read and follow Yamaha wiring schematics, lift a circuit from a schematic, recognize the color codes used on Yamaha motorcycles and test a circuit.

Electronic Fuel Injection (EFI) Systems

Students will learn the skills required to diagnose and repair an EFI engine management problem on Yamaha off-road motorcycles, street motorcycles, ATVs, Side by Sides and scooters. They will get familiar with EFI basic operation, fuel pump designs, basic injection duration and oxygen sensor operation. They will learn troubleshooting procedures using the Yamaha EFI on-board diagnostic mode. Students will also learn about Yamaha Chip Controlled Throttle (YCC-T) systems, Yamaha Chip Controlled Intake (YCC-I) systems and the exhaust gas analyzer that is used for tuning and troubleshooting purposes.

Major equipment used in this course: Yamaha dynamic spark tester, IgnitionMate and Yuasa digital battery tester

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

YAMAPRO®: MODULE 2 (YPRO-002)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Suspension Systems

Students will get familiar with the frame and suspension systems found on Yamaha street bikes and dirt bikes, and learn procedures for tuning front and rear suspensions on Yamaha off-road and street motorcycles. They will learn to service the front fork assemblies found on Yamaha street and off-road motorcycles, including single-cartridge and AOS twin-cartridge front forks.

Yamaha and Star Motorcycle Periodic Maintenance

Students will learn periodic maintenance procedures for Yamaha street engines and chassis, including cam servicing, valve clearance inspection, clutch servicing, tire servicing and chassis adjustments.

Yamaha Off-Road Periodic Maintenance

Students will learn periodic servicing on off-road motorcycles, including top end services, valve clearance inspection, carburetor cleaning and adjustment, filter servicing, oil changes and chassis adjustments.

Major equipment used in this course: tire machine and balancer, and exhaust gas analyzer

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

YAMAPRO®: MODULE 3 (YPRO-003)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Snowmobile Service Technology

Students will learn to identify various Yamaha snowmobile models and get an introduction to basic snowmobile driveline technology. Special emphasis will be placed on the variable drive system, which students learn to disassemble, inspect and reassemble in addition to performing clutch engagement adjustments for elevation changes. The snowmobile's fuel system and suspension will be covered, and students also will learn how to set up the suspension for various trail and off-trail conditions. Students will learn the proper procedures for ski alignment, track replacement, and setting proper tension and alignment. In this section, students will learn to troubleshoot EFI management problems on snowmobiles.

ATV and Side by Side Rhino Service Technology

Students will learn about the maintenance of Yamaha's ATVs and Side by Side Rhinos. They will service the auto decompression system; disassemble, inspect and reassemble the automatic clutch; and learn how to troubleshoot EFI management problems on Yamaha EFI ATVs. Emphasis will be placed on unique driveline service needs, with students receiving hands-on diagnosis time on the Ultramatic transmission, limited slip differential (LSD) and Yamaha's On-Command 4WD system.

Major equipment used in this course: YDS laptop computer

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

YAMAPRO®: MODULE 4 (YPRO-004)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Personal Watercraft Service Technology

Students will get familiar with the unique cooling systems used in personal watercraft (PWC) and learn to synchronize and adjust multiple PWC carburetors. They will learn to remove, inspect and reinstall a jet pump; and how to diagnose pump problems such as cavitations. Maintenance procedures, such as engine flushing and top-end fogging, will also be covered. Students will learn to troubleshoot EFI management problems on Yamaha EFI watercraft using Yamaha Diagnostic software and a laptop computer.

Generator Service Technology

Students will learn about the theory and servicing of generators. They gain hands-on experience in troubleshooting techniques for AVR, non-AVR, AVR/brush-type and Inverter generators. Use of various generator diagnostic tools will be stressed, including the generator test set (load bank). Students will learn to troubleshoot the DC circuits used in some generators and get hands-on experience diagnosing the difference between a generator problem that is mechanical and one that is electrical in nature.

Major equipment used in this course: generator set test (load bank), YDS/YDIS laptop computer and IgnitionMate

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

FAST (Factory Authorized Suzuki Training) Elective

12 weeks, 14 credit, 290 didactic/lab, 10 assessment

MMI offers the only Suzuki training program that is officially endorsed by American Suzuki Motor Corporation. FAST is designed to provide the knowledge and experience necessary to become an entry-level Suzuki technician by emphasizing tasks that technicians commonly encounter in a dealership environment. Students will work in a real-world environment while developing the skills and thought processes necessary for successful careers as a Suzuki Motorcycle Technician. During training, MMI FAST graduates will receive the field level designation of Bronze level if they complete all Bronze level coursework while at MMI then start to work in a Suzuki dealership. Students also have the opportunity to work on Silver and Gold level modules while in the FAST program. To receive the Silver recognition, they have to work in a Suzuki dealership for 6 months, and for Gold, the period is 1 year.

FAST: Module 1 (FAST-001)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

Section 1 is designed to introduce students to skills essential for success in Suzuki dealerships.

LESSON 1

Introduction to Suzuki and the Suzuki Service Network. Students will learn the history of Suzuki and its significant technological contributions to the industry as well as its regional service organization and dealership network. Students will learn to identify the duties of regional service personnel and dealership personnel.

Model Identification: Students will learn how to use printed and electronic resources available from Suzuki to identify their products both by model number and year. Students will learn about the information encoded in vehicle identification and engine numbers.

Suzuki Parts: Students will learn how to use Suzuki's online Connect system to find part numbers, research part interchanges and retrieve prices and model application. Students will learn how to read the coding contained within a part number.

Service Reference Material: Students will become familiar with the wide range of resources at their disposal to locate valuable information to aid in the repair of Suzuki products.

Suzuki Special Tools: Students will learn about the identification, application and proper usage of special tools.

Suzuki E-Learning Modules: Students will be provided with the opportunity to learn from the same valuable training materials that are used by field service technicians and Suzuki personnel. Training modules will cover current service techniques and troubleshooting procedures.

Suzuki Warranty Procedure: Students will learn how to use Suzuki warranty information in determining defects and causes. A lab section, furnished with computers and a complete reference library, will be available to help students complete assigned tasks.

LESSON 2

Brake Systems

Students will learn how to maintain, adjust and repair all types of brake systems used on Suzuki motorcycles and ATVs. Students become familiar with new and simplified brake-bleeding techniques. They will gain hands-on experience on both mechanical and hydraulic systems.

Suspension Systems

Students will learn methods of servicing front and rear suspension components used on Suzuki on-road/off-road motorcycles and ATVs. Students will learn techniques for adjusting suspensions for optimum handling. They will disassemble and service suspensions used for on-road/off-road vehicles. Students also learn how to service and adjust steering components on ATVs.

Tire Section

Students will learn the proper method for changing all types of tires currently used on Suzuki products. This is one of the most common tasks assigned to entry-level technicians.

Major equipment used in this course: tire machine

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

FAST: Module 2 (FAST-002)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Section 2 is designed to introduce students to principles, skills and techniques involved in troubleshooting, diagnosing and repairing engines and drive trains.

LESSON 1: ENGINE COMPONENTS

Students will learn about cylinder heads, valve trains, camshafts, cam chain tensioners, pistons, cylinders and crankshafts. They will learn to disassemble, inspect, measure and reassemble various engine components on single- and multi-cylinder engines. Also covered will be crankshaft plain bearing selection techniques and valve clearance adjustments.

LESSON 2: CLUTCHES

Students will learn the operation of all types of clutches used in current Suzuki products, including centrifugal, manual and semiautomatic clutches. They will learn about special clutch features such as Suzuki's back torque limiter and power assist clutches. Servicing and adjustment of Suzuki clutch release mechanisms will also be covered. Students will learn methods for servicing all facets of both chain and shaft drive systems. They will gain hands-on experience performing disassembly and inspection of plate type clutches and adjustment of mechanical clutch releases.

LESSON 3: TRANSMISSIONS AND DRIVE TRAINS

Students will learn to inspect transmission and gear change mechanisms. Students also will learn how Continuously Variable Transmission (CVT) systems work. Also covered will be the Suzuki Electronically Controlled Continuously Variable Transmission (SECVT) function.

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

FAST: Module 3 (FAST-003)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Section 3 covers all facets of servicing electrical systems on Suzuki motorcycles and ATVs.

LESSON 1: AC/DC CIRCUITS

Students will learn short-circuit troubleshooting, switches, relays and wiring from a dynamic rather than static point of view. Students will apply "make the system do work" methodology as they measure voltage and amperage while troubleshooting. They will learn to troubleshoot by dynamically inspecting voltage and amperage rather than resistance.

LESSON 2: CHARGING AND IGNITION SYSTEMS

Students will learn the theory, operation and troubleshooting of battery-charging and engine-ignition systems on Suzuki motorcycles and ATVs. Students will gain hands-on experience diagnosing and troubleshooting these systems using techniques from Suzuki service manuals and enhanced techniques derived from Suzuki's Pro Troubleshooting technical training class.

LESSON 3: ELECTRONIC FUEL INJECTION

Students will learn about EFI systems on Suzuki motorcycles and ATVs. Students will learn how these systems work and how to troubleshoot them using the computer-based Suzuki Diagnostic System (SDS). The self-diagnostic capabilities of Suzuki's FI systems will be covered and students learn maintenance techniques for all types of throttle body assemblies used on Suzuki motorcycles and ATVs.

Major equipment used in this course: battery chargers, DMM and SDS computer

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

FAST: Module 4 (FAST-004)

Hours: 3.5 credit, 73 didactic/lab, 2 assessment

Section 4 covers fuel systems and basic servicing of Suzuki motorcycles and ATVs. Students learn skills that are essential to the success of entry-level technicians at dealerships.

LESSON 1

Fuel Systems

Students will get familiar with the many components of the fuel system and how it operates. They will learn how to service and troubleshoot the fuel system—from the gas cap through the fuel tank and fuel pump to the carburetor and all vents and hoses. They will get familiar with carburetor overhauls, synchronization of multi-carburetor systems and fuel pump inspections.

LESSON 2

Pre-delivery Inspection, Initial Service and Periodic Maintenance

Students will learn the critical technical aspects of vehicle maintenance—from assembly and pre-delivery inspection through break-in and regularly scheduled service. Students will learn techniques vital to proper assembly and pre-delivery. They also will learn how to ensure the customer's product is properly prepared and maintained. Emphasis is placed on the critical role of maintenance in establishing a positive long-term relationship with the customer.

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

Kawasaki K-Tech Specialist Elective

12 weeks, 14 credit, 288 didactic/lab, 12 assessment

For Kawasaki-endorsed training that provides the hands-on skills to become a successful entry-level Kawasaki technician, MMI is the place to start. The K-Tech Specialist Elective is officially sponsored, supported and endorsed by Kawasaki Motors Corp., U.S.A. This elective is designed to provide students with the knowledge and experience necessary to become entry-level Kawasaki Technicians. K-Tech is equipped by Kawasaki with motorcycles, ATVs, RUVs, Mules and personal watercraft. All necessary special tools and machinery are supplied by MMI. K-Tech students have access to the Kawasaki Dealer University (KDU) training normally offered in Kawasaki dealerships. A Kawasaki-endorsed entry-level certificate is awarded upon graduation.

Students receive an introduction to the Kawasaki service network, its regional service organization and its dealership network. They learn how to locate valuable information to aid in the repair of Kawasaki products. They get familiar with various methods used by Kawasaki to identify its products and learn about model features and specifications. An introduction to K-Dealer includes methods for tracking parts availability, orders and vehicle service inquiries using the K-Dealer website. Training on current Kawasaki motorcycles includes model ID, service bulletin review and assembly/preparation of new units.

K-Tech Specialist: Module 1 (KTEC-011)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Lesson 1: Team Green

Team Green is one of the most successful amateur motocross and off-road racing programs in the world. Students will learn KX maintenance to perform the most common tasks required for this competition vehicle. Operation of the EFI will be covered in addition to the electrical system, engine and chassis system, including inverted front forks and rear shock service.

Lesson 2: Electrical

Students will learn about the operation and troubleshooting of charging, ignition and starting systems. Charging systems topics will include permanent magnet alternators, rectifier/regulator and DC circuits. Electrical ignition topics will include how CDI and TCBI systems work and what components are used in each system. Starting systems topics will include lockout systems and relay operation. Students also learn about the headlight, self-cancelling turn signals, fuel pump and speedometer systems.

Lesson 3: Motorcycle Fuel Injection System

Students will get familiar with the operation of Kawasaki's Digital Fuel Injection (DFI®) systems. Students will learn component identification as well as location, component testing and troubleshooting. Using the latest Kawasaki Diagnostic System (KDS) software, students will connect laptop computers to fuel-injected models and perform component tests.

Major equipment used in this course: nitrogen tank with adapter, digital multimeter and battery charger

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

K-Tech Specialist: Module 2 (KTEC-012)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Lesson 1: Motorcycle Engine and Transmission

Students will learn how to remove, disassemble, inspect, reassemble and install four-stroke engines, including measuring the top end, piston rings, valve train, bottom end, crankshaft, connecting rods, transmission, clutch and lubrication system components. They will learn how to provide recommendations on required parts. Students also will become familiar with the workings of Kawasaki's V-twin engines.

Lesson 2: Motorcycle Periodic Maintenance

Students will become familiar with Kawasaki maintenance and repair procedures, and learn to perform carburetor component ID, inspection, synchronization and adjustment. Students will learn procedures for inspecting and adjusting valves on multiple motorcycles in Kawasaki's line of products. Emission control and cooling systems also will be covered.

Lesson 3: Motorcycle Chassis, Suspension and Brakes

Students will learn motorcycle chassis service, including tire changes, brake services and steering head service on multiple motorcycles in Kawasaki's line of products.

Major equipment used in this course: tire machine

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

K-Tech Specialist: Module 3 (KTEC-013)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Lesson 1: V-twin, ATVs and Teryx

Students will become familiar with Kawasaki's ATV line. This includes ATV model codes and periodic maintenance, including ATV valve adjustment, tire removal/installation, electrical diagnosis and body panel removal/installation. They also learn the internal workings of a limited slip ATV differential, engine brake control, wet brake system, steering and suspension systems, and continuously variable transmission (CVT) system. Students become familiar with Kawasaki's Teryx models. They will perform periodic maintenance, including valve adjustment and oil change as well as drive belt removal and replacement.

Lesson 2: Mule Utility Vehicle

Students will be introduced to the workings of the Kawasaki Mule utility vehicle. Topics will include lubrication and cooling systems, fuel systems, suspensions and steering systems, brake systems, and periodic maintenance.

Lesson 3: Diesel Mule

Students will be introduced to the workings of the Kawasaki diesel Mule. Topics will include diesel engine theory and safety, top end and bottom end components, lubrication system, cooling system, and fuel systems. Students will perform Mule diesel engine service.

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

K-Tech Specialist: Module 4 (KTEC-014)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Lesson 1: Basic Watercraft Design and Theory

Students will learn the operation and service procedures for Kawasaki's personal watercraft. They will learn the basic theory and design of the hulls, drive systems, cooling systems and bilge systems. Students will become familiar with the Kawasaki four-stroke engines used in the personal watercraft. Students will perform an engine removal and reinstallation, engine disassembly and reassembly, and periodic maintenance.

Lesson 2: Jet Ski® Electrical

Students will learn the inner workings of Kawasaki's watercraft electrical systems, components and troubleshooting. They also will get familiar with Digital Fuel Injection (DFI®) system principle or operation, system components, precautions and diagnostic system.

Lesson 3: Ultra® 250/260/300/310 Jet Ski®

Students will learn about the Kawasaki Ultra® 250/260/300/310 Jet Ski®, including the inner workings of the Ogura and Eaton Roots-type supercharger. They will get hands-on experience performing periodic maintenance, immobilizer registration, steering cable removal and reinstallation, supercharger belt removal and reinstallation, and winterization.

Major equipment used in this course: digital multimeter and precision measuring tools

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-010

Harley-Davidson Late Model Elective

24 weeks, 26 semester credits, 514 didactic/lab, 86 assessment

This exclusive training elective is designed to provide the knowledge and skills necessary to succeed as an entry-level service technician. It was developed by MMI with the support of the Harley-Davidson Motor Company, which also helps equip the elective.

In addition to the highly regarded credentials earned through the Harley-Davidson Late Model program at MMI, the Harley-Davidson® PHD program allows students to begin learning the PHD assessment process while performing the lab tasks in the courses. Hands-on PHD assessment is an essential element in the Harley-Davidson® Technician Recognition program, which, upon students successful completion, makes it possible for graduates to enter the industry with important dealer training classes satisfied.* Participation and achievement in the PHD program combined with the skills learned through hands-on training labs can make MMI graduates more appealing to prospective employers in the Harley-Davidson® dealership network.

*MMI students are encouraged to complete PHD assessments. PHD certification is recognized only when graduates are employed by authorized Harley-Davidson dealers.

Certain accommodations may be unavailable to a student who wishes to pursue PHD certification if the accommodations will fundamentally alter an essential element of the program. For example, PHD assessments must be completed in the allotted time and to the lab task standard in order to meet manufacturer requirements.

Participating students have the opportunity to acquire the following Harley-Davidson University® PHD* course credits:

- Vehicle and Chassis Service (VCS)
- Electrical Diagnostics

The Late Model program allows students to further develop their core H-D technical skills that become the foundation they will build upon throughout their careers as technicians. Students are introduced to the systems and procedures necessary to service late model Harley-Davidson® motorcycles, progressively working through the routine (Vehicle Maintenance), intermediate (Chassis Service) and complex (Powertrain Service).

The Screamin' Eagle® course picks up where Tech 2 left off, introducing students to the Screamin' Eagle® performance product line. Students then have the opportunity to use the dynamometer to see how the products affect the operation of the motorcycles. Students also learn to use the dynamometer as a diagnostic tool to identify and correct drivability issues.

Students learn to use factory diagnostic equipment to identify and repair electrical issues in the Electrical Diagnostics course. The Evolving Technologies course introduces students to the latest technologies, parts and accessories offerings, and Harley-Davidson Company initiatives and practices, further preparing the student for entry into the industry.

The last six weeks of the Harley-Davidson Late Model elective are Dealer Service Operations 1 & 2 (DSO). These courses constitute a two-part program capstone designed to build upon and strengthen core technician and service support skills learned throughout the Late Model program. The hands-on training focus is on building proficiency and confidence in specific technical procedures as well as professional soft skills, including service writing, warranty procedures and customer service.

In DSO, lab tasks are performed on fully operational motorcycles in a simulated service facility. Students perform all stages of the service process as if they are in an actual dealership—from loading the bike onto the lift for service to unloading and delivering the bike to the service writer for customer pickup. Performance requirements are in strict alignment with Harley-Davidson University® PHD training and students have the opportunity to achieve PHD course equivalency in these courses.

In addition to servicing and repairing motorcycles, students rotate into support roles such as service writer and service consultant. Work is performed with Harley-Davidson's proprietary web access (h-dnet.com®) and Harley-Davidson.com to support technicians (students) in their service tasks.

VEHICLE MAINTENANCE (HDLM-111)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students get hands-on experience as they put their service literature skills to work on Harley-Davidson® motorcycles. Through interactive demonstrations, they learn to inspect and service brake systems, primary and final drive systems, and wheel assemblies. Students also are introduced to the Harley-Davidson® Digital Technician® II. This diagnostic computer is used to perform initial setup and servicing tasks. After interactive demonstrations, students perform scheduled job tasks with assistance as needed from the Instructor. Students are graded on job quality as well as their work productivity and efficiency.

The Vehicle Maintenance course also begins to teach the process of organizing all of the procedures learned in prior courses into scheduled maintenance jobs involving the entire vehicle. Students are graded according to industry standards, which include their performance and procedural accuracy.

Students also have opportunities to complete hands-on pre-assessment components required to become eligible for participation in the Harley-Davidson® University PHD course equivalency in the DSO classes.

Major equipment and tools used in this course:

Digital Technician® II, and wheel balancing and tire changing equipment

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-008, HDTP-118 and HDTP-119

SCREAMIN' EAGLE® (HDLM-112)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Powertrain Performance

Students familiarize themselves with the Harley-Davidson® Screamin' Eagle® line of performance options for the Twin Cam, Sportster and V-Rod® motorcycles. They learn about the performance applications of components such as cylinder heads, camshafts, ignition systems, and intake and exhaust systems. The emphasis is on learning the correct application and combination of these performance components. Students learn how to identify all the variables in a Harley-Davidson® motor that can increase combustion efficiency and drivability performance.

Dynamometer Operations

Students learn to use the Dynojet® dynamometer as a tool for diagnosing and correcting drivability issues. It is also used to demonstrate the effects of Screamin' Eagle® products on a motorcycle's performance.

Major equipment and tools used in this course: torque wrench, precision measuring tools, Digital Technician® II and dynamometer

Prerequisites: Motorcycle Theory 1 and 2, MOTO-001 – MOTO-008, HDTP-118 and HDTP-119

CHASSIS SERVICE (HDLM-113)

Hours: 3 credit, 71 didactic/lab, 4 assessment

Students learn basic service procedures for chassis and suspension components on late model H-D® vehicles. They perform bearing replacement and adjustments, springer front end service and chassis service on the Harley-Davidson® Tri Glide® trike models. Students also apply their knowledge of brake systems when servicing and inspecting anti-lock brake (ABS) systems.

The tasks in this course are aligned to those in HDU®'s VCS course, allowing participating students more opportunities to complete the pre-assessments required to achieve PHD eligibility.

Major equipment and tools used in this course: Digital Technician® II, torque wrench and precision measuring tools

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118, HDTP-119 and HDLM-111

ELECTRICAL DIAGNOSTICS (HDLM-114)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students are taught design, function, test procedures, technical updates and troubleshooting. They learn the systematic approach to diagnostics using factory authorized computer test equipment to test and troubleshoot electrical problems on late model Harley-Davidson® motorcycles. The systems covered in this course include charging, starting, and H-D® engine management. This course follows current electrical diagnostic curriculum as offered in the Harley-Davidson University® PHD Electrical Diagnostics class. Students perform pre-assessments in this class toward their PHD eligibility in the DSO-2 course.

Major equipment and tools used in this course: Digital Technician® II, breakout boxes and digital multimeters

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118, HDTP-119, HDLM-111 and HDLM-112

POWERTRAIN SERVICE (HDLM-115)

Hours: 3 credit, 71 didactic/lab, 4 assessment

Students perform in-depth services, inspections and repairs focused on the powertrain of the Harley-Davidson® motorcycle, including the engine, primary and final drive, and wheel assemblies. All services are performed on fully operational motorcycles, so good organizational skills and attention to detail are very important. Examples of work performed are engine top-end service, clutch service, primary drive service, drive belt replacement and rear tire replacement. Students also perform full vehicle services per Harley-Davidson's® scheduled maintenance procedures.

Participating in a simulated service facility, students work with repair orders, schedules and other service support elements while performing their lab tasks.

Major equipment and tools used in this course:

Digital Technician® II, torque wrench, precision measuring tools, motorcycle lifts, and tire changing and wheel balancing machines

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118, HDTP-119 and HDLM-111

EVOLVING TECHNOLOGIES (HDLM-116)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Students use the resources provided to Harley-Davidson technicians to familiarize themselves with the latest technologies, model releases, P&A products, and H-D® dealership practices. They then have the opportunity to use this knowledge to perform setup, service or installation as appropriate.

Lab projects focus on reinforcing skillsets learned in previous service courses by applying them to new models. The projects also encourage use of the latest customer service practices and techniques.

Because Harley-Davidson® motorcycle owners demand quality service and professional treatment, this Late Model course provides students with the latest Harley-Davidson® model information and service procedures needed to perform professional quality service work on the newest models.

Major equipment and tools used in this course:

Digital Technician® II, torque wrench, precision measuring tools, motorcycle lifts, and tire changing and wheel balancing machines

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118, HDTP-119 and HDLM-111

DEALER SERVICE OPERATIONS 1 (HDLM-117)

Hours: 3 credit, 42 didactic/lab, 33 assessment

Service Procedures/Chassis Service

This capstone course focuses on the service procedures learned and practiced throughout the Late Model program. Lab tasks are performed in alignment with HDU®'s Vehicle and Chassis Service (VCS) course, allowing qualified participating students the opportunity to perform the final assessments required to achieve PHD course equivalency.

In this simulated service environment, students perform routine maintenance and scheduled service tasks without assistance from the Instructor. This includes identifying any issues with the motorcycle and making recommendations for repairs and possible up-sells. The students complete all services and repairs then prepare the motorcycle for delivery to the customer.

In addition to performing these tasks, students act in support roles such as service consulting, parts, and P&A consulting while other students rotate into their technician roles.

Major equipment and tools used in this course: digital Technician® II, and tire changing and wheel balancing machines

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118 and HDTP-119; HDLM-111 – HDLM-116

DEALER SERVICE OPERATIONS 2 (HDLM-118)

Hours: 3 credit, 42 didactic/lab, 33 assessment

Electrical Diagnostics & Repair/Accessory Installation

This capstone course focuses on the electrical diagnostic procedures learned and practiced throughout the Late Model program. Lab tasks are performed in alignment with HDU®'s Electrical Diagnostics (ED) course, allowing qualified participating students the opportunity to perform the final assessments required to achieve PHD course equivalency.

In this simulated service environment, students apply the systematic approach to diagnostics to determine the cause of various electrical issues and perform the repairs necessary without assistance from the Instructor. The students complete all services and repairs then prepare the motorcycle for delivery to the customer.

Students also have the opportunity to perform common accessory installations using products from the Harley-Davidson® Motor Parts & Accessories catalog.

In addition to performing these tasks, students act in support roles such as service consulting, parts, and P&A consulting while other students rotate into their technician roles.

Major equipment and tools used in this course:

Digital Technician® II, breakout boxes, multiscopes, Midtronics battery testers, and tire changing and wheel balancing machines

Prerequisites: Motorcycle Theory 1 and 2; MOTO-001 – MOTO-008; HDTP-118 and HDTP-119; HDLM-111 – HDLM-116

Harley-Davidson Early Model Elective

6 weeks, 7 credit, 144 didactic/lab, 6 assessment

The Harley-Davidson Early Model elective is designed to provide students with knowledge and experience on the design, repair and maintenance of Harley-Davidson® vehicles dating back to 1936. Engineering, technical and service data comes directly from Harley-Davidson® materials. The focus is hands-on experience as students learn to disassemble, repair and maintain early-model Harley-Davidson® vehicles. Early model motorcycles along with a large variety of component assemblies provide ample exposure to many varieties of early-model H-D® products. Students study vintage service bulletins as well as special information packets on topics

such as model changes, component design changes, adaptability of late-model parts and locating suppliers of obsolete components.

The Harley-Davidson Prerequisite and Late Model electives are prerequisites for the Harley-Davidson Early Model elective.

Major equipment used in this course: arbor press, torque wrench, precision measuring tools and digital multimeter

EARLY MODEL 1 (EM1) (HDEM-001)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Big Twin Engines

Students will learn Panhead, Knucklehead, Shovelhead and Evolution® engine design, function and service. Panhead topics will include pan covers and D-rings, gaskets and hardware, rocker arm and rocker bearings, intake manifold inserts, valves, guides and springs, cylinder head updates and unleaded conversion, pistons, rings, cylinder design, pushrods, gear case covers, gears and shafts, oiling and breathing system functions, circuit breakers, lower-end flywheel assemblies and case designs.

Knucklehead topics will include cylinder head design, rocker arm and rocker shafts, valves, springs and spring covers, oil feed and return systems, pinion shaft design, and carburetor and manifold designs.

Shovelhead topics will include rocker box and rocker arm, rocker shafts, cylinder heads, valves and springs, pistons, tappets, cam and pinion gear, lower end and oil pump.

Evolution® topics will include engine disassembly, pushrods, rocker box, rocker arm and rocker shafts, cylinder heads, valves and springs, cylinders, pistons lifters, cam and gear case.

Side Valve & Iron XL Engines

Students will be taught engine design, function and servicing. Topics include valves and springs, cylinder and piston designs, gearcase covers, cam gears, tappets and guides, feed and return oil pump design and function, timed breather systems, flywheels, rods and case designs, circuit breakers, and carburetor and manifold designs.

Transmissions & Clutches

Students will learn about primary drive and clutch designs, foot clutch and mousetrap adjustment and service, kick-start mechanism designs, hand shift, ratchet top and plate-type shift fork and shaft designs, countershaft and main shaft assemblies, transmission service, three-speed and reverse.

EARLY MODEL 2 (EM2) (HDEM-002)

Hours: 3.5 credit, 72 didactic/lab, 3 assessment

Carburetion

Students will learn the design, function, adjustment, troubleshooting and servicing of early model carburetors.

Early Chassis Maintenance

Students will learn about Springer® front-fork assembly, Big Twin Glide front forks, Sportster® Glide front forks, Star hub rebuild, ball bearing hub service, hydraulic rear-drum brake design and service, mechanical front and rear brakes, early disc brake design, and frame alignment check.

Early Electrical Systems

Students will learn electrical systems, including ignition systems (battery point, circuit breaker, magneto and early electronic). Students also learn about two- and three-brush generators and other charging systems, early AC alternators and basic wiring.

Final Review

Students will have an opportunity to review coursework and practice techniques on vintage school-owned vehicles. In addition, a final review will be conducted to reinforce instruction. Service information on early model Harley-Davidson® models not covered in the course also will be provided.



MARINE MECHANICS INSTITUTE

A Division of Universal Technical Institute

ORLANDO, FLORIDA CAMPUS

9751 Delegates Drive, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

A Branch Campus of the Main Campus – 2844 West Deer Valley Road, Phoenix, AZ 85027 (623) 869-9644 • 1-800-528-7995

Catalog Addendum to Course Catalog Published July 1, 2018
All programs may not be available to students from states outside of Florida

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018

Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Meter Fee#	Total	Graduation Document
Marine Technician Specialist 51	51.5	1,275	51	\$28,150	\$50	\$95	\$125	\$28,420	Diploma

* The tuition cost for first time students of the Marine Technician Specialist Program includes two MMI work shirts and a Personal Resource Manual. The lab fee is required prior to the first day of class. Students are required to have a meter by the beginning of Clinic 4 of their prerequisite program.

^ Registration/Application fees may vary by state, but in no instance will they exceed the amount listed above.

Meter fee waived if student owns a multimeter.

This catalog addendum to course catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog addendum to course catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

Kimberly J. McWaters
Chief Executive Officer
Universal Technical Institute, Inc.

TERMS OF PAYMENT

Payment of tuition and remaining fees is due on the first day of class. Payment will be satisfied by either cash payments or through a financial aid package. Further information on securing a financial aid package can be obtained by contacting the school's Financial Aid Department.

We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/MMI/NASCAR Tech an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.

A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education. To try it, go to www.uti.edu/net-price-calculator.

Details about program tuition, lab fee and the cost of the required digital multimeter are in each catalog addendum, which also includes the length of the program and type of graduation document awarded. The addendum containing each program for Universal Technical Institute can be found on the previous page.

Changes to Motorcycle Mechanics Institute/Marine Mechanics Institute Course Catalog 2018-2019, Vol. 18/No. 01 effective July 1, 2018. For the most current version of the Catalog, please go to www.uti.edu/programs/catalogs



MOTORCYCLE MECHANICS INSTITUTE

A Division of Universal Technical Institute

FORT BLISS, TEXAS

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Catalog Addendum to Course Catalog Published July 1, 2018

NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 03/01/2018

Course Series Name	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost	Reg. Fee	Lab Fee*	Total	Graduation Document
091 Motorcycle Military Training Series 21	10.5	225	21	\$1,375	\$30	\$60	\$1,465	Transcript

* The cost of the lab fee includes safety glasses, one work shirt and one class notes binder.

This catalog addendum to course catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog addendum to course catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

Kimberly J. McWaters
Chief Executive Officer
Universal Technical Institute, Inc.

TERMS OF PAYMENT

For Active Military, payment of tuition and remaining fees is due prior to the close of orientation and may be satisfied by way of the Tuition Assistance Program or cash payments. For family members of Active Military, payment of tuition and remaining fees is due prior to the close of orientation and may be satisfied through cash payments. Questions regarding payment options should be directed to the Education Support Office located on the base.

Changes to Motorcycle Mechanics Institute Marine Mechanics Institute Course Catalog 2018-2019, Vol. 18/No. 01 effective July 1, 2018. For the most current version of the Catalog, please go to www.uti.edu/programs/catalogs

CAMPUS LOCATIONS

Class sessions are held at (with exception of Corporate Offices):

MOTORCYCLE MECHANICS INSTITUTE

A Division of Universal Technical Institute

ARIZONA

MAIN CAMPUS

2844 WEST DEER VALLEY ROAD
PHOENIX, ARIZONA 85027
623-869-9644
TOLL FREE 1-800-528-7995

FLORIDA

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Universal Technical Institute of Phoenix, Inc.

9751 DELEGATES DRIVE
ORLANDO, FLORIDA 32837
407-240-2422
TOLL FREE 1-866-821-3810

MARINE MECHANICS INSTITUTE

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FLORIDA

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ORLANDO, FLORIDA 32837
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TOLL FREE 1-866-821-3810

UNIVERSAL TECHNICAL INSTITUTE, INC.

CORPORATE OFFICES

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SUITE 500
SCOTTSDALE, ARIZONA 85254
623-445-9500
TOLL FREE 1-800-859-7249

NASCAR TECHNICAL INSTITUTE

NORTH CAROLINA

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Universal Technical Institute of Arizona, Inc.

220 BYERS CREEK ROAD
MOORESVILLE, NORTH CAROLINA 28117
704-658-1950
TOLL FREE 1-866-316-2722

UNIVERSAL TECHNICAL INSTITUTE

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MAIN CAMPUS

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AVONDALE, ARIZONA 85323
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TOLL FREE 1-800-859-1202

CALIFORNIA

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4175 EAST CONANT STREET
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TOLL FREE 1-877-884-2254

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RANCHO CUCAMONGA, CALIFORNIA 91730
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750 PENNSYLVANIA DRIVE
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TEXAS

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