NEW CASTLE SCHOOL OF TRADES

4117 PULASKI ROAD
NEW CASTLE, PENNSYLVANIA 16101
PHONE 724-964-8811
TOLL FREE 1-800-837-8299
FAX 724-202-6147
For Program Consumer Information go to:
www.ncstrades.edu

SCHOOL CATALOG

NEW CASTLE SCHOOL OF TRADES

2026

NEW CASTLE SCHOOL OF TRADES SATELLITE LOCATION

4164 US 422
PULASKI, PENNSYLVANIA 16143

PHONE 724-964-8813
TOLL FREE 1-800-837-8299
FAX 724-964-8177
For Program Consumer Information go to:
www.ncstrades.edu

"Teaching America's Trades Since 1945"

ACCSC
Accrediting Commission of Career Schools and Colleges

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NEW CASTLE SCHOOL OF TRADES
DIVISION OF EDUCATIONAL ENTERPRISES, INC.

Approved for
The Training of Eligible Veterans
Licensed by
the Pennsylvania State Board of Private Licensed Schools
Pennsylvania Department of Education Harrisburg, PA

Approved by
State Board of Proprietary School Registration State of Ohio
Reg. #1226 Ohio State Board of Career Colleges and Schools

Accredited by
The Accrediting Commission of Career Schools and Colleges

Member of
Greater New Castle Chamber of Commerce
Better Business Bureau of Western Pennsylvania
Pennsylvania Association of Student Financial Aid
Pennsylvania Manufacturer's Association
Career College Association
Manufacturer's Association of Western Pennsylvania
Pennsylvania Association of Private School Administrators
Home Builders/Remodelers Association of Mahoning Valley
Air Conditioning Contractors of America
American Welding Society
Mercer County Home Builders Association
Lawrence County Home Builders Association
NATE Testing Organization
Lawrence County Economic Development Corporation
Alpha Beta Kappa Honor Society

Statement of Control
New Castle School of Trades is wholly owned by
New Castle School of Trades, LLC.

President – Nina Chen

GENERAL INFORMATION

A MESSAGE FROM THE PRESIDENT

There are very few decisions in your lifetime that are more important than the decision to enhance your skills.

Since 1945, New Castle School of Trades has served the needs of our community and the needs of our graduates by matching skills. Emphasis is placed on Attitude, Attendance, Appearance, Academics, and Accountability. These “Five A’s” are the guiding principles that lead to the success of our graduates.

Our training programs are designed to enhance your talent and provide the most direct route to your new career. The programs are practical and intense. They result in the attainment of viable measurable skills- skills you can use from the very first day of your career!

We invite you to let us show you our commitment to helping you realize your dream.



Nina Chen, President
New Castle School of Trades

SCHOOL PHILOSOPHY

It is our philosophy to service with excellence the needs of our community and the needs of our graduates by matching skills. Our training programs are kept practical, intense and results oriented in the attainment of viable measurable skills. Skills you can use!

HISTORY

The New Castle School of Trades was founded in 1945 and has become a multipurpose technical and trade institution. Over the years, the school has moved from the era of educating competent tradesmen, through the phase of the more sophisticated and innovative craftsman, to today's highly skilled technicians.

In 1954, with the growing number of enrollments, the school outgrew its original location in New Castle and moved to Route 422 in Pulaski, PA.

During January 1973, the school was accredited by the Accrediting Commission of the National Association of Trade and Technical Schools, (ACCSC, formerly NATTS), Washington, D.C. and in 1982, the school was approved by the Pennsylvania Department of Education to award the Associate in Specialized Technology Degree in the Electrical Technology program. The latest Associate in Specialized Technology Degree programs offered at the school are Automotive Technology, Machinist Technology, Refrigeration & A/C Technology, Building Technology, Industrial Electro-Mechanical Technology, Diesel & Heavy Equipment Repair Technology, and Motorcycle & Power Equipment Technology.

Along with the Associate in Specialized Technology Degree programs, diploma programs are offered in: Combination Welding, Commercial Truck Driving (Class A and B), Heavy Equipment Operations with Commercial Truck Driving, and Machinist & CNC Manufacturing.

In November 1988, the school was acquired by EFC Trade, Inc. Today, as throughout eighty plus years of operation, the programs continue to practice "hands-on" training and have produced thousands of qualified graduates for successful employment in business and industry.

In July of 2011 the school moved to a new 93,000 square foot facility approximately 6 miles east of the previous facility. The school moved eight of the ten programs: Automotive Technology, Electrical Technology, Building Technology, Refrigeration & A/C Technology, Machinist Technology, Combination Welding, Commercial & Industrial Maintenance, and Construction Trades. Commercial Truck Driving, Heavy Equipment Operations with Commercial Truck Driving, and Diesel, Heavy Equipment Repair & Generator Technology remained at the old school, which is now the Satellite Location. In 2016 the school opened a branch campus in East Liverpool, Ohio offering Combination Welding, Electrical & Industrial Maintenance, and Refrigeration & Climate Control.

LOCATIONS

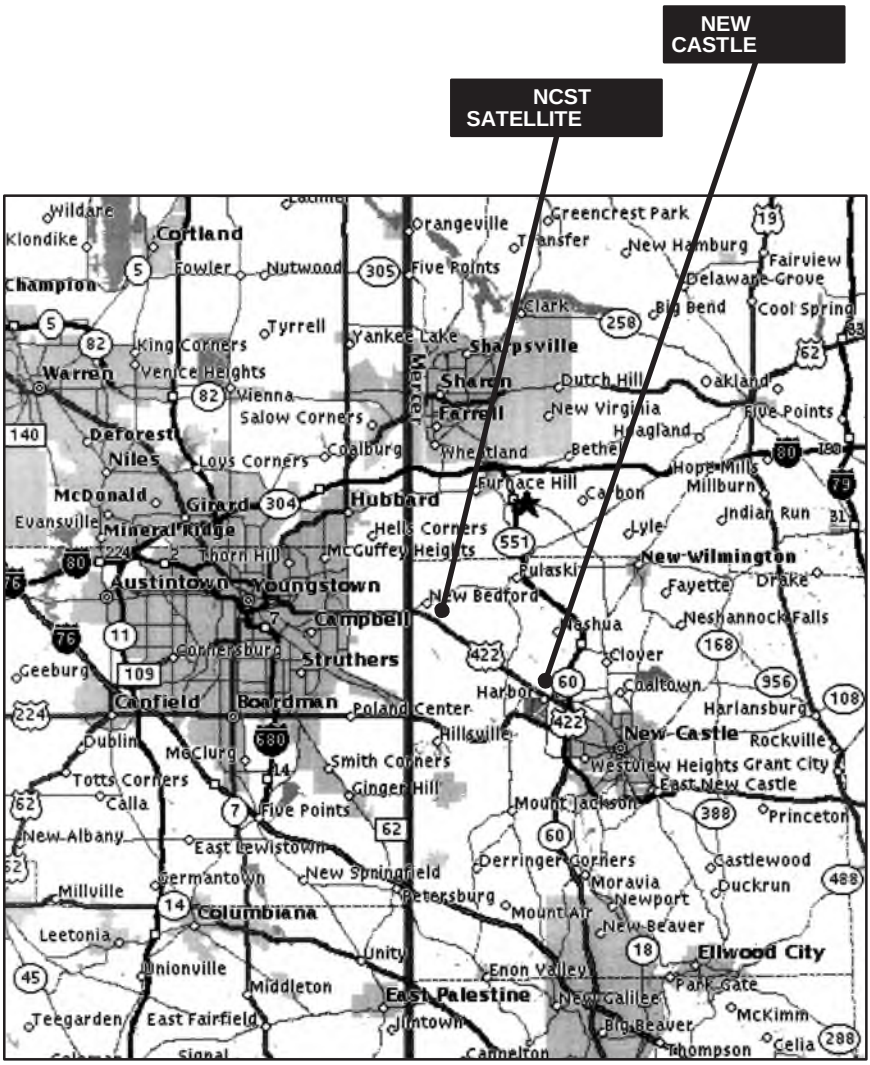
- The Main Campus is located at 4117 Pulaski Road New Castle, PA 16101. Seven miles east of the Ohio-Pennsylvania border- one block off US Route 422.
- The Satellite facility is located at 4164 US 422 Pulaski, PA 16143. One mile East of the Ohio-Pennsylvania border on US Route 422.
- The New Castle School of Trades – East Liverpool Campus is located at: 129 East 5th Street, East Liverpool, Ohio 43920.

FACILITIES

The New Castle school main facility is housed in a brick and block building with approximately 93,000 square feet of floor space. The school is divided into specific shop, classroom, lab and office areas. There are 12 classrooms, one computer lab, library, and each program has its own shop/lab area equipped with tools and equipment. In addition, there are advising and career service offices, administrative offices, a student cafeteria, and break areas. Parking is available on school property at no charge to the students. There are designated handicapped parking spots and the building is ADA compliant.

The New Castle School of Trades Satellite Facility is housed in a brick and block building with approximately 50,000 square feet of floor space divided into departments. In addition to the lab areas, there are 7 classrooms with seating capacities of 20-40 students each. All training areas are equipped with applicable tools and equipment. In addition, there are administrative offices, a reference library, and a break area. Parking is available adjacent to the school. Classroom and shop areas located on the first floor are readily accessible to handicapped students. Parking spaces are also reserved for the handicapped.

The New Castle School of Trades, East Liverpool branch is housed in a renovated brick building with approximately 50,000 square feet. The first and second floors are divided into labs, classrooms, a learning resource center, and offices. There are six classrooms with seating capacities of 24 – 40 students each. All training areas are equipped with applicable tools and equipment. Parking is available behind the school and includes designated handicapped spaces. The building is equipped with an elevator and is handicap accessible.


NEW CASTLE
NCST SATELLITE
Wildare
Klondike
Cortland
Champion
Fowler
Nutwood
Orangeville
Five Points
Greencrest Park
Transfer
New Hamburg
Fairview
Delaware Grove
Clark
Big Bend
Cool Spring
Tyrrell
King Corners
Yankee Lake
Sharpsville
Warren
Venice Heights
Vienna
Salow Corners
Sharon
Farrell
Dutch Hill
Oakland
New Virginia
Five Points
Hoagland
Deforest
Niles
Loys Corners
Coalburg
Wheatland
Bethe
Hope Mills
Millburn
Furnace Hill
Carbon
Indian Run
McDonald
Girard
Hubbard
Evansville
Mineral Ridge
Hells Corners
McGuffey Heights
Lyle
Thorn Hill
Pulaski
New Wilmington
Austintown
Youngstown
New Bedford
Fayette
Drake
Campbell
Nashua
Neshannock Falls
Clover
Cornersburg
Struthers
Harbor
Coaltown
Geeburg
Canfield
Boardman
Poland Center
Harlansburg
Dublin
Hillsville
New Castle
Rockville
McClurg
Smith Corners
Westview Heights
Grant City
Totts Corners
Ginger Hill
East New Castle
Calla
Five Points
Mount Jackson
Princeton
New Albany
East Lewistown
Derringer Corners
Castlewood
Germantown
New Springfield
Moravia
Duckrun
Millville
Petersburg
Mount Air
Newport
Columbiana
New Beaver
Leetonia
Unity
Ellwood City
Unionville
Enon Valley
Park Gate
Middleton
East Palestine
New Galilee
McKimm
Teegarden
East Fairfield
Jimtown
Big Beaver
Thompson
Celia
Cannelton

ADMISSION POLICES AND PROCEDURES

ADMISSIONS PROCEDURES

Applicants must possess a high school diploma or General Equivalence Diploma (GED) or earned an associate degree or higher from a post-secondary school to meet the basis of admissions; and must pass an entrance evaluation. For all programs the minimum evaluation score is 75. If a high school diploma or GED does not appear to have the proper state board of education approval, the diplomas and/or GED's can be validated through the FAFSA list of High Schools, DiplomaSender, Parchment or through the transcript request form sent to the institution granting certification if / when the validity of the diploma is questioned. The school follows guidelines from the PA Department of Education relating to home schools, charter schools, private licensed schools, private and public high school (https://www.education.pa.gov/Postsecondary-Adult/GED%20and%20Commonwealth%20Secondary%20School%20Diploma/Pages/Diplomas-and-Transcripts.aspx). The Machinist Technology and Machinist & CNC Manufacturing program requires the applicant to complete a math placement assessment in addition to the entrance evaluation. Previous New Castle School of Trades graduates are not required to pass an entrance evaluation upon entering a new program. Applicants must also demonstrate, through a personal interview, the desire to complete the course and benefit from the training.

The New Castle School of Trades Representatives who enroll students will make a sound appraisal of the prospective enrollee through a personal interview.

The school makes the final decision on all applicants based on the information submitted on the applicant's qualification form, test results and the representative's recommendation. Applicants must have the willingness to work within the school policies and procedures. Applicants for the Commercial Truck Driving Program (Class A and B) must hold a current driver's license, possess an acceptable driving record, pass a physical, pass a drug screen and obtain a CLP (Commercial Learner's Permit) prior to entering the program. Applicants for the Heavy Equipment Operations with Commercial Truck Driving and Diesel & Heavy Equipment Repair Technology must hold a current driver's license, possess an acceptable driving record, pass a physical, and pass a drug screen prior to entering the program. Applicants will be required to obtain a CLP (Commercial Learner's Permit) during the program.

The Federal Motor Carrier Safety Administration (FMCSA) strictly enforces English Language Proficiency (ELP) requirements for commercial drivers. Drivers who fail roadside language assessments will be immediately placed out-of-service (OOS).

Applicants should be aware that marijuana remains a controlled substance under federal law. Using marijuana, even consistently with a state-certified medical marijuana program, can trigger a positive drug test for marijuana. A

state-medical marijuana card may NOT excuse a positive result. Also beware that CBD products too may trigger an unexcused positive result for marijuana.

Online Readiness Assessment: Applicants of programs containing distance education courses are assessed for readiness during the school's admission process. Applicants who score competent and exceptional on the assessment are deemed capable of succeeding in distance education courses. In addition, the school provides orientation to distance education and approximately one week of training within the Core Competencies Course. If a candidate scores in the developing range, the school will provide additional online training with the instructor in Core Competencies or be given the option to enroll in programs that do not have distance education.

STEPS TO ENROLLMENT

- Applicant visits the school
- Applicant fills out Enrollment Information Sheet
- Applicant is interviewed by an Admissions Representative and receives a web link to access the school catalog
- Applicant tours the school
- Applicant takes enrollment assessment
- Applicant fills out Enrollment Paperwork
- Applicant is interviewed by Financial Aid
- Applicant accepts/rejects Enrollment Agreement
- Applicant pays registration fee

LATE ADMISSIONS

New students may enter class no later than the third day of the quarter. Applicants taken after the third day will be eligible for the next quarter.

RE-ADMISSION

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Director of Admissions. Re-entry will be determined after a review of the student's transcript, attendance, financial, and disciplinary records.

TRANSFER OF CREDIT

Transfer credits from an accredited school, college or university to New Castle School of Trades is considered on an individual basis. To be considered for transfer credit, the student must supply an official copy of his/her transcript along with a copy of the course description(s). Transfer credits may be granted if:

- The course taken was successfully completed with a grade of "B" or better.
- The credits were earned within the last five (5) years.
- The course is similar in objectives and content to those offered at the New Castle School of Trades.

Submissions should be made within thirty (30) days from the date of enrollment at New Castle School of Trades. There is no legally enforceable right for a student to require New Castle School of Trades to accept a transfer of credit

from another educational institution. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

STATEMENT OF CREDIT TRANSFER TO OTHER INSTITUTIONS

The New Castle School of Trades offers training designed for employment in designated fields of study. The training curriculum is not designed with regard to credits being transferable to other institutions of learning. Therefore, the New Castle School of Trades makes no presumptions that credits earned may be transferable to other schools.

STATEMENT OF NON-DISCRIMINATION

New Castle School of Trades does not discriminate on the basis of sex, age, disability, race, color, national origin, ancestry, creed, religion or sexual orientation in its admissions to or treatment in its programs or activities, including advertising, training, placement and employment.

The Director of Education is the Compliance Officer of the Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Act; and all other nondiscrimination statutes and regulations.

The Compliance Officer is the individual that ensures the school acts in compliance with laws and regulations regarding discrimination. The Director of Education may be reached by phone at 1-800-837-8299 or mail at New Castle School of Trades, 4117 Pulaski Road New Castle, PA, 16101.

The New Castle School of Trades shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state regulations and laws. Requests for accommodations should be submitted as early as possible, as requests are not retroactive and will not excuse past behavior. (see 'requesting accommodations' pg. 47)

Harassment and discrimination are prohibited under New Castle School of Trades policy. The school encourages employees, students and third parties who have been subject to harassment or discrimination to immediately report incidents to designated employees. The New Castle School of Trades will investigate complaints promptly and corrective action will be taken when allegations are substantiated.

The school assures that any investigation will be conducted in an impartial manner, including an impartial decision maker.

No retaliation or reprisals may be taken against an individual for filing a complaint or reporting discrimination under good faith or against any person providing truthful information as a witness in an investigation or related proceeding. Reprisal or retaliation is in itself unlawful discrimination and constitutes an independent violation of this policy.

STUDENT SERVICES

GRADUATE CAREER SERVICES

From the time a student enrolls at New Castle School of Trades, the primary emphasis is on employability and success in the professional work world. The success of the graduates in the workplace is the primary reason most students select a specialized career school.

No ethical school can guarantee employment. Employment success is greatly influenced by the student's attendance record, academic performance, previous employment history/record and overall attitude.

The New Castle School of Trades qualified staff offers students the following career services: Professional development advising, assistance with employment applications and resumes, cover letters, extending invitations to prospective employers and contacting potential employers.

Student Responsibilities - While the Career Services staff works diligently to assure that every student has employment opportunities, it is the belief of the school that securing employment is ultimately the responsibility of the student.

The goal of the school is to train the student in job search and interview techniques that will be of assistance to the student throughout his/her lifetime.

HOUSING

Students who are relocating and must arrange their own housing may request additional assistance from the Admissions Department.

INFORMATION RESOURCE CENTER (IRC) / Library

The Information Resource Center (IRC) / Library at New Castle School of Trades operates in support of the programs offered by the school. The Information Resource Center / Library offers personal computers with internet access along with other computerized resource materials. An extensive collection of books, periodicals, and multimedia materials exist to contribute to the student's education experience.

The IRC / Library is open 8:00 AM until 7:00 PM Monday through Thursday and 8:00 AM until 3:00 PM on Friday

HEALTH, SECURITY AND SAFETY

The school strives to provide its students with a secure and safe environment. Classrooms, laboratories, and shops comply with the requirements of the various Federal, State, and local building codes, and the Board of Health and Fire Marshal regulations.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation whatsoever for any student's personal belongings, including school issued books and tools, that are lost, stolen, or damaged, whether on or off school premises or during any school activities. The school has no responsibility or obligation whatsoever with respect to any altercations or disputes between students, whether on or off the school's premises or for any damages or injuries arising therefrom. Students should immediately report any medical, criminal, or other emergency occurring on the school premises to the School Director or Director of Education. Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as required. As part of any medical or alleged criminal activity, the school reserves the right to search a student's locker. Following a criminal emergency, the school may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes to school officials and the appropriate police agencies.

The school issues a Security Policies and Crime Statistics Report on an annual basis. This report discloses information about this school's campus security policies and procedures, and statistics concerning the number of certain crimes that may have taken place on campus. This information is available at www.ncstrades.edu. Students may obtain a printed copy of the report from the School Director.

ADDITIONAL STUDENT SERVICES

Transportation Assistance. The school maintains information on students interested in carpooling. Transportation to and from school is the student's responsibility.

Parking

Ample parking is available for all students. Only cars with handicapped license plates or permits may use handicapped spaces. Cars without permits or parked in these spaces may be towed or ticketed at the owner's expense.

Field Trips

New Castle School of Trades believes that training is enriched by observing real- life applications. When appropriate, visits are arranged to industrial or professional locations.

Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

Drug Free Policy

Standards of Conduct

The mission of the New Castle School of Trades is to service with excellence the needs of our community and the needs of our graduates by matching skills.

NCST recognizes that excellence and skill development require employees and students to meet high standards in the educational environment. The use of drugs or alcohol are not in harmony with achieving excellence, developing skills, or maintaining a safe environment for the students, employees, and visitors of the school. The use of and impairment from drugs or alcohol do not support the school's mission.

NCST provides a drug free environment in which to attend classes and participate in school related activities. Drug and alcohol use are dangerous and can result in injury to self or others, addiction, health consequences, and possibly death.

Policy
The manufacture, possession, distribution, and use of illegal drugs on school property or during school activities is prohibited. In addition, the use or distribution of alcoholic beverages on school grounds or at school activities is also prohibited.

Students should be aware that marijuana remains a controlled substance under federal law. Using marijuana, even consistently with a state-certified medical marijuana program, can trigger a positive drug test for marijuana. A state-medical marijuana card may NOT excuse a positive result. Also beware that CBD products too may trigger an unexcused positive result for marijuana.

Disciplinary Action
A student, who is on school grounds, or anywhere at a school sponsored activity that is under the influence of alcohol or drugs, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, illegal drugs, or restricted substances shall be subject to discipline or termination from school. Possession or use of an illegal substance will be reported to local or state law enforcement and may result in prosecution.

Violation of the school's drug and alcohol policy may include any combination of the following sanctions:

- Probation
- Mandatory participation in a counseling program
- Suspension
- Termination

Legal Action
Legal sanctions may vary from fines, misdemeanor offenses, to felony counts and multiple years in prison. A summary of penalties related to drug offenses may be found online at the
U.S. Drug Enforcement Administration's website. Individuals seeking legal advice regarding drug or alcohol laws should consult legal counsel.

In the Commonwealth of Pennsylvania, it is prohibited for a person to purchase, transport, possess or consume alcoholic beverages; to sell or furnish alcoholic beverages to those under the age of 21; misrepresent age by altering or manufacturing false identification; to lie about age to obtain alcohol.

Related Health Risks

Risks from Alcohol Abuse: Injury or death result of accident or violence, impaired vision, impaired motor coordination, memory defects, hallucinations, blackouts, and seizures. Long- term use can result in permanent damage to the brain, elevated blood pressure and heart rate, risk of stroke, heart failure, respiratory depression and failure, pneumonia, tuberculosis, lung abscesses, increased risk of mouth and throat cancer, alcoholic fatty liver, hepatitis, and cirrhosis, duodenal ulcers, impaired judgment and verbal ability, apathy, introversion, antisocial behavior, inability to concentrate, and deterioration of relationships with family, friends, and co-workers. Drinking during pregnancy raises the risk of low-birth weight babies and intrauterine growth retardation, increasing the danger of infection, feeding difficulties, and long-term developmental problems.

Marijuana Risks: Impaired perception, Diminished short-term memory, loss of concentration and coordination, impaired judgment, increased risk of accidents, loss of motivation, diminished inhibitions, risk of AIDS and other STDs, increased heart rate, anxiety, panic attacks, and paranoia, hallucinations, damage to the respiratory, reproductive, and immune systems, increased risk of cancer, psychological

Cocaine risks: Dependence and addiction, irregular heartbeat, heart attack, and heart failure, strokes, seizures, fungal brain infections, and hemorrhaging in tissue surrounding the brain pulmonary effects, such as fluid in the lungs, aggravation of asthma and other lung disorders, and respiratory failure psychosis, paranoia, depression, anxiety disorders, and delusions, increased risk of traumatic injury from accidents and aggressive, violent behavior, sleeplessness, sexual dysfunction, diminished sense of smell, perforated nasal septum, nausea, and headaches.

Barbiturate Risks: In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

Methamphetamine Risks: Sleeplessness, loss of appetite and weight loss, nausea, vomiting, diarrhea, elevated body temperature, skin ulceration and infection, the result of picking at imaginary bugs, paranoia, depression, irritability, anxiety, increased blood pressure, due to the constriction of blood vessels, that may produce headaches, chest pain, or irregular heartbeat and lead to stroke or heart attack, seizures, permanent damage to brain cells caused by injury to small blood vessels serving the brain.

Hallucinogen Risks: Dilated pupils, high temperature, rapid heartbeat, increased blood pressure, sleeplessness, appetite loss, and tremors. Acute anxiety, depression, panic, paranoia, or psychotic behavior. Reoccurring hallucinations known as flashbacks can occur days, weeks, or more than a year after LSD use. Ecstasy Risks: Recent findings connect use of Ecstasy to memory loss. Use of Ecstasy depletes serotonin, a very important chemical in the brain which regulates mood, sleeping and eating habits, as well as, the thinking and behavior

process, sexual function, and sensitivity to pain.

Narcotic Risks: Range from mild distress to life threatening dangers and include: dry, itchy skin and skin infections, constricted pupils and reduced night vision, nausea and vomiting, loss of appetite, irregular blood pressure, slow and irregular heartbeat (arrhythmia), fatigue, breathlessness, and labored, noisy breathing due to excessive fluid in the lungs ("the rattles"), injuries that result from engaging in any activity (such as working, driving, or operating machinery) when incapacitated by heroin use, dependence, addiction, hepatitis, AIDS, and other infections from unsanitary injection, stroke or heart attack caused by blood clots resulting from insoluble additives, respiratory paralysis, heart arrest, coma, and death from accidental overdose.

The following websites provide more information regarding the effects of drugs and alcohol:

- Alcohol's Effects on the Body | National Institute on Alcohol Abuse and Alcoholism (NIAAA) (nih.gov)
- Know the Risks of Using Drugs | SAMHSA
- NIDA.NIH.GOV | National Institute on Drug Abuse (NIDA)

Counseling, Treatment, Support, & Resources
The New Castle School of Trades will assist any student seeking to overcome an alcohol or drug abuse problem. Advising is strictly confidential.

Local Resources for drug and alcohol abuse
- Lawrence County Drug & Alcohol: 724-936-4794
- Help with alcohol or drug addiction: 866-972-0134
- Alcoholics Anonymous: 888-245-7356
- New Horizons Treatment Center: 724-202-6818
- New Castle Comprehensive Treatment Center: 888-906-8539

Emergency Assistance
- Emergency Dispatch: 911
- NOGA Ambulance Service: 724-652-6677
- Union Township Police (Serves NCST Main Campus): 724-652-5203
- Pulaski Township Police (Serves Satellite School): 724-656-9300
- Pennsylvania State Police: 724-598-2211

Tutoring

A student who feels he/she is having difficulty with a course is urged to request assistance from his/her instructor or department head. Additionally, an instructor or tutor can be available for consultation on weekdays, after or before hours.

Make-Up Time/Work

There will be no make-up time for hours missed. Students may make up work at the discretion of the instructor.

Services for Students with Disabilities

New Castle School of Trades (NCST) prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the NCST community. All faculty, staff, and administrators will actively support students with disabilities in all education programs and activities, in cases where such support is readily achievable and is not an undue burden.

The New Castle School of Trades policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability one (a) who meets the academic and technical standard requisite for admission to or participation in the school's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities.

Students are encouraged to request accommodations through the requesting accommodations policy found on page 51.

ADMINISTRATIVE POLICIES AND PROCEDURES

HARASSMENT DEFINED

Harassment consists of verbal, written, graphic or physical conduct relating to a person's race, color, national origin, ancestry, gender, age disability/handicap, sexual orientation, religion, creed or any other legally protected classification when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or to perform job functions; or it creates an intimidating, threatening or abusive educational or work environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.
- Otherwise adversely affects an individual's learning or employment opportunities.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requesting or demanding sexual favors, displaying or distributing sexually offensive materials and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such contact is made explicitly or implicitly a term or condition of a student's academic status or an individual's employment.
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services and treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with a student's school performance or employee's job performance; or creating an intimidating, hostile or offensive educational or working environment.

HARASSMENT & NONDISCRIMINATION POLICY

This policy covers, without limitation, harassment by a student to another student, a student to an employee, an employee to a student, an employee to an employee, a third party to a student or employee, a student or employee to a third party, a male to male, a female to female, a male to female, a female to male.

The school's Human Resource Director is designated as the Coordinator and The School's Director of Education is designated as the Compliance Officer to both serve as the Coordinator and Compliance Officer for purposes of Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and all other nondiscrimination statutes and regulations.

The Compliance Officer oversees the school's policies and actions regarding harassment and discrimination. The Coordinator assists in communicating the policies and in taking action in the event of a complaint. Both the Officer and Coordinator accept and respond to complaints. Therefore, a complaint may be made with either individual. In the event that a complaint is against the Compliance Officer it should be made to the Coordinator if against the Coordinator than it should be made to the Compliance Officer.

REPORTING VIOLATIONS; FILING COMPLAINTS

A student, employee or third party who believes he or she has been subject to conduct violating the New Castle School of Trades nondiscrimination and harassment policy is encouraged to promptly report the incident to the Director of Education. A student may report the incident to an administrator, department chairperson or instructor.

A school employee who has been notified or suspects a student has been subject to conduct which constitutes a violation this policy should notify the Director of Education of the incident immediately and no later than twenty-four hours unless mitigating circumstances exist and justify a reasonable extension of the timeline.

If it is not possible to contact the Director of Education in a timely manner or in the event the complaint is against the Director of Education, the School Director should be notified. The School Director or Director of Education may be reached by telephone at 1-800-837-8299 or mailed at New Castle School of Trades, 4117 Pulaski Road New Castle, PA 16101.

All complaints by a student, employee or third party who asserts to have been subject to conduct violating this policy may be made in writing on the **Form for Complaint of Discrimination or Harassment** available in the school's Education Office. If the incident was reported verbally the Director of Education shall inform the student, employee or third party of the right to file a complaint, the complaint procedure and provide the Form for Complaint of Discrimination or Harassment as well as assist the complainant to file an appropriate written complaint if he/she so desires. If the complainant does not choose to file a written complaint, verbal complaints of discrimination or harassment will also be accepted by New Castle School of Trades.

Complaints shall be filed within thirty calendar days of an incident or they may be deemed untimely. Filings occurring after thirty calendar days due to mitigating circumstances which justify a later filing shall be considered.

Even if no written complaint has been filed by or on behalf of a person who believes a violation of this policy has occurred, the Director of Education or School Director will conduct an informal investigation upon receiving a report of possible violation. The Director will change the victims academic or employment situation if changes are requested by the victim and reasonably available in order to prevent further violations during the period before completion of any informal and formal procedures.

If an informal investigation suggests that a violation of this policy has occurred, the Compliance Officer (Director of Education) shall review the available information and conduct such further investigation as he/she deems appropriate. If the Director of Education concludes that a violation of this policy exists, prompt and corrective action will be taken to ensure that conduct violating this policy ceases and will not reoccur. The Director of Education shall initiate what disciplinary procedures he/she deems appropriate.

RIGHTS DURING COMPLAINT PROCEDURE

While conducting an investigation of a complaint regarding harassment or discrimination and until the conclusion of the procedure, the Director of Education shall be responsible to:

- Permit an employee or student to be accompanied by a representative at any conference, meeting or hearing pertaining to the investigation.
- Provide the opportunity for both the complainant and the accused to present witnesses and evidence.
- Take necessary actions reasonably calculated to prevent any other violations of this policy prior to the completion of the complaint procedure.
- Comply with the confidentiality requirements of this policy.
- Notify the complainant and the accused of the status of the investigation and complaint procedure on a periodic basis and at appropriate stages of the procedure.
- Ensure no retaliation or reprisals may be taken against an individual for filing a complaint or reporting discrimination under good faith or against any person providing truthful information as a witness in an investigation or related proceeding
- Assure that any investigation is conducted in an impartial manner, including an impartial decision maker

INVESTIGATION

A formal investigation shall include individual interviews with the complainant, the accused and others with knowledge relative to the incident. The investigator also shall consider all information presented by the complainant and the accused. The investigator may evaluate any information and materials relevant to the investigation. The investigation shall be conducted and completed as thoroughly and speedily as possible.

The obligation of this investigation will not be negated by the fact that a criminal or insurance investigation is pending or has been concluded.

The Director of Education will report on the status of the investigation to the complainant and the accused within ten calendar days of the complaint file date and every five calendar days thereafter. The school will make every attempt to resolve the complaint within 15 calendar days of the filing. The school may extend the investigation when necessary to ensure equitable resolution.

Upon conclusion of the investigation, the school's findings shall be provided to the complainant and the accused.

ADMINISTRATIVE ACTION

If the investigation results in a finding that the complainant is factual and constitutes a violation of this policy, the school shall take immediate corrective action calculated to ensure that such conduct ceases and does not reoccur.

Any student or employee found to have engaged in conduct violating this policy shall be subject to disciplinary action up to and including expulsion from school or termination of employment.

CONFIDENTIALITY

The confidentiality of all parties shall be maintained with respect to the filing, investigation and disposition of all complaints under this policy, consistent with the school's investigative and legal obligations. The school shall not disclose the name of a complainant to an alleged violator/perpetrator/harasser if the complainant so requests, however, the scope of a reasonable response to the complaint may be limited as a result.

While a complainant has the right to learn the outcome of his/her complaint, the school shall not disclose to a complainant any sanction or discipline imposed upon a student or employee to the extent such disclosure is prohibited by the Family Educational Rights and Privacy Act or other applicable laws, regulations, rules, constitutional requirements or orders. In rare cases, exceptions may apply.

APPEALS

If the complainant or accused is in disagreement with the outcome of his/her complaint, either party has the right to appeal the decision. The Compliance Officer must be notified that the complainant wishes to appeal a decision. The appeal will be heard by an Appeal Board comprised of the four school managers who have access to consult with the School President.

The appeal will be conducted in an impartial manner by impartial decision makers and the Appeal Board will make a decision within 15 calendar days of the filed appeal date.

STUDENT PRIVACY AND FERPA POLICY

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law, which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

New Castle School of Trades accords all rights under the law to students who are in attendance, and in certain instances to the parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954. Basically, a dependent student is a student whose parent(s) provides more than half of his/her support. Generally, the school does not provide information to parents because of this act. However, exceptions are made if:

1. The student gives his or her parents written consent; or
2. The parents provide a certified copy of their most recent Federal Income Tax Form reflecting dependency status of the son/daughter, which must be on file in the Financial Aid Office.

No one outside the institution shall have access to, nor will the institution disclose, any information from student's education records without the student's written consent except to personnel within the institution who have an educational need, to officials of other institutions in which students seek to enroll, to persons or organizations processing and providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or a valid subpoena, and to persons in an emergency in order to protect the health or safety of students or other persons. Within the institution, only those members, individually or collectively, acting on the student's educational interest is permitted access to student education records.

At its discretion, the institution may provide directory information in accordance with the provisions of the act to include a student's name, address, telephone number, email address, date of birth, major field of study, dates of attendance, degrees and awards received, and all other information defined as directory information.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

The institution has designated the Director of Education to coordinate the inspection and review procedures for student education records, which include admissions, personal, and academic records. Students wishing to review their education records must make written requests to the Director of Education listing the item or items of interest. Only records covered by the act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, or a copy of the academic record for which a financial hold exists. These copies will be made at the student's expense. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, employment records, or alumni records.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. Students, who believe that their education records contain information that is inaccurate or misleading or is otherwise in

violation of their privacy or other rights, may discuss their problems informally with the Director of Education. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified within a reasonable amount of time that the records will not be amended, and they will be informed by the Director of Education of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Director of Education who, within a reasonable period of time after receiving such request, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels, which will adjudicate such challenges, will be the individuals designated by the institution.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. Their education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place within the education record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed. Students who believe adjudications of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the president of the institution to aid them in filing complaints with the:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-4605

Revisions and clarifications will be published as experiences with the law and the institution's policy warrants. This policy has been adopted in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g), and the regulations promulgated there under at 34 C.F.R. 99.1 et seq., and that reference should be made to that statute and regulations for additional information. Please contact the Campus Director with any questions.

Students are given the current catalog before signing the Enrollment Agreement at New Castle School of Trades. The catalog contains the Family Educational Rights and Privacy Act information (FERPA). The FERPA information is also located on the New Castle School of Trades web site.

CANCELLATION OF CLASSES

Generally, it is school policy to remain open regardless of weather conditions and to hold classes with as many students and instructors as can reach the school. However, should the administration determine that the building must be closed due to inclement weather, the announcement will be broadcast on local radio and/or television.

The school reserves the right to cancel any course or program for which there is insufficient enrollment.

CURRICULUM REVISIONS

Since the New Castle School of Trades periodically reviews, updates, and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, along with the policies and procedures contained in this catalog.

TOBACCO USAGE POLICY

All tobacco usage is prohibited throughout all school buildings including all vaping and e-cigarettes, whether or not the product includes tobacco or marijuana. Failure to comply with the New Castle School of Trades Tobacco Usage Policy can result in discipline measures including suspension.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means plenty of sleep, sufficient exercise, nutritious food, and personal hygiene. Students who become seriously ill or contract a communicable disease should stay home and recover but remember to notify the school immediately. Medical and dental appointments should be made after school.

The school will not be responsible for rendering any medical assistance; but, will refer students to the proper medical facility upon request.

DRESS CODE

New Castle School of Trades maintains a dress code that encourages both safety and professionalism.

All students are required to wear New Castle School of Trades uniform shirts neatly tucked in. Shirts are issued during the first academic quarter and are also available for order through the school. If students choose to wear a hat, the hat must be a school issued New Castle School of Trades hat and worn with bill facing forward. Each student will receive one hat. Additional hats may be purchased from the school.

Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Shorts and sweatpants are not acceptable. Pant leg length must be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable.

Hooded sweatshirts are deemed a safety hazard and are not to be worn in the school.

All students must wear properly laced and tied safety leather boots. Some programs may require steel toe safety boots. Safety glasses must be properly utilized in designated areas.

Length of hair is not only a professional issue, but a safety concern. Hair worn long must be tucked inside the shirt collar, tied up or put under a New Castle School of Trades hat when around tools/equipment.

Only ear studs less than 1/4″ are permitted. Earrings that dangle are not allowed. Absolutely no jewelry is permitted in the Electrical Lab due to shock hazard.

SPECIAL/MITIGATING CIRCUMSTANCES

Students who are dismissed by the school will have the right to appeal that decision due to special or mitigating circumstances. Students must initiate the process by submitting a completed Special/Mitigating Circumstance Appeal Form along with any supporting documentation to the Director of Education.

The decision of the Director of Education is final. Students whose appeal is granted are allowed to continue the term in which they were dismissed. The student will still be subject to normal satisfactory academic progress and other conditions as indicated on the appeal form.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Services Office.

PAYMENT POLICIES

Quarterly tuition is due on the first day of class. However, a monthly payment plan is available; monthly tuition is calculated by prorating the amount of tuition owed for the quarter.

Any financial aid, loans, grants, etc. which the student may receive will reduce the amount of monthly payment due to the school.

FINANCIAL OBLIGATIONS

Students who fail to make required payment promptly, issue personal checks which are returned by banks (student will be subject to a $25.00 Non-sufficient Funds Fee), or fail to make good faith efforts to process their financial aid paperwork in a timely manner, are required to meet with the student account manager.

ADDITIONAL FEES

Transcript Fee - The first official transcript is issued upon graduation free of charge, unless fees have not been paid as stated above. The first copy of a transcript is $5.00 with a charge of $2.00 for each additional copy. A signed release is required before any transcripts will be released.
Replacement of Degree/Diploma Fee - Students will be charged $25.00 for a duplicate degree.
Damage Fees - Students will be charged for the repair or replacement of any school property lost or damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.
Non-sufficient funds - $25.00
Tractor Trailer Refresher (4 hour minimum) - $75.00 per hour

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor and then the Department Head. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the School Director. Written responses will be available to the student within seven working days.

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 School Director or online at www.accsc.org.

New Castle School of Trades is licensed by the Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education | Division of Postsecondary Proprietary Training, 607 South Drive, Floor 3E, Harrisburg, PA 17120. New Castle School of Trades is registered with the Ohio State Board of Career Colleges & Schools School Registration, 30 East Broad Street, Suite 2481, Columbus, OH 43215. Toll Free 877-275-4219. Reg. 1226.

Any questions or concerns may be directed to the School Director and if not satisfactorily resolved they may be brought to the attention of the Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education | Division of Postsecondary Proprietary Training, 607 South Drive, Floor 3E, Harrisburg, PA 17120 or the Executive Director, The Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, Telephone 877-275-4219. Reg. # 89-10-1226T

FINANCIAL SERVICES

Types of Federal Financial Aid Programs

ELIGIBILITY

Eligibility for federal student aid is based on financial need and on several other factors. Generally, to be eligible for Federal Financial Aid, a student must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma, General Education Development (GED) certificate, or complete a high school education in a home school setting that is treated as such under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required. A student can use the paper or electronic FAFSA to register, register at www.sss.gov, or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain satisfactory academic progress once in school.
- Certify that he or she is not in default on a federal student loan and does not owe money on a federal student grant.
- Certify that he or she will use federal student aid only for educational purposes.

To apply for federal student aid, you should complete a Free Application for Federal Student Aid (FAFSA) form. These forms can be found on the Department of Education's website, www.fafsa.ed.gov. Your actual eligibility amounts will be determined from the information you report on the FAFSA.

FEDERAL PELL GRANT

The Pell grant is gift assistance, which does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2025-26 award year, the minimum grant for an eligible full-time student is $740 and the maximum grant for an eligible student is $7,395.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and/or parents, and the cost of attending the school.

PA State Grant

This is a state program based on financial need. Only students enrolled in degree programs may be eligible for these awards. Veterans are considered without regard to income. The PA STATE GRANT application can be completed at the end of the FAFSA application. More information on state grant programs can be found at www.PA State Grant.org.

PA TIP Grant

PA Targeted Industry Program (PA-TIP). The Pennsylvania General Assembly created and funded PA-TIP in 2012 to prepare students with the skills in high demand by today's employers. The program, which is administered by PHEAA, provides awards to students enrolled in programs of study in the following career areas:

- Energy
- Health
- Advanced Materials and Diversified Manufacturing
- Agriculture and Food Production

PA-TIP provides need-based awards up to the equivalent of the maximum award (currently $6,000), or the student's actual unmet need, whichever is less. Awards can be used to cover educational costs and specific living expenses.

SUBSIDIZED FEDERAL DIRECT LOAN

The subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is $3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school or dropping below a half-time enrollment status. *Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance. The minimum repayment amount is $50 per month; however, subsidized Federal Direct Loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

For loans first disbursed on or after 7/1/2025 and before 7/1/2026 the interest rate is fixed at 6.533%. For loans first disbursed on or after 7/1/2021 and before 7/1/2022, the interest rate is fixed at 3.73% for undergraduate students. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment.
Please refer to your Loan Entrance counseling package for additional information.

UNSUBSIDIZED FEDERAL DIRECT LOAN

If you do not qualify for a full or partial Subsidized Direct Loan based on your financial need, or need additional loan funding, you may qualify for an

Unsubsidized Direct Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half time.

For loans first disbursed on or after 7/1/2025 and before 7/1/2026, the interest rate is fixed at 6.533%. For loans first disbursed on or after 7/1/2021 and before 7/1/2022, the interest rate is fixed at 3.73%.

Independent students can borrow up to $9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to $5,500 (Subsidized and Unsubsidized combined) for the first academic year. Please see your Financial Aid Administrator to receive further information regarding the maximum annual loan amounts for second or subsequent academic years.

DIRECT STUDENT LOANS MAXIMUM ELIGIBILITY PERIOD

For all new borrowers who receive a loan on or after July 1, 2013, a 150% limitation is in effect. This means a student who is eligible for a subsidized loan will reach their subsidized limit at 150% of a program's length of study. (This limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans) Once a student has reached their 150% limitation, their interest subsidy loan limit will end on all outstanding loans that were disbursed after July 1, 2013, and interest will begin to accrue. Students are therefore encouraged to complete undergraduate study on a timely basis.

For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

For additional information visit the Federal Student Aid website: https://studentaid.gov

PARENT PLUS FEDERAL LOAN

The Federal Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. The interest rate varies and is adjusted each year, not to exceed

9% and begins to accumulate on the date of the first disbursement. PLUS loans through the Federal Direct Loan Program first disbursed on or after 7/1/2025 and before 7/1/2026 will have a fixed interest rate of 9.083%, and those first disbursed on or after 7/1/2021 and before 07/01/2022 will have a fixed rate of 6.28%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

For additional information visit the Federal Student Aid website: https://studentaid.gov

STATE AND LOCAL AID, SCHOOL AID, AND OTHER PRIVATE AID PROGRAMS

This school catalog lists other aid programs, which may be available such as State and Local Aid, School Aid, and other Private Aid programs to enrolled students. Students should review the school catalog and see the Financial Aid Office for additional information on current aid programs.

OTHER STATE AND FEDERAL PROGRAMS

VETERANS/MILITARY EDUCATION

New Castle School of Trades is approved to train veterans under the following programs:

- Vocational Rehabilitation, Chapter 31
- Veterans Educational Assistance Program, VEAP, Chapter 32
- Veterans Education Post 911, Chapter 33
- Survivors and Dependents Educational Assistance Program Montgomery GI Bill®, Chapter 30
- Selected Reserve Educational Benefit, Chapter 1606

"GI Bill®" is a registered trademark of the US. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US. government website at www.benefits.va.gov/gibill ."

Veterans eligible for education and training under Title 38 of the United States Code are entitled to a legislative set monthly allowance from the Veterans Administration while attending the College in an approved, full-time program of study.

OFFICE OF VOCATIONAL REHABILITATION (OVR)

The Pennsylvania Office of Vocational Rehabilitation (OVR) provides vocational rehabilitation services to help persons with disabilities prepare for, obtain, or maintain employment. OVR provides services to eligible individuals with disabilities, both directly and through a network of approved vendors. Services are provided on an individualized basis.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Financial assistance may be available for educational services if you are low-income, economically disadvantaged, unemployed, or underemployed. For more information on this program, contact your local CareerLink.

DEPARTMENT OF PUBLIC ASSISTANCE
Financial assistance to eligible students may be available for special needs (i.e.: books, transportation, daycare, etc.) while attending college. Contact your County Assistance Office for more details.

OTHER
Trade Adjustment Act (TAA).

APPLYING FOR FEDERAL STUDENT FINANCIAL AID

Each student interested in receiving financial assistance must submit the "Free Application for Federal Student Aid" (FAFSA). If the FAFSA was previously completed within the award year you must add our college to the FAFSA. The Financial aid office will utilize the results of the FAFSA to estimate and determine the student's financial aid eligibility. A student may be chosen to participate in a verification process of the information submitted on the FAFSA by the U.S. Department of Education. A student may be selected by the U.S. Department of Education's Central Processor (CPS) following procedures established by federal regulation. If, during the application process, the file is selected for "verification" by the U.S. Department of Education's Central Processor (CPS) following procedures established by federal regulation, the student and their family must submit all documents required to validate the information listed on the FAFSA application. Students should refer to the www.studentaid.ed.gov website, which is sponsored by the U.S. Department of Education, for more detailed information.

Criteria for Selecting Title IV Recipients and for Determining Award Amounts

- If a student's FAFSA is selected for verification by the Department of Education, the student must submit a completed Verification form with all supporting documentation. Once your EFC has been confirmed, you will receive an award letter indicating an authorized award amount.
- New first time students need to be enrolled in class for at least 30 days in order to receive Federal Direct Loans.
- Students need to earn a minimum of 36 credits in their first year (3 quarters, an average of 12 credits per quarter) to be eligible for a second-year loan; however, if they do not earn 36 credits, they would be eligible for a second first-year loan.
- Students are eligible for a maximum of three Federal PELL awards in the time period from July 1 to June 30.
- Students must maintain Satisfactory Academic Progress. These guidelines are listed in the New Castle School of Trades Catalog under Standards of Satisfactory Progress.

CRITERIA FOR SELECTING STATE GRANT (PA STATE GRANT) RECIPIENTS

- To be eligible for a PA STATE GRANT, students must have a processed FAFSA
  (PELL grant application) by May 1st if the student received a PA STATE

GRANT in the previous school year; otherwise, the deadline to file FAFSA is August 1st. Applicants must have established residency in the State of Pennsylvania 12 months prior to application.

- At the end of each Summer Quarter, your transcript will be reviewed, and you must have earned (passed) an average of 12 credits per quarter for each PA STATE GRANT awarded to continue to qualify.
- Students that received a previous PA STATE GRANT at another post-secondary school are required to provide New Castle School of Trades with an academic transcript from the most recent year awarded PA STATE GRANT. This transcript will be reviewed before you may receive PA STATE GRANT money at New Castle School of Trades. If the student did not earn enough credits at the other school for each PA STATE GRANT award, students will be unable to receive PA STATE GRANT money at New Castle School of Trades until the student has earned the necessary credits at New Castle School of Trades.

CRITERIA FOR SELECTING PA TIP GRANT

To be considered for PA-TIP, you must:

- Be a U.S. Citizen, or eligible noncitizen as described on the FAFSA® (Free Application for Federal Student Aid).
- Be a domiciliary of Pennsylvania.
- Have a high school diploma, GED, or recognized homeschool certificate.
- File a current year FAFSA.
- Complete and return the PA-TIP Student Application *(PDF)* to PHEAA by May 1.
- Be enrolled at an institution approved by PHEAA.
- Be enrolled in an approved program of study that is at least 10 weeks but less than two academic years in length. Students attending non-profit institutions must be enrolled at least half-time in an approved program. All other students must be enrolled full-time.
- Have financial need as determined by the program guidelines and certified by the school.
- Not be in default or pending default on an education loan or owe a PA State Grant refund.
- Not be receiving a PA State Grant for the program of study.
- Not be considered an incarcerated student, which is consistent with guidelines associated with the PA State Grant Program.
- Supply a copy of the DD214 Form if the applicant is a veteran of the U.S. Armed Forces and was honorably discharged.

NOTE: Students who have completed a bachelor's or graduate degree are still eligible to apply for a PA-TIP award.

METHODS OF DISTRIBUTING AID AMONG STUDENTS

FEDERAL AID
Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit www.FAFSA.ed.gov or the financial aid office for an application.

STATE AID
State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the financial aid department for additional information on state aid programs available to enrolled students of the institution and for an application or visit www.PA State Grant.org.

INSTITUTIONAL AID (SCHOLARSHIPS)
Colleges may offer various types of scholarships to students enrolled in specific programs of study, participating in campus athletics, having met specific academic standards, etc. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships, students are encouraged to visit/contact the financial aid office at the campus. Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by the institution.

DISBURSING FEDERAL STUDENT AID
Colleges Using Standard Academic Terms (“Standard Term”)
Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies by the type of assistance. For colleges using standard academic terms, a portion of the Federal Pell Grant for those who qualify will be paid to the student’s account during each payment period or term. (i.e., Quarters – three terms and Semesters – two terms) In order to receive federal loan proceeds, the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student’s tuition and fees for the academic year and are disbursed once per term. Once tuition and fees obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A first-year, first-time borrower’s account will not be credited with Direct loans until 30 days after their first day of class and a completed loan entrance interview. New Castle School of Trades uses this method.

BORROWER CONFIRMATION FOR LOANS IN A SUBSEQUENT ACADEMIC YEAR
Subsidized and Unsubsidized Master Promissory Note (MPN)
Students have the ability to obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Direct Loan program without having to sign a new Master Promissory Note for each academic year. New Castle School of Trades gives the borrower a student loan request form to indicate the amount they want to borrow and the loan period.

PARENT PLUS MASTER PROMISSORY NOTE (PLUS MPN)
For Parent Direct PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds. This institution gives a PLUS loan request form to the parent and the parent indicates the amount they want to borrow and the loan period. The confirmation process is to provide a means for the parent borrower with greater control and understanding of PLUS loan debt. Parent must also complete another credit check and plus application for their second-year loan.

VOLUNTARY AUTHORIZATION PERTAINING TO CREDIT BALANCES
A Voluntary Authorization Form is provided to students at any time they request. Students and parents (of a dependent student applying for PLUS loans) review the statement, complete the information requested and provide the signed form to the Financial Aid department. For continuing students who previously signed this statement, the initial authorization will continue to be valid unless the student requests a change. However, FSA credit balances cannot be held beyond the end of the loan period.

Based on student's authorization, the institution will retain the given amount of credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.

Terms and Conditions Under Which Students Receive Federal Loans.
The Federal Loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

DIRECT LOAN (DL)
- Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for DL program funds. Students whose enrollment status is below half-time are not eligible for DL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than 30 days after the start of the term or period of enrollment.
- Financial Aid Administrators may not perform credit checks on students in connection with awarding them DL program funds.
- A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

FINANCIAL AID LOAN MANAGEMENT

Each first-time student borrower is required to complete a loan entrance interview conducted individually. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half-time will be required to complete/attend the exit counseling session. Students who leave school without attending an exit counseling session will receive exit counseling information mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default.

LOAN REPAYMENT OBLIGATION AND REPAYMENT OPTIONS

Students who receive federal student loans sign a Master Promissory Agreement (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment. The student loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Financial Aid Office and servicer are available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or servicer to determine what options are available to the student.

THE FINANCIAL AID LOAN ENTRANCE COUNSELING

The following information will be included in the Loan Entrance Counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN).
- Effect of accepting the loan on eligibility for other aid.
- Seriousness and importance of the repayment obligation.
- Option of the borrower to pay interest on Unsubsidized Direct Loans while in school.
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the US Department of Education.
- Definition of half-time enrollment.
- Consequences of not maintaining half-time enrollment.
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- Obligation to repay the loans even if the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, is dissatisfied with the school/ program, or does not receive the services purchased from the school
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation

- 150% Subsidized Loan eligibility
- Sample monthly repayment amounts based on a range of levels of indebtedness, or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

THE FINANCIAL AID LOAN EXIT COUNSELING

Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating or shortly before the student ceases enrollment of at least half-time study. Students who seek to withdraw from the campus should see the Financial Aid Department to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well as when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and attend loan exit counseling.

Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions under which the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders

- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records
- Information regarding the availability of the Student Loan Ombudsman's Office

In addition, the Financial Aid Department is responsible to collect the following information as part of the exit counseling and provide the information to the Secretary of Education within 60 days of receipt. This is completed with the online exit counseling at studentloans.gov:

Name
Address
Social Security Number
References
Driver's License Number and State
Expected Permanent Address
Name and address of next-of-kin
Name and address of the student's employer or expected employer

LOAN DEFERMENTS FOR BORROWERS
Students should visit the Financial Aid office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

LOAN DEFERMENTS FOR CERTAIN INDIVIDUALS
Loan deferment terms and conditions are further defined for those serving in the Peace Corps, under the Domestic Volunteer Service Act, and as a volunteer for a tax- exempt organization of demonstrated effectiveness in the field of community service.

FINANCIAL AWARENESS COUNSELING TOOL
The USDE just released a new Financial Awareness Counseling Tool for students at: https://studentloans.gov/myDirectLoan/financialAwarenessCounselingLanding.action

This addition to the student loan site will provide students the basics of financial management, show students their current federal student loan debt (and their current student loan debt if they enter information about their private student loans), and provide students an estimate of what their student loan debt is likely to be at the time they leave school.

NATIONAL STUDENT LOAN DATA SYSTEM
National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS student access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and students. All users must sign-in and are an authorized user. To access the site, visit www.nslds.ed.gov.

FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION
Student should contact the Financial Aid Administrator at the institution who is always ready to assist with any questions or concerns regarding Federal Direct Loans.

If a situation exists that a Financial Aid Administrator cannot resolve, students should follow procedures in the school catalog regarding "student concerns." In addition, the U.S. Department of Education's Office of the Ombudsman for student loan issues is available. The Ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research borrower's issues and suggest solutions to resolve.
Student borrowers can contact the Office of the Ombudsman by:

Via Online Assistance: http://studentaid.gov/repay-loans/disputes/prepare Via Toll-Free Telephone: 1.877.557.2575
Via Fax: 1.606.396.4821
Via Mail: FSA Ombudsman Group, P.O. Box 1843, Monticello, KY 42633

NEW CASTLE SCHOOL OF TRADES CODE OF CONDUCT FOR FINANCIAL AID OFFICE

In order to comply with the requirements of the Higher Education Opportunity Act of 2008, New Castle School of Trade's Office of Financial Aid promises to abide by the following Code of Conduct.

As employees of New Castle School of Trade's (NCST) Office of Financial Aid, we promise that:

- We will follow all laws and regulations governing the awarding, disbursing, and processing of any and all types of financial aid both federal and state.
- We will carry out our duties with the utmost level of professionalism.
- We will be honest and professional in all our duties regardless of race, nationality, gender, age, sexual orientation, and/or disability.
- We will not engage in any unethical or immoral behavior while performing our duties. This includes but is not limited to sexual harassment, theft, inappropriate language, and inappropriate Internet access.

- We will not accept any personal gifts from a student, parent, or lender.
- We will not accept any travel expenses paid by a student, parent, or vendor unless those expenses are provided directly from the organization and are related to the duties we perform.
- We will not accept any gift, monies, or other form of payment that would alter any aid awarded to any student and/or parent.
- We will not lobby any local, state, or federal government official in an attempt to influence any type of legislation without the permission of New Castle School of Trades.
- We will not enter into any revenue-sharing arrangements with any lender.
- We will not enter into any contracting arrangement that provides a financial benefit from the lender or any of the affiliates of that lender.
- We will ensure that employees of a lender may never identify themselves to students as employees of New Castle School of Trades. No employee of a lender may ever work in or provide staffing assistance to New Castle School of Trades in its financial aid office.
- We will not accept any offers of funds for private loans.
- We will not direct borrowers to particular lenders or refuse or delay any loan certifications.
- We will not accept any compensation for service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

FINANCIAL AID CONSUMER INFORMATION

Schools recognize that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Financial Aid Department will assist students with the process of applying for federal student financial aid. The Financial Aid Department is the designated department at the school for consumer information. If a student or parent has a question, they should not hesitate to contact the Financial Aid Department at their school by contacting the school's main number located on the school's website.

PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED website.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.

- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1-877- FTC-HELP (1-877-0382-4357) or visit: www.ftc.gov/scholarshipscams

CONSUMER INFORMATION FROM THE U.S. DEPARTMENT OF EDUCATION
The U.S. Department of Education (ED) has various websites available to students and financial aid staff that provide information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using ED Financial Aid sites.

- U.S. Department of Education: www.ed.gov
- Applying for Federal Student Aid: www.fafsa.ed.gov
- Information for Students: www.studentaid.ed.gov, and www.college.gov.
- Information for Financial Aid Professionals and Schools: www.ifap.ed.gov, and www.fsa4schools.ed.gov.

ALTERNATIVE LOAN PROGRAM

TUITION FINANCING
The New Castle School of Trades may be able to offer alternative loan programs to those who qualify. Contact the Financial Aid Office for additional information.

TRUTH IN LENDING
Cash Payments: Monthly, Bi-Monthly or Quarterly- payable on or before the first day of classes and prior to the 15th day of the month the payment is due. If tuition is satisfied by cash payment while the student is still in school, there is no interest or finance charge. If the applicant is unable to pay all of the tuition costs on the first day, then the student will apply for all financial aid for which he/she may be eligible and apply all disbursements to any outstanding balance. The balance of any costs not covered by financial aid will be paid over the length of the program in monthly installments according to a payment plan (Installment Note) which, if applicable, will be determined by the Financial Aid Department. This payment plan (Installment Note) if used, will become an addendum to the Enrollment Agreement and is legally binding. In the event the student opts to take New Castle School of Trade's private financing plan to cover the balance of the tuition not satisfied by Federal Student Financial Aid, the annual interest rate is 12% (tuition does not necessarily need to be paid in full by graduation under the private financing plan). If a student seeks outside financing, the interest rate will vary depending on the lender chosen.

VETERANS EDUCATIONAL BENEFITS

Individuals eligible for benefits from the Veterans Administration should make an appointment to see the VA representative at the school.

The funds available vary from year to year and are based upon changes in federal appropriations and regulations as well as changes in lenders participation in the GSL and PLUS programs.

In order to receive Financial Aid refunds, students must be attending class according to school policy. Before making Financial Aid disbursements, attendance and grades are checked to ensure that the student is in Satisfactory Progress. If the student is repeating classes due to grades and attendance, payment will be delayed until that repeat time is completed successfully.

Students are guaranteed that the tuition rate in effect at the time they begin classes will remain in effect for the duration of their program. There will be no increase in the tuition rate for students once they have begun classes.

Class-Cuts are not permitted and shall be recorded as absences. Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance.

Our educational institution has a current policy that abides by Section 103 of the Veterans Benefit and transition act of 2018

The New Castle School of Trades has a policy that ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other instructional facilities, or the requirement that **Chapter 31** or **Chapter 33** recipients borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veterans Affairs.

THE PRINCIPLES OF EXCELLENCE PROGRAM

The New Castle School of Trades participates in the principles of excellence program. Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentations.
- Accommodate Service members and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

WITHDRAWAL REFUND AND REPAYMENT POLICY

In accepting applicants, the school has assumed the obligation of furnishing an entire program, including teachers, equipment, laboratories, classrooms and other facilities necessary, at the stated cost. Therefore, except when the Enrollment Agreement is not accepted by the school, cancellation of the Enrollment Agreement by the students may be made only by written notice delivered to the school.

In the event the school is unable to perform any of the obligations under the Enrollment Agreement by reason of fire, strike, work stoppage, riot, utility failures or shortage, damage by the elements, “acts of God” or any unavoidable casualty, the school shall not be responsible for damages or tuition refund caused by delay or failure to perform hereunder, provided said delay does not exceed ninety days and the school evidences positive effort every thirty days to reactive the school.

CANCELLATION PRIOR TO STARTING CLASSES

1. An Applicant will receive a full refund of all monies paid if the Applicant is not accepted for admission.
2. An Applicant will receive a full refund of all monies paid if the Applicant cancels enrollment prior to starting classes, excluding the registration fee, unless the Applicant requests cancellation within 5 calendar days after signing the enrollment agreement or, if the alternative set forth in § 73.121 (relating to general requirement) is used, 5 calendar days after submitting the application, if no classes have been attended, lessons completed or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation, where required.

WITHDRAWAL AFTER CLASS BEGINS

The program for which the student has applied is divided into periods of obligation (quarter/segment). The cost per period is stated on the enrollment agreement. The percentage attended of the period is based on the number of weeks completed as a percentage of the number of weeks in that period, unless State requirements specify otherwise. The number of weeks completed is calculated from the first date of the period to the last date of attendance.

REFUND POLICY

Commonwealth of Pennsylvania State Board of Private Licensed Schools, Department of Education Refund Requirements.

Students who withdraw from all classes at New Castle School of Trades may be eligible for a refund of their total tuition. The following refund policy applies to tuition only and is determined by the last scheduled date of classes that you attended.

Last Scheduled Date of Class Attended	Refund
During the first 7 days of the period of obligation	75% Refund
After the first 7 calendar days but within the first 25% of the term	55% Refund
After the first 25% of the term but within the first 50% of the term	30% Refund
After 50% of the term	No Refund
Prior to the start of classes	100% Refund

All student refunds are paid within 30 days of the date of determination. The date of determination is the day the student notifies the school of withdrawal, is dismissed or reaches 14 consecutive calendar days of absence.
For the purposes of date of determination, a student must be present in at least one class to be considered enrolled for the day.

Refund and withdrawal policy—resident programs of less than 6 weeks duration.

For programs of less than 6 weeks' duration, a formula for tuition refunds shall be based on the total clock hours of the program using the following percentages:
(1) For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
(2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
(3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
(4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

TITLE IV REFUND POLICY

The United States Department of Education implemented the regulation known as the Return of Title IV Funds on November 1, 1999.

This regulation applies to any student who withdraws from school after

October 7, 2000 and is eligible to receive monies from the Federal Loan Program or the Federal Pell Grant Program (Title IV Programs).

The formula used is as follows:

1. Determine the last date of attendance in class. After the last date of attendance in class is known, the percentage of the payment period attended by the student is calculated. (If the percentage of the period completed is 60.01% or greater, no Title IV Funds have to be returned.)
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount to the amount disbursed. If the amount disbursed exceeds the amount earned, some Title IV aid must be returned to the respective programs (Federal Direct Stafford Loan Program or the Federal Pell Grant Program). If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible.

4. Allocate the responsibility for returning the unearned portion of the aid between the school and the student. The school must return its portion of unearned aid in the following order:
    a. Unsubsidized Direct Stafford Loan
    b. Subsidized Direct Stafford Loan
    c. Direct PLUS
    d. Federal Pell Grant

In some cases, the student must return a portion of the Title IV aid. If the amount the student must return is loan funds, the student is allowed to pay back his or her portion of any unearned loan funds in accordance with the terms of the promissory note. If the amount the student must return is Pell Grant money, he/she must return 50% of the grant repayment amount. The order in which the student must repay any unearned aid is the same as the order of the school. (See above)

5. Send the unearned Title IV aid back to the Title IV programs within 45 days of a student's unofficial or official withdrawal date of determination.
6. If after completion of the R2T4 calculation the result is a credit balance on the account, all credit balances will be paid no later than 14 days after completion of the calculation.
7. In the event that a student earned Title IV funds that had yet to be disbursed at time of withdrawal. Grants will be disbursed within 45 days. Loans will be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. All post- withdrawal disbursements are applied to student account first, and any resulting credit balance will be refunded within 14 days of funds being posted to the account.

ACADEMIC POLICIES

CLASS SCHEDULING

- Classes are scheduled between 8:00 A.M.-1:30 P.M., 5:30 P.M.-11:00 P.M., Monday through Thursday. Students will attend class five and one-half hours per day - except programs listed below.
- Diesel & Heavy Equipment Repair Technology classes are scheduled 8:00 A.M. to 3:00 P.M., Monday through Thursday.
- Heavy Equipment with Commercial Truck Driving Classes 8:00 A.M.-3:30 P.M., Monday through Thursday.
- Machinist & CNC Manufacturing classes are scheduled 8:00 A.M. – 2:00 P.M. Monday through Thursday
- Commercial Truck Driving classes are scheduled 8:00 A.M.-3:30 P.M., Monday through Friday
- Commercial Truck Driving weekend classes are 8:00 A.M.-3:30 P.M., Saturday and Sunday.
- Combination Welding classes are scheduled 8:00 A.M.-1:45 P.M. and 5:30 P.M.-11:15 P.M. Monday through Thursday.

Although every effort is made to schedule classes for the students' convenience, New Castle School of Trades reserves the right to alter schedules so that proper facilities, equipment, and faculty are available.

COURSE SIZES

New Castle School of Trades offers educational programs designed to train students in the shortest time possible for entry-level positions in their chosen fields. To provide meaningful instruction and training, classes are limited in size. Standard lecture maximum class sizes are 40:1 student/teacher ratio.

Laboratory/shop classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, maximum laboratory/shop classes are 25:1 student/teacher ratio.

For Commercial Truck Driving classes, the number of students assigned to each class is based on a student to teacher ratio that provides adequate time allocation to each individual, both in the classroom and in trucks. The maximum student to teacher ratio is 25:1 in the classroom, 1:10 in the yard and 1:4 in the road trucks.

For Heavy Equipment Operations with Commercial Truck Driving, Diesel & Heavy Equipment Repair Technology, the student to teacher ratio is 40:1 in the classroom and 25:1 on the range or lab. The CDL portion will be the same as stated above for the Commercial Truck Driving Program.

DEFINITION OF TERMS

Certificate - An award issued to a student for successful completion of a course or program of study. Academic Hour - one clock hour consists of 50 minutes of class time. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.

Conversion - one semester credit equals 1.5 quarter credits (credit unit).

NCST uses Quarter Credits

Quarter Credit Hours - one Quarter credit hour equals 30 units.
1-Clock Hour of Didactic Learning = 2 units
1-Clock Hour of Supervised Lab = 1.5 units
1-Clock Hour of Externship = 1 units

1-Clock Hour of Outside Work = .5 units
Per ACCSC Formula

Diploma - An award issued to a student indicating graduation from a prescribed program of study.

Degree - An award issued for graduation from a prescribed program of study for which New Castle School of Trades has received approval from the proper agencies.

Financial Aid - Students may be awarded financial assistance, if eligible, based on the number of clock hours or credit units they will earn.

Quarter - A period of study consisting of ten weeks.

Payment Period - Title IV funds are awarded based on the number of clock hours or credit units earned for the appropriate program of study. A payment period consists of ten weeks.

STUDENT PROGRESS REPORTS

Students are entitled to a regular accounting as to their academic progress and status. Students placed on academic warning will be informed at the time the action is taken and appropriate advising is part of that process. Students may review their satisfactory progress by requesting a transcript from the Education Department.

Student progress and grades are determined through daily assignments, hands-on assessments, quizzes, written examinations, and attendance.

GRADING SYSTEM

The following grading scale shall apply to all students:

GRADES	PERCENTAGES	QUALITY POINTS
A	100-95	4.00
A-	94-90	3.75
B+	89-85	3.50
B	84-80	3.00
C+	79-75	2.75
C	74-70	2.00
D+	69-65	1.75
D	64-60	1.00
F	59-0	0.00
I	Incomplete	0.00
W	Withdrawal	0.00
T	Transfer Credit	0.00
TO	Test-Out Credit	0.00
TN	Transfer to Night	0.00
TD	Transfer to DAY	0.00

If a required course is failed, it must be taken again. If a student is required to take a course which is a prerequisite to other courses, that course must be taken before advancement to subsequent courses. A course may not be repeated more than once. Special cases may be considered by the School Director. If a course is repeated, the new grade will be averaged into the cumulative GPA.

Students who withdraw (voluntarily or involuntarily) from a course(s) after the Drop/ Add period will be assigned the grade of W.

SATISFACTORY ACADEMIC PROGRESS

GENERAL STANDARDS

All students entering New Castle School of Trades (NCST) must make Satisfactory Academic Progress toward their program completion. Satisfactory Academic Progress is measured by both the grades achieved each term and the number of credits successfully completed. These measurements are cumulative results during all periods the student is enrolled and are calculated at the end of each term.

CUMULATIVE GRADE POINT AVERAGE REQUIREMENT

The student must maintain a specified cumulative grade point average (CGPA) as outlined in the Satisfactory Academic Progress Table (See Table 1). When a course is repeated, the new grade will replace the original grade for the purposes of the calculation of the CGPA. The original grade will be replaced with an R (Repeat) grade. Students are limited to attempting a course two (2) times to pass.

- Transfer credits (T) accepted by New Castle School of Trades are not used in the calculation of the student's CGPA.
- Test-Out credits (TO) awarded by New Castle School of Trades are not used in the calculation of the student's CGPA.
- Withdraw grades (W) are not calculated in the student's CGPA.
- The grade of I (Incomplete) is not calculated in the student's CGPA.

SUCCESSFUL COMPLETION REQUIREMENT

The student must complete their academic program within a specified maximum time frame. At New Castle School of Trades the maximum time frame is 1.5 times the number of quarter credit hours of the program. This means that a student can attempt a maximum of 150% of the credits in the program. For example: if an academic program requires 100 credits, a student cannot exceed 150 total credits, which is 150% of the program length (100 total credits for the program x 1.5 = 150 credits).

- The student must successfully complete courses at each evaluation point at the rate outlined in the Satisfactory Academic Progress Table (See Table 1).
- The grades of A, A-, B+, B, C+, C, D+ and D indicate successful completion and credit is awarded. The grade of F indicates a lack of completion; no credit is awarded.
- The grade of F is calculated in the student's CGPA and is counted towards credits attempted.
- The grade of W is not calculated in the student's CGPA but is counted toward credit hours attempted.
- The grade of TO (Test-Out) is not counted in the student's CGPA but is counted towards credit hours attempted.
- The grade of R (Repeat) is not counted in the student's CGPA but is counted towards credit hours attempted.
- The grade of I (Incomplete) is not counted in the student's CGPA but is counted towards credit hours attempted.
- The grade of T (Transfer Credit) is not counted in the student's CGPA and is not counted as credit hours attempted.
- The grade of TD (Transfer to Day) is not counted in the student's CGPA and is counted as credit hours attempted.
- The grade of TN (Transfer to Night) is not counted in the student's CGPA and is counted as credit hours attempted.

A student who has received transfer credit must complete their program of study within 1.5 times the rate of a student making normal academic progress. Such progress is measured according to the number of quarter credits remaining to be completed at New Castle School of Trades.

If it is determined at any point that the student is unable to successfully complete the program within the prescribed 1.5 times rate of a student making normal academic progress, that student will be academically withdrawn from the program. At the point of determination, the Director of Education will notify the student in writing that they are being academically dismissed from the program.

Table 1: Satisfactory Academic Progress All Students:

Term	CGPA Required	Required Completion
First Term	1.25	30%
Second Term	1.50	40%
Third Term	1.75	50%
Each Subsequent Term	2.00	67%

ACADEMIC WARNING
Students are placed on Academic Warning if they do not meet Satisfactory Academic Progress (SAP) at any evaluation point in their program. A student placed on academic warning must achieve SAP by the end of the following term or they will be withdrawn from the institution. Students are considered to be maintaining SAP while on Academic Warning and maintain eligibility for Title IV funding.

NOTIFICATION
Students placed on Academic Warning are notified in writing. This notification is made to assist the student in improving their cumulative grade point average and/ or successful course completion percentage.

ACADEMIC WITHDRAWAL
A student who has not made academic progress after being placed on academic warning, or has been academically disqualified by failing to successfully complete a class two (2) times, will be academically withdrawn from the institution and notified in writing by the Director of Education. A student who has been academically withdrawn has the right to appeal that determination in accordance with the Academic Appeal Policy procedure below.

ACADEMIC APPEAL POLICY
In order to appeal being academically withdrawn, students must submit to the Director of Education an Appeal Hearing Request form and provide any other documentation that may be deemed necessary. The Director of Education will conduct this hearing and determine if mitigating circumstances warrant a student being eligible to re-enter into the institution.

Examples of mitigating circumstances may include illness, injury from an accident, death of a family member, or personal tragedy. Students will be notified in writing when the appeal is accepted or denied. An explanation of why Satisfactory Academic Progress was not met and how a change in situation promotes the likelihood that it will be met must be provided.

A student approved to re-enter through the appeals process who was withdrawn for not making Satisfactory Academic Progress (SAP) will return on Academic Probation and must achieve SAP by the end of the term, or they will be withdrawn from the institution. Students on Academic Probation maintain eligibility for Title IV funding.

A student approved to re-enter through the appeals process who was withdrawn for having failed to successfully complete a course after two attempts will return on the status they held prior to withdrawal and are subject to the Satisfactory Academic Progress standards and terms as before withdrawal.

REQUEST FOR CASE REVIEW
A student that is dissatisfied with the outcome of the appeal may submit a written request for interview and case review by the Campus Director. Upon completion of the case review the Campus Director will make a final determination and the student will be notified in writing of the outcome of this review.

INCOMPLETE GRADES

A student may be awarded an "Incomplete" grade in a course in the case of special circumstances where they are unable to complete coursework by the end of the term.

Once a student's grade has been changed to an Incomplete, they have through the 10th class day of the next term to clear the Incomplete. This may be done by completing the course work for an award of a grade. If the student fails to clear the Incomplete by completing the coursework for a grade, the student will receive a Failure (F) grade for the course. Incompletes are not calculated in the student's grade point average, but they do count as credits attempted for purposes of monitoring a student's satisfactory progress.

COURSE REPEAT POLICY

Courses may be repeated in an effort to improve the grade or acquire missing skills. Normal registration procedures are followed when a student repeats a course. A new grade earned in a repeated course will be computed in the student's cumulative grade point average. Once the course is retaken, the original grade will be replaced by an R (Repeat) grade. The initial course grade(s) will no longer factor into the student's CGPA, but the credit hours attempted do count towards the Credit Completion Percentage. The earned grade from the subsequent course will be posted as the official grade and will be calculated into the student's CGPA. Students are limited in attempting a course two (2) times to pass the course.

WITHDRAWAL - NON-ACADEMIC

Should a situation arise which requires a student to withdraw from New Castle School of Trades, the student must give written notice of withdrawal to the Director of Education, in order to officially terminate their enrollment. Students who do not provide written notification will be withdrawn from classes when it is determined by New Castle School of Trades that the student is no longer pursuing their educational objective. This date is determined after the student has stopped attending for 14 consecutive calendar days without official notification and is considered an unofficial withdrawal.

TRANSFER AND AWARD OF ACADEMIC CREDIT

Academic credits with a grade of "B" or better earned at other accredited institutions may be transferred to New Castle School of Trades based on the comparability of the nature, content, and level of credit earned to that offered by New Castle School of Trades. No more than 50% of the required program quarter credits hours may be transferred and all credits must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript and catalog or course descriptions sent by the accredited institution to New Castle School of Trades. There is no legally enforceable right for a student to require New Castle School of Trades to accept a transfer of credit from another educational institution. Submissions should be made within thirty (30) days from the date of enrollment at New Castle School of Trades.

SEEKING ADDITIONAL CREDENTIAL

For New Castle School of Trades graduates, the grades of A, B, C, and D indicate successful completion for credits awarded from New Castle School of Trades and will be accepted for transfer of credit into another program,

if applicable, at New Castle School of Trades. Credits will be applied to the new program as transfer credit and will not be calculated into the student's Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

CHANGE OF PROGRAM

For current students changing programs or re-entering students, credit will be applied by associating grades and those grades will be calculated into the student's CGPA for the new program. These credits will be counted towards course hours attempted for the course completion percentage. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

STUDENTS RECEIVING FEDERAL TITLE IV FUNDING

A student receiving federal financial aid who does not meet the cumulative grade point average standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the cumulative grade point average standards at the end of the second year may appeal through the Academic Appeals policy if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.).

GRADUATION REQUIREMENTS

A student is eligible for graduation only if:

1. The student has completed all required courses with a passing grade.
2. The student has accumulated the total number of credits required for graduation from his/her course of study.
3. The student has achieved a cumulative grade point average of 2.0.
4. The student has met all financial obligations to the school.
5. The student has completed the exit interview process.
6. The student has met the attendance requirements of his/her program.
7. Commercial Truck Driving students must obtain CDL (Commercial Driver's License).

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be an asset when they seek future employment. The Education Department can provide information regarding the specific awards presented.

Per Quarter:

- Attendance Award – 98% - 100% attendance
- Academic Award – 3.75 GPA or better
- Dean's Award – 3.75 GPA or better with 98% or better attendance

Grad Awards: (Attendance and GPA for all quarters upon graduation)

- Attendance Award – 98% - 100% attendance
- Honors Award – 3.75 GPA or better
- Honors & Attendance – 3.75 GPA or better with 98% or better attendance
- National Honor Society – 3.90 GPA or better with 98% or better attendance
- Valedictorian – graduate with highest GPA; if two or more students have same GPA, then it goes by best attendance. If same, then both are valedictorian.

DROP/ADD POLICY
As courses offered at New Castle School of Trades are programmatic in nature, enrollment in all courses offered during a given quarter must be maintained. Students may not drop or add individual classes during any quarter within their program.

ATTENDANCE POLICY

New Castle School of Trades has no system of excused absences, and all absences are recorded regardless of the reason. Attendance is vital to the achievement and acquisition of good work habits. Graduates are screened by prospective employers not only for academic achievement, but for attendance as well. Students are expected to call the school in the event of absence. Attendance is taken every hour in every class. Students may be terminated for the following reasons:

- Failing to take the final exam in any quarter.
- Failing to attend classes for 85% per quarter.
- Failing to attend Heavy Equipment Operations with Commercial Truck Driving, Commercial Truck Driving, and Diesel & Heavy Equipment Repair Technology 90% per quarter.

In addition, students providing the school with official written notification of their intent to drop will be withdrawn.

Absences are recorded in the student's permanent record and become part of his or her permanent transcript. Veteran and agency sponsored students' attendance will be reported to the appropriate government agency.

Appeals must be submitted by the student in writing no later than the last day of the grading period and can only be granted for mitigating circumstances by the School Director.

In the event of an absence or tardy, all missed work must be made up.

Students are encouraged to schedule medical or dental appointments after school hours and should notify the appropriate instructor or department chairperson if he/ she plans to be absent.

TARDINESS/EARLY DEPARTURE
Tardiness is defined as arriving 10 minutes late or leaving 10 minutes early. Students who are tardy to class or leave early are charged 30 minutes of absence for the period. Tardiness is considered a disruption of class. Excessive tardiness will result in disciplinary action.

MAKE UP WORK
Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor. Missed time may be made up if extenuating circumstances exist. Make up time is determined at the discretion of the Director of Education.

WITHDRAWAL AND TERMINATION

Failure to withdraw properly may result in the assignment of failing grades, which then become a part of the student's permanent record.

Students wishing to withdraw must personally notify the Director of Education and complete an exit process which includes finalization of the student's records with the Education Office, Business Office, Financial Services Office and the Career Services Office. This process assures the student that all records are correct and that he or she has, or will, receive all services available from New Castle School of Trades.

PROGRAM CHANGES

Students who wish to change programs must contact the Director of Education. In order to be eligible to change programs, all current program financial obligations to the school must be satisfied.

PROGRAM ADVISORY COMMITTEES

To uphold our dual commitment to high-quality, career-oriented training with maximum employability of graduates, the school has established Program Advisory Committees (PAC) for each program offered. The Program Advisory Committees are comprised of industry members and employers who formally meet regularly, at least twice per year, and as needed to assist in making decisions regarding curriculum changes, equipment purchases and program enrichment. The Program Advisory Committees make it possible for the school to continually graduate students who are in step with, and sometimes ahead of, industry needs.

HOMEWORK

To aid in the acquisition of the discipline-defined skill and the competency outlined on the course syllabus for each course, students will be required to participate in both in-class activities as well as complete out-of-class work. In-class work may include, but is not limited to, scheduled meeting times devoted to lecture, laboratory work/hands-on practice, and demonstrations. Out-of-class work is assigned such that it is to be completed at times other than scheduled class meeting time. For courses that contain lecture hours, students are expected to spend a minimum of two hours on out-of-class work for every one-hour spent in the lecture portion of each class. Out-of-class work may include, but is not limited to, use of the laboratory to practice skills, reading assignments, library research and other assigned homework or projects.

REQUESTING ACCOMMODATIONS

NCST makes reasonable accommodations to enable qualified applicants and students with disabilities to have equal access to school programs and activities.

Students are encouraged to make requests for accommodations as soon as possible, and well before the start of the classes, whenever possible. Accommodations are not retroactive; requests are not retroactive and past performance or behavior will not be excused by making a request for

accommodation. Students requesting accommodations are responsible for providing professional verification of the condition(s) that necessitate the accommodation utilizing the New Castle School of Trades Request for Accommodations form. Students can request the form from the Director of Education. Verification must be by a licensed health care provider who is qualified to diagnose the disability being claimed. This verification must indicate how the student is limited by his or her disability. The student shall provide the verification document to the Director of Education, as well as the student's preferred accommodation, if known. The student may be required to provide additional information if the initial information provided is incomplete or inadequate to determine the need for accommodations. Any cost associated with obtaining professional verification of a learning disability shall by borne by the student.

GRANTING REASONABLE ACCOMMODATIONS

A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs. These services include but are not limited to: additional time to complete exams, taking exams in a quiet non- distracting room, faculty help sessions, etc. The Director of Education will notify the student promptly once a decision has been reached regarding whether or not an accommodation is granted. Students will be provided with documentation showing all approved accommodations. Students are responsible for sharing notice of approved accommodations with faculty or other school personnel with a need to know. Students receiving accommodation shall meet with the Director of Education to evaluate the effectiveness of the accommodations in place.

CHALLENGING ACCOMMODATION DECISIONS

If a student does not believe the accommodation decision will adequately address his or her disability, the student must contact the Campus Director. All decisions rendered by the Campus Director are final.

A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome to discuss their concerns with the staff. The decision not to self-identify as disabled is understood and respected.

It is each student's responsibility to ask for and make use of these accommodations. Each student is ultimately responsible for his or her academic success. Students must take the initiative to use time, facilities, and support services in a productive manner. For more information, please contact the Director of Education. All inquiries are confidential except to the extent necessary to determine and implement appropriate accommodations.

DISTANCE EDUCATION

Some of the school's non-technical courses are online courses delivered through distance education. These distance education courses are identified by course codes beginning with the letters DE, blended course codes are preceded with the letters BL. Internet access is required to participate in portions of distance education courses.

Assistance: The school's facilities, resources and WIFI internet access are available to students between the hours 8:00 a.m. and 11:00 p.m., Monday - Thursday. Technical Assistance from the Education Department is available from 8:00 a.m. to 8:00 p.m., Monday – Thursday.
Course instructors will have posted hours for electronic communication during each school day. Each instructor will be present at the school one day per week and accessible to students.

Assessment: Applicants of programs containing distance education courses are accessed readiness during the school's admission process. If a prospective student is determined to be unprepared for success in distance education courses, training will be available through Orientation to Online Learning. Students that are determined unlikely to succeed in distance education courses will not been enrolled in programs that require participation in distance education.

Learning Platform: Distance education is offered through Canvas. Canvas is an open-source learning program which provides a robust, secure, and integrated system for learning.

Equipment: All students participating in programs with a distance education component are issued a Google Chromebook. Technical support is available through the school's Education Department. Students may opt out of paying for/receiving a Google Chromebook from the school if they own/purchase a Chromebook of same specifications that the school issues. Specification sheet available upon request.

Course Participation: Although distance education may not require physical attendance to school, regular participation is mandatory for successful completion of the course. Students must login and participate in activities, assignments, and discussions once per week at minimum.

- Seven consecutive days without participation will result in a Non-Participation Warning
- A second warning will result in a ten percent deduction in the final grade for the course
- A third incident of not participating for seven consecutive days will result in course failure

Graduation Requirements: A student must pass all courses within a program in order to graduate. This includes any distance education or blended courses within the program. A failed distance education course must be successfully repeated with a passing grade in order to graduate. Distance education courses are calculated in the cumulative grade point average. A GPA of 2.0 or higher is required in to graduate from any program.

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COPYRIGHT INFRINGEMENT/NETWORK USE POLICY

New Castle School of Trades (NCST) requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

New Castle School of Trades provides its students with access to computer equipment, e-mail accounts, and the Internet, exclusively for educational activities. New Castle School of Trades students are prohibited from using any of the foregoing, or any other New Castle School of Trades information technology systems, for the unauthorized copying or distribution of copyrighted materials. Downloading, viewing, distributing, or sending any pornographic or obscene materials is prohibited. Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status.

Any individual with a complaint about such communications should meet with the Director of Education about the communications. Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. New Castle School of Trades periodically monitors communications to detect and deter unauthorized copying and distribution of copyrighted materials.
Students should have no expectation of privacy whatsoever related to their use of New Castle School of Trades systems. Any computer-generated correspondence, the contents of all computer hard drives on the college premises, as well as saved voice mail messages are the sole property of the institution, may be considered business records, and could be used in administrative, judicial, or other proceedings.

Students are not permitted to copy or remove any New Castle School of Trades installed software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the institutions' right to conduct such monitoring. The equipment is intended for educational purposes only, any other use by students – including, but not limited to any of the prohibited conduct described herein – will be dealt with under the "Student Conduct and Discipline" portion of catalog and may result in discipline up to and including dismissal from New Castle School of Trades.

STUDENT CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of New Castle School of Trades:

1. Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
2. Forgery, alteration, misuse or mutilation of school documents, records, identification, educational materials, and school property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
5. Theft of or damage to property of New Castle School of Trades including using or attempting to use school property in a manner inconsistent with its designed purpose.
6. Unauthorized entry to, use of, or occupation of school facilities.
7. Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
8. Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devises.
9. Disorderly conduct or lewd, indecent or obscene conduct or expression.
10. Violation of a federal, state, or local law, including but not limited to, those covering alcoholic beverages, controlled substances, gambling, sex offenses or arson, of which violation occurs on school property or at a school function. Use, distribution, sale, and/or being under the influence of unlawful drugs, including marijuana, is not permitted on school property or at school functions, regardless of whether criminal citations issue. (Please refer to the Drug Free Policy established by the school for further information).
11. Rioting, aiding, abetting, encouraging or participating in a riot.
12. Failure to comply with the verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/ her authority or resisting a security officer while acting in the performance of his/her duties.
13. Aiding and abetting or inciting others to commit any act of misconduct set forth in #1 through #12 listed above.
14. Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature, and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be suspended pending disposition of the charges in court.

15. Refusal to abide by student dress code policy.
16. Careless driving or failure to obey posted speed limits
17. Theft or damage of property belonging to the employees, students or visitors of the school by intent or willful negligence

Violation of any of the above may subject the student to any of the following:

A. Reprimand.
B. Specific restrictions may be imposed.
C. Disciplinary probation. Further infractions will result in suspension if they occur within the specified probationary period.
D. Temporary suspension.
E. Termination.

After being terminated, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Students returning must follow the reinstatement procedure noted in this catalog. Any further infraction of the school policies will necessitate permanent termination.

The school understands that every student has certain rights, which must be respected, just as they themselves must respect their obligation to the school.

Rights, however, are not absolute. Along with every right is a corresponding obligation and duty to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, the damaging of the property, rights, and possessions of others.

It becomes incumbent on the part of all students to follow the School's Student Conduct & Discipline Policy prescribed for the operations of New Castle School of Trades, New Castle, PA.

Any other offenses which may be detrimental to the staff, students or graduates of New Castle School of Trades may result in the aforementioned penalties at the determination of the School Director.

U.S. VOTER REGISTRATION

Students may stop at the main office of New Castle School of Trades or visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state. For a downloadable version of the Voter Registration form go to: www.votespa.com.

CONSTITUTION AND CITIZENSHIP DAY (SEPTEMBER 17TH)

The Consolidated Appropriations Act, 2005 states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.'' The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787, signing of the Constitution. However, when September 17 falls on a

Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

PROFESSIONAL COUNSELORS

New Castle School of Trades does not employ pastoral or professional counselors. The following list is made available to all students, faculty and staff:

- National Center for Victims of Crime, Abuse & Domestic Violence and Rape, at 800-394-2255
- National Domestic Violence Hotline at 1-800-799-7233 or 1-800-787-3224
- Family and Children's Services at 1-800-222-8000
- National Child Abuse Hotline at 1-800-422-4453
- National Sexual Assault Hotline at 1-800-656-HOPE
- Rape, Abuse, and Incest National Network (RAINN) at 1-800-656-HOPE (4673)
- Alcoholics Anonymous at 1-800- 234-0246
- American Council on Alcoholism Help Line at 1-800-527-5344
- National Council on Alcoholism at 1-800-NCA-CALL
- National Institute on Drug Abuse Hotline at 1-800-662-HELP
- Drug and Alcohol Abuse Hotline at 1-800-234-0420
- Cocaine Hotline at 1-800-COCAINE
- Substance Abuse and Mental Health Services Administration at 1-800-662-HELP
- National Suicide Prevention Hotline at 1-800-273-8255
- National Alliance on Mental Health at 1-800-950-6264

PROGRAMS OF STUDY

GENERAL INFORMATION

New Castle School of Trades offers programs designed to prepare students in the shortest time possible for entry-level positions in business and industry. Certain credits in the diploma programs, may be transferred to the Associate in Specialized Technology Degree offered. The approved program awards presented are listed below:

Program	Award
Automotive Technology	Associate in Specialized Technology Degree
Building Technology	Associate in Specialized Technology Degree
Diesel & Heavy Equipment Repair Technology	Associate in Specialized Technology Degree
Electrical Technology	Associate in Specialized Technology Degree
Industrial Electro-Mechanical Technology	Associate in Specialized Technology Degree
Machinist Technology	Associate in Specialized Technology Degree
Motorcycle & Power Equipment Technology	Associate in Specialized Technology Degree
Refrigeration & A/C Technology	Associate in Specialized Technology Degree
Combination Welding	Diploma
Commercial Truck Driving	Diploma
Commercial Driving Class B	Diploma
Heavy Equipment Operations with Commercial Truck Driving	Diploma
Machinist & CNC Manufacturing	Diploma

ALL PUBLISHED PROGRAM LENGTHS WITHIN THIS CATALOG REFLECT INSTRUCTIONAL WEEKS AND ACTUAL PROGRAM LENGTHS ARE TYPICALLY LONGER DUE TO SCHEDULED HOLIDAYS AND BREAKS.

AUTOMOTIVE TECHNOLOGY	60 INSTRUCTIONAL WEEKS
BUILDING TECHNOLOGY	60 INSTRUCTIONAL WEEKS
COMBINATION WELDING	50 INSTRUCTIONAL WEEKS
ELECTRICAL TECHNOLOGY	60 INSTRUCTIONAL WEEKS
MACHINIST TECHNOLOGY	60 INSTRUCTIONAL WEEKS
MACHINIST & CNC MANUFACTURING	44 INSTRUCTIONAL WEEKS
DIESEL & HEAVY EQUIPMENT REPAIR TECHNOLOGY	60 INSTRUCTIONAL WEEKS
REFRIGERATION & AC TECHNOLOGY	60 INSTRUCTIONAL WEEKS
COMMERCIAL TRUCK DRIVING	6 INSTRUCTIONAL WEEKS
COMMERCIAL DRIVING Class B	2.2 INSTRUCTIONAL WEEKS
**COMMERCIAL TRUCK DRIVING	15 INSTRUCTIONAL WEEKS
HEAVY EQUIPMENT OPERATIONS W/COMMERCIAL TRUCK DRIVING	30 INSTRUCTIONAL WEEKS
INDUSTRIAL ELECTRO-MECHANICAL TECHNOLOGY	60 INSTRUCTIONAL WEEKS
MOTORCYCLE & POWER EQUIPMENT TECHNOLOGY	60 INSTRUCTIONAL WEEKS

**Commercial Truck Driving Weekend Program

THE SCHOOL CALENDAR LISTING OF HOLIDAYS AND BREAKS IS PUBLISHED ON PAGES 89-92 OF THE SCHOOL CATALOG.

AUTOMOTIVE TECHNOLOGY

Associate in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours-60 Weeks

OBJECTIVES

The Automotive Technology program is structured to provide the student with the entry level job skills and knowledge necessary to enter the work market as an automotive technician. Graduates are prepared to maintain, diagnose, and service the vehicles found in the automotive industry.

CAREER OPPORTUNITIES

Graduates will be qualified for entry – level positions such as automotive technicians, general mechanics, automotive assemblers, service advisors, parts consultants, along with other related positions within this industry

EQUIPMENT

Students will use the following equipment: a computerized automotive information system, four- wheel computerized alignment machine, computerized wheel balancer, articulating arm tire machine, brake lathe, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized automatic transmission tools, electronic circuit testing tools and meters, and air conditioning recovery and recharging equipment.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
A110	Engine Repair & Testing	12.00
A111	Electrical Systems	12.00
A112	Heating, AC & Circuitry	12.00
A113	Automotive Chassis	12.00
A220	Automotive Drivetrains	12.00
A221	Engine Performance	12.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
R191*	Metallurgy & Joining	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

BUILDING TECHNOLOGY

Associate in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours-60 Weeks

OBJECTIVES

This curriculum is designed to provide classroom, lab and "hands-on" training in the residential construction and remodeling fields; with particular emphasis and placed on the fields of carpentry, millwork, masonry, interior and exterior finishes and roofing for entry-level positions in a number of areas.

CAREER OPPORTUNITIES

Upon graduation, students are obtaining positions in the following occupations: carpenters assistants, aluminum/vinyl siding applicators, painters, masonry helpers, construction workers, building maintenance and roofing assistants.

EQUIPMENT

Students in the Building Technology program will work on the following equipment: table saw, radial arm saw, miter saw, disk sander, drill press, mortar mixer, band saw, planner, joiner, router, assorted power tools and pneumatic nailer.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
B130	Exterior Construction Processes	6.00
B131	Exterior Construction Applications	6.00
B140	Interior Construction Processes	6.00
B141	Interior Construction Applications	6.00
B150	Prints & Codes	6.00
B151	Doors & Windows	6.00
B160	Framing Processes	6.00
B161	Framing Procedures	6.00
B230	Roof Construction Processes	6.00
B231	Roof Construction Applications	6.00
B240	Project Management	6.00
B241	Project Applications	6.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*

The order in which the above courses are offered is at the discretion of the school.

DIESEL & HEAVY EQUIPMENT REPAIR TECHNOLOGY

Associate in Specialized Technology Degree
100.50 Quarter Credits, 1680 Clock Hours - 60 Weeks

OBJECTIVES

Graduates will have the ability to diagnosis troubles and disassemble diesel engines; replace pistons, bearings, gears, valves and bushings; install ignition systems; replace steering/suspension components; replace transmissions and parts; lubricate moving parts; diagnosis problems with and replace chassis assemblies; repair undercarriages and replace and repair pneumatic or hydraulic brake systems. These skills will be taught in both classroom and lab environments.

CAREER OPPORTUNITIES

The students will acquire the entry-level skills necessary to work in the diesel engine and construction equipment mechanic's field. The skills can be applied to semi tractors, diesel powered automobiles, heavy-construction equipment and farm equipment.

EQUIPMENT

The students will perform repairs on various semi tractors, diesel engines and heavy construction equipment. The students will use a computerized information system, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized transmission tools, electronic circuit testing tools and meters.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
D120	Diesel Engine Repair	7.00
D121A	Diesel Engine Repair Lab	7.00
D122A	Electrical & Electronics	6.00
D123A	Electrical & Electronics Lab	5.00
D124	Chassis & Braking Systems	7.00
D125A	Chassis & Braking Systems Lab	7.00
D220	Engine Analysis & Powertrains	7.00
D221A	Analysis & Powertrains Lab	7.00
D222	Heavy Equipment Repair	7.00
D223A	Heavy Equipment Repair Lab	7.00
D224	Commercial Truck Driving	12.50
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
R191*	Metallurgy & Joining	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

ELECTRICAL TECHNOLOGY

Associate Degree in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours-60 Weeks

OBJECTIVES

This program is designed to provide students with entry level knowledge and skills to install and service electrical applications within the residential/ commercial and industrial fields. The program covers in practice and theory residential/commercial wiring, machine control, programmable controllers, telecommunications, solid state and electronic control.

CAREER OPPORTUNITIES

Graduates of the Electrical Technology program will be able to assume entry level positions as panel builders and testers, machine repair technicians, electrical assemblers, electrical helper, electrical apprentice, industrial maintenance technician.

EQUIPMENT

Throughout the program, students will work with the following types of equipment: various types of meters, conduit benders, all phases of motor control equipment, 3-phase motors, single phase motors, assorted residential, commercial, and industrial components, oscilloscope and programmable logic controllers.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
E105	Electricity & Residential Wiring	12.00
E106	Circuitry, Services & Conduit	9.00
E205	AC/DC & Motors	12.00
E206	Motor Control	15.00
E207	Solid State Electronics	12.00
E208	Programmable Logic Controllers	12.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

Industrial Electro-Mechanical Technology

Associate in Specialized Technology
90 Credits, 1320 Clock Hours - 60 Weeks

OBJECTIVES

Students will acquire skills in the areas of commercial and industrial electricity, instrumentation, welding, HVAC, pneumatics, hydraulics, gaskets/seals, pumps, plumbing, and equipment maintenance. Students will also be trained in safety procedures and be familiar with tools used in an industrial setting.

CAREER OPPORTUNITIES

The skills acquired in the program will be applicable to entry-level positions as Maintenance Mechanics, Maintenance Engineers and Building Superintendents. These job titles are in demand at manufacturing companies, mills, industrial plants, the gas & oil industry, hospitals, hotels, apartment complexes and real estate management companies.

EQUIPMENT

During the course of study in this program students will be exposed to conduit benders, motor controls, electric motors, test meters, service panels, sensors, electrical instruments, freezers/refrigerators, air conditioners, heating systems, precision measuring tools, pneumatic equipment, hydraulic equipment, pumps, valves, plumbing tools, plumbing fixtures, arc and MIG welders, cutting torches, and forklift.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
I170A	Electricity & Fluids I	6.00
I171	Rigging, Safety & Tools	3.00
I172A	Welding & Cutting I	4.50
I174A	Electricity & Controls I	6.00
I175	Industrial Mechanics I	5.00
I270A	Electricity & Fluids II	6.00
I272	Welding & Cutting II	4.50
I274	Electricity & Controls II	6.00
I275	Industrial Mechanics II	5.00
I276	Industrial Mechanics III	5.00
I277	HVAC I	4.50
I278	HVAC II	4.50
I281	Instrumentation & Control	6.00
I282	Instrumentation & Control Processes	6.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

MACHINIST TECHNOLOGY

Associate in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours-60 Weeks

OBJECTIVES

The Machinist Technology program is geared to provide the beginning machinist with the abilities, skills and techniques for entry-level positions in the field of machine trades. Students will be exposed to a combination of classroom theory and "hands-on" projects that will enable them to quickly develop the skills needed in the machine trades field.

CAREER OPPORTUNITIES

Graduates will be able to assume responsible entry level positions as machinists and machine operators, metalworkers, CNC operators, tool programmers and CAD operators.

EQUIPMENT

Students will utilize the following equipment: horizontal band saw, milling machines, lathes, hydraulic presses, drill press, shaper, fixturing jigs, precision measuring instruments, CNC lathe and mill, tool post surface, and pedestal grinders.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
MT120	Turning, Prints & Practices	12.00
MT121	Milling, Dimensioning & Tolerance	9.00
MT250	Shaping Operations	6.00
MT260	Operations & CNC Principles	15.00
MT270	CNC Milling Operations	15.00
MT271	CNC Turning Operations	15.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

MACHINIST & CNC MANUFACTURING

Diploma Program

60 Quarter Credits, 1056 Clock Hours - 44 Weeks

OBJECTIVES

The Machinist & CNC Manufacturing program is geared to provide the beginning machinist with the abilities, skills and techniques for entry-level positions in the field of machine trades. Students will be exposed to a combination of classroom theory and “hands-on” projects that will enable them to quickly develop the skills needed in the machine trades field.

CAREER OPPORTUNITIES

Graduates will be able to assume responsible entry level positions as machinists and machine operators, metalworkers, CNC operators, tool programmers and CAD operators.

EQUIPMENT

Students will utilize the following equipment: horizontal band saw, milling machines, lathes, hydraulic presses, drill press, shaper, fixturing jigs, precision measuring instruments, CNC lathe and mill, toolpost surface, and pedestal grinders.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
MC101	Machine Theory I	6.00
MC102	Turning Processes	5.00
MC103	Turning Operations	4.00
MC201	Machine Theory II	6.00
MC202	Milling Processes	5.00
MC203	Milling & Shaping Operations	4.00
MC301	CNC Turning Processes	6.00
MC302	CNC Turning Applications	6.00
MC401	CNC, CAD, & CAM	3.00
MC402	CNC Milling Processes	3.00
MC403	CNC Milling Applications	6.00
DEM206*	Applied Math	3.00
DER230*	Computers & Job Search	3.00

Course codes with an asterisk are Applied General Education courses

The order in which the above courses are offered is at the discretion of the school.

MOTORCYCLE & POWER EQUIPMENT TECHNOLOGY

Associate in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours - 60 Weeks

OBJECTIVES

Graduates will have the ability to diagnosis, troubleshoot and disassemble small engines; replace pistons, bearings, gears, valves and bushings; install ignition systems; perform wheel alignment and replace steering/suspension components; replace clutches, transmissions and parts; lubricate moving parts; diagnosis problems with and replace chassis assemblies; disassemble and replace hydraulic brakes; preform necessary maintenance and checks on various pieces of equipment. The skills will be taught in both classroom and lab environments.

CAREER OPPORTUNITIES

The students will acquire the entry-level skills necessary to work in the small engine repair field. The skills can be applied to motorcycles, all-terrain vehicles, motorboats, personal watercraft, snowmobiles, riding tractors, lawn mowers and various pieces of power equipment.

EQUIPMENT

The students will perform repairs on various small engines. The students will use a computerized information system, tire machine, brake equipment, gas analyzer, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized transmission tools, electronic circuit testing tools and meters.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
P120	Powersports Maintenance	12.00
P121	Powersports Equipment Ops & Repair	12.00
P122	Electrical Systems	12.00
P220	Fuel & Electronic Systems	12.00
P221	Drivetrains, Hydraulics & Suspension	12.00
P222	Powersports Performance & Repair	12.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

REFRIGERATION & A/C TECHNOLOGY

Associate in Specialized Technology Degree
90 Quarter Credits, 1320 Clock Hours-60 Weeks

OBJECTIVES

This program is designed to provide students with the entry level knowledge and skills to install and repair: heating, air conditioning and commercial/residential refrigeration equipment. The program covers in practice and theory the electrical requirements from power sources to circuits, diagnosing, troubleshooting and installation of RHVAC equipment and systems including ductwork and sheet metal fabrication.

CAREER OPPORTUNITIES

Graduates will be able to assume entry level positions as air conditioning service and installation technicians, parts and counter persons, building maintenance, refrigeration technicians, furnace installers including sheet metal fabricating.

EQUIPMENT

Students will work on the following types of equipment in the HVAC lab: commercial walk-in coolers and freezers, central A/C, high, medium and low efficiency gas furnaces, oil furnaces and sheet metal fabrication brakes and formers.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
H110	Refrigeration Fundamentals	12.00
H111	Electricity & Circuitry	12.00
H112	Sheet Metal & Air Distribution	12.00
H210	Heating & Climate Control	12.00
H211	A/C & Heat Pumps	12.00
H212	Commercial Refrigeration	12.00
DEM150*	Core Competencies	3.00
DEM205*	Technical Math	3.00
DEM206*	Applied Math	3.00
DER228*	Business Management	3.00
DER229*	Service & Finance	3.00
DER230*	Computers & Job Search	3.00

** Course codes with an asterisk are Applied General Education courses*
The order in which the above courses are offered is at the discretion of the school.

COMBINATION WELDING

Diploma Program
75 Quarter Credits, 1200 Clock Hours - 50 Weeks

OBJECTIVES

The Combination Welding Program is a series of comprehensive courses to provide graduates with a well - rounded background in various welding applications and techniques based on ASME and AWS specifications. Students will be prepared to participate in a variety of projects with a reasonable chance to pass qualification tests. This program provides the training for entry level employment in many facets of the welding field.

CAREER OPPORTUNITIES

Graduates of the Combination Welding Program will be qualified for positions such as combination welders, fabricators, repair welders, pipeline welders, pipe welders, construction welders and burners.

EQUIPMENT

During the course of this program, students will be introduced to and use oxy fuel equipment, electric arc welders, gas metal arc welders, flux cored arc welders, gas tungsten arc welders, portable and semi-automatic burning equipment, carbon and plasma arc cutting equipment, hydraulic shear, horizontal band saw, grinders and beveller.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
W150	SMAW & Cutting	4.00
W151	SMAW & Cutting Lab	7.00
W152	SMAW Pipe Welding	11.00
W153	Multi Welding Processes	11.00
W250	Semi Auto, TIG & Nonferrous	15.00
W251	Pipe, Fab & Fitting Processes	11.00
M180	Trade Math	4.00
M280	Theory & Calculations	4.00
R180	Print Reading	4.00
DER181	Career Prep & Finance	4.00

The order in which the above courses are offered is at the discretion of the school.

COMMERCIAL TRUCK DRIVING

Diploma Program
13 Quarter Credits, 225 Clock Hours, 6 Weeks for Weekday program
and 15 Weeks for Weekend program

OBJECTIVES

The objective of the commercial truck driving course is to qualify students for entry level positions as drivers in over-the-road or local driving vehicles. The focus of the course is on basic information about trucks, truck driving and the trucking industry and the fundamentals of operating trucks and tractor trailers. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements set forth by the Department of Transportation (D.O.T.).

CAREER OPPORTUNITIES

Graduates of the Commercial Truck Driving program will be able to assume entry level positions as local and over-the-road tractor-trailer drivers, delivery truck drivers, van drivers, dump truck drivers, and drivers of other vehicles relating to the transport industry.

EQUIPMENT

During the course of study students will train and practice in tractor-trailers similar to those found in the trucking industry.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
T110	Driver Safety & Procedures	4.00
T120	Basic Operation	5.00
T210	Operating Practices	4.00

TRACTOR TRAILER REFRESHER TRAINING:

Refresher training is available to graduates of a recognized commercial driving program of former CDL Class “A” holders at a cost of $75.00 per hour (4 hour minimum). The refresher fee must be paid in advance. Training will be scheduled at the discretion of the school. A current CDL class “A” permit is required for refresher training.

COMMERCIAL DRIVING CLASS B

Diploma Program

4.5 Quarter Credits, 82.5 Clock Hours, 2.2 Weeks

OBJECTIVES

The objective of the Commercial Driving Class B Program is to qualify students for entry level positions as commercial drivers. The focus of the program is on important information about class B vehicles, as well as their operation. The student must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements set forth by the Department of Transportation (D.O.T.).

CAREER OPPORTUNITIES

Graduates of the Commercial Driving Class B Program will be able to assume entry-level positions as delivery truck drivers, dump truck drivers, bus drivers, and other vehicles relating to the transport industry. Opportunities may be specific to chosen endorsements, chosen restrictions, and vehicle the student chooses to test in.

EQUIPMENT

Students will train in class B vehicles that are straight, such as bus, dump truck and straight truck. Students will have the opportunity to use a simulator to operate a bus, garbage truck, delivery truck, dump truck and other vehicles.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
CD101	Foundations in Driving	3.00
CD201	Commercial Driving Operations	1.50

HEAVY EQUIPMENT OPERATIONS WITH COMMERCIAL TRUCK DRIVING

Diploma Program
50 Quarter Credits, 30 Weeks

OBJECTIVES

Graduates of this program will acquire the skills necessary to operate a variety of light/heavy equipment used in the construction and transportation industry. In addition, the graduate will be trained to drive a tractor-trailer in order to take the Class A Commercial Driver's License Test. Through a mix of theory classes and hands-on practice the graduates of the program will be able to operate a tractor (semi-truck) and trailer, fork-truck, dump truck, bulldozer, backhoe, front-loader, excavator, tractor and have the ability to maneuver a trailer for the loading and unloading of equipment and materials. These skills are supplemented with math, print reading, soil studies and finishing/grading procedures.

CAREER OPPORTUNITIES

Graduates of Heavy Equipment Operations will be qualified for entry-level positions as T r a c t o r -Trailer Drivers, Dump Truck Drivers, Heavy Equipment Operators, Grade Helpers and Forklift Operators.

EQUIPMENT

Students will operate and use the following major pieces of equipment: Tractor-trailer combinations, dump truck, bulldozer, excavator, front-loader, backhoe, tractor and fork-truck.

PROGRAM OUTLINE

Course No.	Course	Credit Hours
HE101	Safety & Heavy Equipment Maintenance	2.50
HE102	Heavy Equipment Concepts	6.00
HE103	Heavy Equipment Ops	5.50
HE104	Driver Procedures	4.50
HE105	Basic Ops & Maneuvers	4.00
HE106	Truck & Trailer Ops	3.50
HE201	Soils Finishing & Grading	5.50
HE202	Earth Moving	5.50
HE203	Excavating	5.50
CC150	Trade Foundations	2.50
CC151	Employability & Finance	2.50
CC152	Field Math	2.50

The order in which the above courses are offered is at the discretion of the school.

COURSE DESCRIPTIONS

A110 Engine Repair & Testing
Introduces the principles, design, construction, operation and maintenance of automotive engines. Activities include shop safety, use of manuals, use of tools and a complete engine tear-down for diagnosis and troubleshooting.

A111 Electrical Systems
This course will provide the students with the needed background to operate electrical testing equipment, interpret electrical wiring diagrams, locate electrical components, test and repair electrical/electronic circuits and components.

A112 Heating, A/C & Circuitry
This course covers the operation, troubleshooting, and service of heating and air conditioning systems. Service procedures covered include: charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components. A study in schematics and instrumentation will enhance this course.

A113 Automotive Chassis
In this course, the student will be exposed to the fundamentals of automotive braking systems, suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations.

A220 Automotive Drivetrains
This course will focus on the operation, troubleshooting and repair of automatic and electrically controlled transmissions and transaxles as well as the operation and service of clutches, manual transmissions, manual transaxles, constant velocity joints, and drive train components.

A221 Engine Performance
This course provides training in the testing and service of ignition systems, emission control systems, fuel systems, and computerized engine controls.

B130 Exterior Construction Processes
This course will introduce terminology, concepts, and applications as they relate to components found in the exterior of a residential structure. The primary focus of this class will be based on residential roofing, siding, and masonry work.

B131 Exterior Construction Applications
This course will explore the procedures and methods used in the installation techniques of various exterior components of a residential structure. The primary focus will be based on residential roofing, siding, and masonry work. This course will include shop demonstrations and lab projects that mirror field conditions to expand the students' skills and understanding of the subject

B140 Interior Construction Processes
This course introduces to terminology, concepts, and applications as they relate to components found in the interior of a residential structure. The primary focus of this class will be plumbing, electrical, insulation, ventilation, drywall, trim work, and ceramic tile.

B141 Interior Construction Applications
This course explores the procedures and methods used in the installation techniques of various interior components of a residential structure. The primary focus will be plumbing, electrical, insulation, ventilation, drywall, trim work, and ceramic tile. This course will include shop demonstrations and lab projects that mirror field conditions to expand the students' skills and understanding of the subject.

B150 Prints & Codes
This course introduces two fundamental topics that construction managers and leaders utilize regularly in the construction industry. First, this course explains the various aspects of reading and interpreting residential construction prints. Second, this course explores various building codes applicable to the construction industry.

B151 Doors & Windows
This course provides the students the opportunity to gain the experience in door and window installation, along with the ability to install and mortise locksets and hinges. Flashing and weatherization of openings is covered, along with the installation of exterior aluminum capping and interior casing.

B160 Framing Procedures
This course covers the terminology and concepts related to framing components, such as stairs, floor systems, and wall structures. Core concepts will include learning how to calculate and perform layouts for stair stringers and framing components.

B161 Framing Procedures
This course is focuses on the procedures and methods used in constructing various framing systems of a residential structure. The primary focus will be based on constructing stairs/stairwells, floor systems, and wall structures. This course will include shop demonstrations and lab projects that mirror field conditions to expand the students' skills and understanding of the subject.

B230 Roof Construction Processes
This class introduces concepts, theory, calculations, and layout practices for gable and hip roofs. Related topics include rise, run, pitch, slope, and calculating lengths for common and hip rafters as they relate to a raftered roof.

B231 Roof Construction Applications
Emphasis will be placed on the construction of raftered roofs with various roof styles being covered. In addition to learning to cut and install various rafters, students will practice the installation of ridge boards, fascia boards, bird boxes, and roof decking. This is done by constructing multiple roof system in a lab setting.

B240 Project Management
This course will expand and the student's knowledge of construction cost estimating and daily operations that go into managing and operating a construction company. The focus will be measuring work and preparing quantity takeoffs. In addition, the student will study the daily operations of a construction company that include contract writing, roles in the construction industry, and business concepts related to the industry. In addition, general jobsite and shop safety topics will be discussed.

B241 Project Applications
This class will provide the student with the opportunity to apply the various skills learned in carpentry, finish work, roofing, etc. in the program to construct projects, building repairs and remodeling projects. The approach to learning in these classes utilizes practical hands-on projects to learn practical hands-on skills, in a group setting, that mimics real construction conditions found in the field.

CC150 Trade Foundations
This course is a combination of important aspects of the heavy equipment and construction industry. General safety and material handling will be discussed. Common tools are identified. Rigging will be demonstrated and practiced. Print reading be a major focus of this course. Basic computer skills, job search, interviewing and resume writing will be practiced.

CC151 Employability & Finance
This course provides effective job search techniques with emphasis placed on the written and verbal aspects of job placement. Topics include the final resume, employment applications, interviewing techniques, how to find job openings and tools which may be employed in finding those openings. In addition, the course covers key concepts needed to build financial plans and a career. Understanding personal finances, evaluating and making financial decisions, anticipating shortages and problems that can disrupt financial plans are areas of focus.

CC152 Field Math
Mathematical functions, construction geometry and basic algebra are applied to the trades. Calculations that would occur on routine job sites are studied and performed. Material estimation, grade calculations, excavation volumes, angles and areas of various shapes are focuses of the application of math.

CD101 Foundations in Driving
This course provides the knowledge required for operating commercial vehicles on the roadway. Orientation to commercial driving, drug and alcohol protocols, vehicle orientation, basic operation, basic control, safe operating procedures, and advanced operations, hours of service, post cash procedures, route planning, awareness and driver health considerations are covered in theory.

CD201 Commercial Driving Operations
This course is designed for learning and practicing maneuvers and road driving skills necessary to truck driving. This course will include such exercises as vehicle inspections, basic control, cargo securement, loading and unloading passengers, backing, shifting, parallel parking, preventative maintenance, visual searching, communication, speed management, and night operations. The last portion of this course will specifically focus on preparation for taking the Class B Commercial Driving Test in the vehicle of choice, bus, or dump truck.

D120 Diesel Engine Repair
This class introduces the repair and maintenance of diesel engines. The principles, design, construction, operation and maintenance of automotive engines are introduced.

D121A Diesel Engine Repair Lab
This lab course includes shop safety, the use of tools, and engine tear down for diagnosis and troubleshooting.

D122A Electrical & Electronics
This course will provide students with the required background to operate electrical testing equipment interpret wiring diagrams, locate electrical components, and test/ repair electrical circuits and components.

D123A Electrical & Electronics Lab
This lab course will provide students with the needed skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical & electronic problems.

D124 Chassis & Braking Systems
In this course the student will be exposed to the fundamentals of heavy truck suspension, steering systems and braking systems. The basic principles of hydraulic and pneumatic systems will be discussed.

D125A Chassis & Braking Systems Lab
In this lab course students will practice service procedures for heavy truck suspensions, steering systems and braking systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations.

D220 Engine Analysis & Powertrains
In this course the student will learn the concepts of inlet and exhaust systems, diesel fuel filters, fuel separators, fuel systems, governor operations, injection

nozzles, corporation fuel systems, engine run-in, and engine troubleshooting. In an overview of powertrains, clutches, transmissions and drive axels will be discussed.

D221A Analysis & Powertrains Lab **Prerequisite D122*
In this lab course activities include shop safety, use of tools, and engine diagnosis and troubleshooting. Hands on activities will be performed on clutches, transmissions, propeller shafts and drive axle shafts.

D222 Heavy Equipment Repair
In this course basic maintenance and repair of heavy equipment will be discussed. General heavy equipment components will be covered.

D223A Heavy Equipment Repair Lab
This lab course will cover diagnostics and repairs on heavy equipment cooling systems, lubrication systems, hydraulic systems, brake system operations, testing and troubleshooting. Tools and attachments will be examined.

D224 Commercial Truck Driving
In this course classroom students gain the knowledge necessary to operate as a truck driver including orientation to the program, filling out logbooks, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers. The hands-on portion of the course is
practicing maneuvers necessary for driving and includes basic controls, coupling and uncoupling trailers, performing vehicle inspections, basic preventative maintenance and road driving. Completion of this course gives the student a reasonable chance at obtaining a Commercial Driver's License for their domiciled state.

DEM150 Core Competencies
This course will offer students the strategies they need to succeed in school, life and their professional career. Students will learn to balance areas of their lives, know themselves better, and discover their personal route to achieve and much more. Students will also study the mathematics and learn how to apply this material toward their respective trade.

DEM205 Technical Math **Prerequisite M150*
This course includes basic algebraic operations to include; solving single and multiple variable equations, solving word problems, scientific notation and powers and exponents of variables and their application. Operations with signed numbers are also applied.

DEM206 Applied Math **Prerequisite M150*
This course provides the student with experiences in using basic plane and solid geometry along with right angle trigonometry, with the usage of algebra, in the solution of math problems.

DER181 Career Prep & Finance
This course prepares the student for the key concepts needed to build their own financial plans and their career. Job search techniques are taught. Topics include the final resume, employment applications, interviewing techniques, how to find job openings and start a career.

DER228 Business Management
This course involves the study of economic systems and then focuses on a free enterprise system, problems relative to business, business finance, business start- up, record keeping, organizing, planning as well as personal financial skills.

DER229 Service & Finance
This course prepares the student for the key concepts needed to build their own financial plans and their career. Understanding personal finances, evaluating and making financial decisions, anticipating shortages and problems that can disrupt financial plans are the main areas of focus. In addition, communication skills needed by a technician to deal in a positive manner with a customer are studied.
In general, while studying basic human behavior, the student will become a more valuable asset to an employer by being better able to handle customer complaints.

DER230 Computers & Job Search
This course provides effective job search techniques with emphasis placed on the written and verbal aspects of job placement. Topics include the final resume, employment applications, interviewing techniques, and how to find job openings. Computer usage to create a resume and carry out employment research is required.

E105 Electricity & Residential Wiring
This is the study of the fundamental principles of electricity, the history of electricity, structure of matter, and their elements. The theory of basic electricity relative to atoms, electric charges, electron theory, how electricity is produced, alternating and direct current, the effect of electricity and magnetism, the use of multimeters, circuit components, Ohm's Law pertaining to series and parallel circuits. This course studies the fundamentals of switching circuits, preventing
overloads, single and multi-pole switches, and other various types of controlling devices for domestic, commercial and industrial facilities. Students practice the fundamentals of circuit applications through the use of various electrical components in this lab class. Switches, receptacles, wiring, etc. are used to set up project circuits related to different types of specific field operations that the student may encounter.

E106 Circuitry, Services & Conduit **Prerequisite E105*
This course continues dealing with circuit applications and the usage of various devices, applying the National Electric Code regulations and grounding methods that apply to local codes. The student will also study calculation and installation of residential services, the types of bends angle and length of conduit, the how's

and why's to use a given size service for a specific home, and the parts of a service from the service drop down through the watt-hour meter to the panel to the branch circuits.

**E205 AC/DC & Motors ****Prerequisite E105*

This class is the study of power sources. Kirchhoff's Law, series parallel circuits, inductive and capacitance AC/DC circuits, power factors and transformer fundamentals, with hands-on projects. A fundamental study involving definitions, NEMA Standards and the construction of various types of single-phase motors. The study of operations, characteristics of split phase motors, three phase motors and troubleshooting various motors.

E206 Motor Control **Prerequisite E105*

A study of theory relative to various types of controls, used in industry to include the practical understanding of logic and safety conditions required for the efficient control of single machines or a complex system. The course applies the various types of controls, design methods of motor controls, control transformers, fuses, disconnect circuit breakers, relay timers, solenoids and motor starters, extensive applications relative to the types of controls limit switches, temperature controls and switches, timer's counters, and the types of motor starters for different types of electrical systems. Troubleshooting control devices and their circuits are also emphasized in this course.

E207 Solid State Electronics **Prerequisite E105*

This theory is the study of solid-state components, diodes, transistors, operational amplifiers, timers, SCR's and their application. Upon completion of this course the student will be able to troubleshoot electronic circuits. An in-depth study of electronic theory, electronic components through the building of discrete electronic circuits, power supplies, a robot and other basic electronic components. Students will also use various types of test equipment, to include: oscilloscopes, breadboards, multimeters and signal generators.

E208 Programmable Logic Controllers **Prerequisite E105*

This course will focus on the underlying principles of how PLCs operate and also provide practical information about installing, programming, and maintain a PLC system. No previous knowledge of PLC systems or programming is assumed.

H110 Refrigeration Fundamentals & Processes

This course offers a brief history of refrigeration, physics of refrigeration, temperature scales and conversion, basic refrigeration systems, refrigeration control devices, the different types of compressors, refrigerant recovery, recharging, pressure testing for leaks and evacuation, and the calculation skills to determine the proper displacement and capacity or refrigeration equipment. Cutting, swaying, bending, brazing, refrigerant recovery, recharging, pressure testing, evacuation and compressor assembly are practiced in lab.

H111 Electricity & Circuitry

This course covers principals of electricity, Ohm's Law, series and parallel circuits, troubleshooting techniques, hermetic systems and controls, and sequence of operations, HVAC controls including relays, thermostats,

contactors, motor starters and use of meters are covered in this course. Circuit wiring and diagnosis are practiced.

H112 Sheet Metal & Air Distribution
A study of the basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria. The study of air quality for human comfort by applying the principles of thermodynamics. The students develop skills on the modern techniques of heating and cooling calculations. The entire course is based on the use of the most current energy utilization and conversation measures available.

H210 Heating & Climate Control **Prerequisite H111*
This course exposes students to equipment and practices involved in the installation and servicing of domestic heating systems. Troubleshooting is an integral part of this course. Students will learn to plot psychometric charts, measure airflow, development and use of ladder diagrams, relay operation, evaluation of air handlers and maintenance of equipment.

H211 A/C & Heat Pumps **Prerequisite H110 & H111*
This course is designed to introduce the students to operation and design residential central air conditioners and heat pumps. Topics covered will include installation, service practices, wiring and control testing. In lab, the students will learn the skills needed to perform service and installation procedures for A/C and heat pump applications. Troubleshooting and diagnosis are a major portion of this curriculum.

H212 Commercial Refrigeration * *Prerequisite H110 & H111*
A course designed to familiarize the students with the basic criteria used in commercial refrigeration systems. Topics include: heat load/gains calculations, equipment selection and location, pipe sizing, installation practices, troubleshooting practices, refrigerant recycling/reclamation, preparation for
E.P.A. certification test and sequence of operation and control systems. Lab includes defrost methods and controls, multiple evaporator systems, ice makers, split systems of walk-in units, system sizing and installation procedures and troubleshooting.

HE101 Safety & Heavy Equipment Maintenance
In this course the various types of heavy equipment will be identified and safety protocol for each discussed and practiced. Preventative maintenance on equipment will be covered.

HE102 Heavy Equipment Concepts
This course discusses and identifies operating procedures of various pieces of heavy equipment. Equipment discussed includes tractors, fork trucks, dump trucks, dozers, loaders, backhoes, compaction equipment, skid steers, trenchers and excavators.

HE103 Heavy Equipment Ops
In this course the students will practice safely operating various pieces of construction equipment. The students will perform basic operations with a tractor, dump truck, excavator, fork machine, front loader and bulldozer. Prestart inspections and preventative maintenance will be practiced on each machine.

HE104 Driver Procedures
This course is the classroom segment of Commercial Truck Driving. It provides training in the knowledge necessary to operate as a truck driver including orientation to the program, filling out logbooks, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers.

HE105 Basic Ops & Maneuvers
This segment of the program is designed for learning and practicing maneuvers necessary to truck driving. The majority of this course will be spent on the lot performing vehicle inspections, basic control, coupling and uncoupling trailers, backing, shifting, docking, and parallel parking.

HE106 Truck & Trailer Ops
This course is designed for practicing driving tractor trailers on the roadways. The following operations will be performed: Pre-trip inspections, preventative maintenance, visual searching, communications, speed management, shifting and night operations. The last portion of this course will specifically focus on preparation for taking the Class A Commercial Driving Test.

HE201 Soils, Finishing & Grading
Various pieces of equipment will be discussed to move grade soil. Students will learn how to use transits and levels to read grades and lay out grade stakes. Several pieces of equipment will be outlined. This course also provides an overview of soil composition and characteristics. Unusual site conditions will be addressed.

HE202 Earth Moving
In this course the students will use various pieces of heavy equipment to move soil, rocks and gravel. Multiple machines will be used simultaneously to complete earth moving objectives. Continued practice and projects will be practiced with each piece of range equipment.

HE203 Excavating
This course presents the use, safe operation, and maintenance of excavators in conjunction with other earth moving equipment. Various operating techniques are practiced and the use of excavators in ditching, grading, and slope-finishing operations are performed. Combined equipment operations will be performed.

I170A Electricity & Fluids I
This theory and lab course primarily covers the basics of electricity. Topics

included are safety, conduit bending, anchors/fasteners, electrical theory, and electrical testing.

I171 Rigging, Safety & Tools
This course covers the safety obligations of workers, supervisors, and managers to ensure a safe workplace. The course introduces common job-site hazards and protections such as lockout/tagout, personal protective equipment and HazCom. Tools that are widely used in the industry are discussed. Safe rigging procedures are explained.

I172A Welding & Cutting I
This course identifies oxy fuel cutting equipment, setup and safety requirements. How to light, adjust, and shut down oxy fuel equipment will be practiced. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing and gouging.

I174A Electricity & Controls I
This course is the first of two in a study of both AC and DC motors, circuits, connections motor protection, sensors, switches, relays, contactors, starters and switches. Ladder logic is used, and principles of PLC operations, installation, programming and maintenance are covered.

I175 Industrial Mechanics I
This theory and lab course is the first of a series of three courses which cover many of the basic operations performed in an industrial setting. Couplings, bearings, seals, gaskets, packing, precision measuring, flow, pressure, level and temperature will be the focus of this course. Machine maintenance, lubrication and installation are also covered. Mechanical operations are studied.

I270A Electricity & Fluids II
This theory and lab course continues covering the basics of electricity, but also including a study of hydraulics and pneumatics. Lab projects will be performed on hydraulic/pneumatic boards and related equipment.

I272 Welding & Cutting II
This lab and theory course covers SMAW, MIG and welding safety. Students will practice the processes of welding.

I274 Electricity & Controls II
This course is part two of a study of both AC and DC motors, circuits, connections motor protection, sensors, switches, relays, contactors, starters and switches. Ladder logic is used, and principles of PLC operations, installation, programming and maintenance are covered.

I275 Industrial Mechanics II
This theory and lab course is the second of a series of three courses which cover many of the basic operations performed in an industrial setting. Couplings, bearings, seals, gaskets, packing, precision measuring, flow, pressure, level and temperature will be the focus of this course. Machine maintenance,

lubrication and installation are also covered. Mechanical operations are studied.

I276 Industrial Mechanics III
This theory and lab course is the third and final of a series of three courses which cover many of the basic operations performed in an industrial setting. Couplings, bearings, seals, gaskets, packing, precision measuring, flow, pressure, level and temperature will be the focus of this course. Machine maintenance, lubrication and installation are also covered. Mechanical operations are studied.

I277 HVAC I
This is part one of a course covers the basic principles, components and operation of refrigeration, air conditioning and heating. NEC requirements, HVAC control wiring and troubleshooting are also covered in both theory and practice.

I278 HVAC II
This is part one of a course covers the basic principles, components and operation of refrigeration, air conditioning and heating. NEC requirements, HVAC control wiring and troubleshooting are also covered in both theory and practice.

I281 Instrumentation & Control
This theory course is a study of industrial process control using devices such as thyristors, controllers, drives and sensors. Open and closed loop systems, temperature, pressure, flow, and calibration will be discussed.

I282 Instrumentation & Control Processes
In this course students will learn how to use instruments and devices to control industrial processes. Students will be exposed to various sensors and probes to measure current, temperature, pressure, and flow. Calibration of various instruments will be practiced.

M180 Trade Math
The material covered in this math course is representative of the mathematics needed in the trades. Topics included: direct measure, English-Metric systems, perimeters, angular measures, areas, volumes and mass (weight) measure and practical word problems related to the trades.

M206 Applied Math
This course is designed to provide the student with experiences in using basic plane and solid geometry along with right angle trigonometry, with limited usage of algebra, in the solution of technical math problems.

M280 Theory & Calculations
A theory course covering the principles of pipeline welding with an emphasizes on pressure pipe welding along with math and calculations useful in the field of welding to include geometry and algebraic formulas.

MC101 Machine Theory I

This course will cover safety, tools common to machine trades, practical math concepts, measuring, and print reading. The student will be introduced to interpreting and reading industrial blueprint symbols, nomenclature, and basic dimensioning with the learning of how mechanical drawings are produced Students will use these skills to progress through the machinist trade.

MC102 Turning Processes

This course introduces the student to the fundamental operating principles and practices of the lathe. In addition to fundamental operations, the student will be introduced to various types of tooling and measuring instruments specific to lathe operations. By combining lab and theory the students become familiarized with the terms and applications of basic tooling, set up and operation of a manual lathe.

MC103 Turning Operations

In this hands-on lab class, the students will complete a variety of projects designed to hone lathe skills and make them better machinist. Safety is an everyday concern for the machine shop and is constantly stressed and practiced by staff and students. By applying the skills stressed the student will become proficient in the basic uses of the manual lathe.

MC201 Machine Theory II

This theory course will cover the machinist trade and occupations, math related to machining, process planning, quality control, metallurgy, geometric dimensioning and tolerancing, benchwork, and layout. Students will use these skills to progress through the machinist trade.

MC202 Milling Processes

This course includes both theory and lab to ensure **s**tudents will be able to identify and use the controls and features of vertical manual mills. Vertical mill anatomy, controls, toolholding, workholding, setup, and operation are discussed and practiced.

MC203 Milling & Shaping Operations

In this hands-on lab class, the students will complete a variety of projects designed to hone their milling skills and to become a machinist. Milling will coincide with turning at times. Safety is an everyday concern for the machine shop and is constantly stressed and practiced by staff and students. By applying the skills stressed the student will become proficient in the basic uses of manual mills.

MC301 CNC Turning Process

This theory course covers the basics of CNC programming with a focus on CNC turning. Types of turning machines, machine control center, CNC lathe anatomy, motion control, coordinate systems, codes, parts of a program, tool mounting, workholding, process planning, machine operation, and canned cycles will be explained and discussed.

MC302 CNC Turning Applications

Programming, operation, and set-up of CNC turning centers will be the main focus of this course. Students will be expected to design a CAD drawing, program the tool path and part geometry, set up and run the production piece, complete a time study as well as optimize the efficiency of the operation.

MC401 CNC, CAD & CAM

In this course, the basics of computer aided design and modeling will be taught in relationship to communications with CNC mill and CNC lathe. BobCAD software will be employed to develop the aforementioned skills.

MC402 CNC Milling Processes

This theory course covers the basics of CNC programming with a focus on CNC milling. Types of milling machines, machine control center, CNC mill anatomy, motion control, coordinate systems, codes, parts of a program, tool mounting, workholding, process planning, machine operation, two-dimensional milling, and canned cycles will be explained and discussed.

MC403 CNC Milling Applications

In this hands-on lab class, operations associated with the CNC Milling Machine are performed. Students will be expected to interpret drawings, prepare programs, simulate their programs, set up and run production pieces. Basic tooling, set up, and calculations for RPM and feed rate will be employed.

MT120 Turning, Prints & Practices

This study covers the major types of lathes and their attachments, safety, maintenance, job preparation and basic lathe operations, reading industrial blueprint symbols, nomenclature and basic dimensioning with the learning of how mechanical drawings are produced. Also, the student is introduced to the types of tools and machines that are commonplace to the machine shop and the setup and layout of a job order.

MT121 Milling, Dimensioning & Tolerance

This course demonstrates the setup and use of the milling machines, describes the functions, of basic cutters and attachments, the use of the dividing head covering indexing, angular indexing and the cutting of gears. This course also introduces the subject of tolerances to the students. Through a logical sequence of learning activities, the student will move from conventional dimensioning to geometric dimensioning.

MT250 Shaping Operations

The objective of this course is to explain the types of milling operations, covering spindles, arbors, feed rates. Safety precautions are also explained in this course.

MT260 Operations & CNC Principles

Through this class students will learn the other machines found in the machine

shop, some of which may be used rather infrequently, but require specific skills to operate. Projects will be used that have the students using a number of machines for the completion of their project. In addition, the study of Cartesian coordinates, CAD CAM programs, an introduction into positioning systems, and work piece geometry are covered. Basic CNC principles are introduced.

MT270 CNC Milling Operations **Prerequisite MT260*
Programming, operation, and set-up of CNC Milling centers will be the main focus of this course. Students will be expected to design a CAD drawing, program the tool path and part geometry, set up and run the production part, complete a time study as well as optimize the efficiency of the operation.

MT271 CNC Turning Operations **Prerequisite MT260*
Programming, operation and set-up of CNC turning centers will be the main focus of this course. Students will be expected to design a CAD drawing, program the tool path and part geometry, set up and run the production piece, complete a time study as well as optimize the efficiency of the operation.

P120 Powersports Maintenance
A theory and lab course covering history of power sports equipment, types of equipment, theory of operations and maintenance procedures. Common industry fundamentals will also be covered.

P121 Power Equipment Ops and Repair
This course covers the basics of two stroke and four stroke engines. Engine ratings, engine components, engine operations and industry fundamentals are the focus of this course. In lab, the removal, disassembly and assembly of engines will be practiced along with top and lower engine inspections.

P122 Electrical Systems
This course covers electrical operations including electrical safety, terms, magnetism, electrical measurement, meters, electronic devices, batteries, starters, circuits magneto, capacitors, ignitions, charging systems, and DC circuits. Electrical diagnosis, analysis and repair are performed in lab.

P220 Fuel & Electronic Systems
This course covers the fuel systems of small engines, motorcycles and power equipment along with electrical and electronics diagnosis. Carburetors and fuel injectors are studied. Hands on work includes troubleshooting circuits, identifying sensors, meter usage, voltage drop tests, analyzing diagnostic codes and electrical component testing coupled with fuel system operations.

P221 Drivetrains, Hydraulics & Suspension
This course covers clutches, transmissions, gears, gear ratios, primary drives, final drives, cooling systems, synchronizing, hydraulic braking systems and suspensions as applied to power sports equipment and related power equipment. Lab work includes lubricating, plug installation, gapping, timing, cooling, carb

synchronizing, chassis inspection, clutch and transmission projects.

P222 Powersports Performance & Repair
This course covers factors affecting engine performance and troubleshooting methods on various types of power equipment and power sports equipment. Both study and hands on practices will be employed in the areas of operating conditions, throttles, governor systems, adjustments, replacements, valve servicing, disc drives and deposit removal. Diagnosing and correcting failures are practiced.

R180 Print Reading
In this course students will learn common welding print symbols to include typical layouts for pipe. The essentials of reading and working with blueprints will be practiced. Dimensioning and measurement will also be a focus of this course.

R191 Metallurgy & Joining
This course will provide students with an analysis of common metals and processes for cutting and joining them.

R230 Computers & Job Search
This course gives students knowledge in computer hardware and software with particular emphasis on the Windows operating System, word processing and spreadsheets. The acquired computer skills will be applied to creating a personal resume, using the computer to research various employers, and how to effectively search for career opportunities.

T110 Driver Safety & Procedures
This course is the classroom segment of Commercial Truck Driving. It provides training in the knowledge necessary to operate as a truck driver including orientation to the program, filling out logbooks, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers.

T120 Basic Operation
This segment of the program is designed for learning and practicing maneuvers necessary to truck driving. The majority of this course will be spent on the lot performing vehicle inspections, basic control, coupling and uncoupling trailers, backing, shifting, docking, and parallel parking.

T210 Operating Practices
This course is primarily designed for practicing on the road driving. The following operations will be performed: Pre-trip inspections, preventative maintenance, visual searching, communications, speed management, safe operating procedures, shifting and night operations. The last portion of this course will be used to prepare for the C.D.L. test.

W150 SMAW & Cutting

This course consists of a study of cutting and welding equipment, their uses and safe operation. Students are given practical and theoretical instruction in the use of electric arc welders and oxy fuel equipment. Personal safety is a foremost study in this course, including clothing, eye, hearing and body protection, as well as protecting others.

W151 SMAW & Cutting Lab

Course work that features practice in applying stringers and weave beads on mild steel plates in the horizontal, vertical and overhead positions. Practice is on tee joints, corner joints, edge joints, square grooves and vee grooves both with and without backing. Overlay techniques are used and various electrodes introduced. Cutting, beveling and gouging metal will also be practiced.

W152 SMAW Pipe Welding

This course contains the theoretical instruction of pipe welding, covers both Fillet and Groove Welding of pipe in IG (flat), 2G (horizontal), 5G (multiple), and 6G (multiple), positions using stick welding. Also covers Fit-Up and preparation of pipe as well as introductory plate projects, pipe beading and certification procedures. Practical application of welding technique on 6" sch. 40 and sch. 80 pipe in IG, 2G, 5G, and 6G positions. Pipe setup is single vee-grooved butt joint, and many include l/8" to 0" root gap with various thickness lands.

W153 Multi Welding Processes

A course that examines inert gas welding equipment, uses and safe operations. Students are given theoretical instruction on semi-automatic welding processes, including gas metal arc welding, flux welding, and gas tungsten arc. In lab the student will practice at welding MIG, Flux core, Self-shielded, and TIG. Practice will be in the Flat, Horizontal Vertical and Overhead positions on mild steel. All types of joints will be practiced with emphasis on complete penetration.

W250 Semi Auto, TIG & Nonferrous

In this course, the student will weld using the MIG, Flux core, self- shielded and TIG welding processes. Students will practice at the fillet welding and groove welding of pipe and tubing on carbon steel, aluminum and stainless steel. This course introduces the students to the welding of stainless steel by stick and TIG. Practice on aluminum will be on common joints in the Flat, Horizontal, Vertical and Overhead positions using MIG and TIG welding.

W251 Pipe, Fab & Fitting Processes

In this course students practice fabrication and fitting through the basic study of the operations in the process of oxyfuel cutting and welding with various processes including both plasma and torch cutting, in all positions. Common welding processes used in the oil and gas industry are introduced. Pipeline welding techniques and processes for welding pressure pipe will be practiced. Students will practice for relevant qualification tests and have a reasonable chance of achieving a welding qualification. Various types of qualifications will be available for students to choose from.

SCHOOL CALENDAR

Classes are in continuous session during all months of the calendar year. The School will observe a vacation period from just before Christmas through the first of the New Year, last week of June and first week of July. In addition, the following legal holidays will be observed:

Martin Luther King Day	**Good Friday**	**Labor Day**
President's Day	**Memorial Day**	**Veteran's Day**
Thanksgiving Day	**Friday after Thanksgiving**	

2026 Quarters - DAY CLASSES

SPRING	March 9, 2026	May 14, 2026
SUMMER	May 19, 2026	August 11, 2026
FALL	August 13, 2026	October 22, 2026
WINTER	October 27, 2026	January 19, 2027

2026 Quarters - EVENING CLASSES

SPRING	February 2, 2026	April 13, 2026
SPRING/SUMMER	April 15, 2026	July 8, 2026
SUMMER	July 13, 2026	September 21, 2026
FALL	September 23, 2026	December 7, 2026
WINTER	December 9, 2026	March 1, 2027

Machinist & CNC Manufacturing Diploma Schedule

2025/2026 Quarters

Fall Quarter(1st)	September 8, 2025	November 24, 2025
Winter Quarter (2nd)	December 2, 2025	March 2, 2026
Spring Quarter (3rd)	March 4, 2026	May 19, 2026
Summer Quarter (4th)	May 21, 2026	August 20, 2026

2026/2027 Quarters

Fall Quarter(1st)	September 9, 2026	November 25, 2026
Winter Quarter (2nd)	December 1, 2026	February 25, 2027
Spring Quarter (3rd)	March 2, 2027	May 17, 2027
Summer Quarter (4th)	May 19, 2027	August 18, 2027

2026 Weekday Commercial Truck Driving Schedule

Start Date	End Date
January 7, 2026	February 19, 2026
January 26, 2026	March 9, 2026
February 23, 2026	April 6, 2026
March 11, 2026	April 22, 2026
April 8, 2026	May 19, 2026
April 27, 2026	June 8, 2026
May 21, 2026	July 3, 2026
June 10, 2026	July 22, 2026
July 6, 2026	August 14, 2026
July 27, 2026	September 4, 2026
August 17, 2026	September 28, 2026
September 9, 2026	October 20, 2026
September 30, 2026	November 10, 2026
October 22, 2026	December 8, 2026
November 12, 2026	December 30, 2026
December 10, 2026	January 27, 2027

2026 Weekday Commercial Driving Class B

Start Date	End Date
January 7, 2026	January 22, 2026
January 26, 2026	February 9, 2026
February 23, 2026	March 9, 2026
March 11, 2026	March 25, 2026
April 8, 2026	April 22, 2026
April 27, 2026	May 11, 2026
May 21, 2026	June 5, 2026
June 10, 2026	June 25, 2026
July 6, 2026	July 20, 2026
July 27, 2026	August 10, 2026
August 17, 2026	August 31, 2026
September 9, 2026	September 23, 2026
September 30, 2026	October 14, 2026
October 22, 2026	November 5, 2026
November 12, 2026	November 30, 2026
December 10, 2026	December 28, 2026

2026 Weekend Truck Operations Schedules

Start Date	Grad Date
To be determined	

2026 Holiday & In-Service Days

Day Classes	January 1	New Year's Day
	January 19	Martin Luther King Jr. Day
	February 16	Presidents Day
	March 5	In Service Day
	May 18	In Service Dy
	May 25	Memorial Day
	June 22 – July 2	Summer Break
	August 12	In-Service/Orientation
	September 7	Labor Day
	October 26	In-Service/Orientation
	November 11	Veteran's Day
	November 26 – December 30	Thanksgiving
	December 24 – January 1, 2027	Christmas Break

Night Classes	January 1	New Year's Day
	January 19	Martin Luther King Day
	January 28 & 29	In Service Days
	February 16	Presidents Day
	April 14	In Service Day
	May 25	Memorial Day
	June 22 – July 2	Summer Break
	July 9	In-Service Day
	September 7	Labor Day
	September 22	In-Service Day
	November 11	Veteran's Day
	November 26 – 30	Thanksgiving
	December 8	In Service Day
	December 24 – January 1, 2027	Christmas Break

2026 Holiday & In-Service Days - Machinist & CNC Manufacturing

January 1	New Year's Day
January 19	In-Service Day – Martin Luther King Day
February 16	In-Service Day – President's Day
March 3	In-Service Day
May 20	In-Service Day
May 25	Memorial Day
June 22 – July 2	Summer Break
August 24 – Sept 3	In-Service Days
September 7	Labor Day
September 8	In-Service Day
November 11	In-Service Day – Veterans Day
November 26 – 30	Thanksgiving
December 24 – January 1, 2027	Christmas Break

2026 Holidays – Commercial Truck Driving

January 1	New Year's Day
January 19	Martin Luther King Jr. Day
February 16	Presidents Day
April 3	Good Friday
May 25	Memorial Day
June 19	Juneteenth
September 7	Labor Day
November 11	Veteran's Day
November 26-30	Thanksgiving Holiday
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

2026 Holidays – Commercial Driving Class B

January 1	New Year's Day
January 19	Martin Luther King Jr. Day
February 16	Presidents Day
April 3	Good Friday
May 25	Memorial Day
June 19	Juneteenth
September 7	Labor Day
November 11	Veteran's Day
November 26-30	Thanksgiving Holiday
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

NEW CASTLE SCHOOL OF TRADES
TUITION AND FEES SCHEDULE

PROGRAM	HOURS	TUITION *	BOOKS
AUTOMOTIVE TECHNOLOGY	90	$ 25,289.00	$ 815.00
BUILDING TECHNOLOGY	90	22,894.00	815.00
COMBINATION WELDING	75	22,339.00	815.00
ELECTRICAL TECHNOLOGY	90	23,984.00	1,261.00
MACHINIST TECHNOLOGY	90	23,285.00	976.00
MACHINIST & CNC MANUFACTURING	60	18,117.00	976.00
**DIESEL & HEAVY EQUIPMENT REPAIR TECHNOLOGY	100.50	27,651.00	850.00
REFRIGERATION & A/C TECHNOLOGY	90	23,945.00	815.00
‡**COMMERCIAL TRUCK DRIVING	13	6,470.00	
**COMMERCIAL CLASS B TRUCK DRIVING	4.5	2,189.00	
**HEAVY EQUIPMENT OPERATIONS W/COMMERCIAL TRUCK DRIVING	50	19,156.00	484.00
MOTORCYCLE & POWER EQUIPMENT TECHNOLOGY	90	24,918.00	978.00
INDUSTRIAL ELECTRO-MECHANICAL TECHNOLOGY	90	25,211.00	1,199.00

REGISTRATION FEE $25.00

TRACTOR-TRAILER RECERTIFICATION (4 hour minimum) $75/Hour

‡ Total tuition cost for Commercial Truck Driving Program includes books only.
* Total tuition cost for the programs include tools/equipment and uniform shirts. Tuition and fee charges are subject to change at the school's discretion. Any currently enrolled or active student, prior to the effective date of a change, will not have a tuition or fee increase.
** Commercial Truck Driving, Heavy Equipment Operations with Commercial Truck Driving, and Diesel & Heavy Equipment Repair Technology. Additional fees include: DOT Physical, DOT Drug Screen, CLP (commercial learners permit) and CDL (commercial driver's license). These fees vary by state and physician. For more information contact the admissions department.
Revised 1/1/2026

NOTES