

HEAVY CONSTRUCTION ACADEMY



School Catalog 2018

CAMPUS

5 Industrial Drive
Brentwood, NH 03833
603-772-9002

Certified to be true and correct in content and policy.

Shannon L. Croteau
Shannon L. Croteau 5/11/18

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A. SCHOOL HISTORY:

The School is owned and operated as Heavy Construction Academy and is located at 5 Industrial Dr., Brentwood, NH 03833. The School was founded in June 2004. The School is approved by State of New Hampshire Division of Higher Education, Office of Career School Licensing.

B. INSTITUTIONAL PHILOSOPHY:

The mission of Heavy Construction Academy is to be a leading educational institution offering effective vocational training while maintaining a high standard of quality and integrity. HCA offers its services to the public for the purpose of helping a wide range of individuals gain stable, well paying employment in high demand occupations.

C. OWNERSHIP, OFFICERS & FACULTY:

OWNERSHIP: HCA is a New Hampshire based Limited Liability Company and the sole shareholder is Ralph DelVecchio.

CORPORATE OFFICERS:

Manager/Member.....Ralph DelVecchio

FACULTY:

School Director.....Ralph Delvecchio

Training Director.....Ralph Delvecchio

Office Manager..... Jessica Thorp

Instructor.....William Devine

Instructor.....James Hawkes

Instructor.....Craig Sylvia

Instructor.....Nathaniel Sharman

ADVISORY BOARD:

Brian Martin

Stephen DelVecchio

D. FACILITIES AND EQUIPMENT:

The school campus located at 5 Industrial Dr., Brentwood, NH consists of over ten acres of training grounds that includes field practice area, building, and parking. The primary building has 10,000 square feet of usable space consisting of administrative offices, and classrooms. The excavation industry training programs utilizes a variety of equipment including skid steers, tractor/loader/backhoes, bulldozers, excavators, loaders, compactors, motor graders, and dump trucks for equipment operation/field instruction, and also utilizes a laser level and builder's level for grade analysis training.

E. ADMISSION REQUIREMENTS & PROCEDURES:

ADMISSION REQUIREMENTS:

The school does not deny admission to anyone based on race, creed, color, gender, religion or national origin. To qualify for enrollment, applicants must have a valid/current picture ID, must have a GED or the equivalent, must be able to read and write the English language at a minimum of an 8th grade level, as well as being proficient in Math at the minimum of an 8th grade level, and be at least 18 years of age. The following may disqualify an applicant:

- a. Any history of seizures.
- b. Being on medication that may interfere with one’s ability to operate equipment.
- c. Felony convictions

Applicants who do not meet these qualifications, but have verified employment opportunities upon graduation, should submit documentation to this effect along with their Enrollment Application.

ADMISSIONS PROCEDURES: Applicants must submit a completed Enrollment Application to the School to apply for enrollment. Applicants may apply for enrollment at any time prior to the class starting date.

PHYSICAL REQUIREMENTS: The School does not discriminate based on mental or physical handicaps. However, students must be physically capable of getting up and down on a piece of equipment frequently and on a daily basis in order to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the School to evaluate individual circumstances. The School will allow a student to attend a portion of the training on a trial basis (up to three days) without being obligated for tuition charges.

PRIOR LEARNING CREDIT: The school maintains a written record of the previous education and training of the student and grant credit appropriately, with the training period shortened proportionately.

F. CURRICULUM DESCRIPTIONS:

Heavy Equipment Operations

Program of Study:	Heavy Equipment Operations	Clock Hours: 240
Objective:	To provide the fundamental skills and knowledge necessary to obtain employment in the excavation industry as an entry level loader, skid steer, articulating truck, backhoe, roller, grader, excavator, or bulldozer operator.	
Weeks to Complete:	Full Time - 6 Weeks	Days of the week offered: Full Time - MTWTHF
Hours:	Monday-Thursday 7:00am-4:30pm, Friday 7:00am to 11:30am	
Cost of Program:	Tuition: \$18,300.00	
	Additional Fees: \$400 (for PPE: Boots, Hardhat, Safety Vest, Safety Glasses, and other supplies)	

G. CURRICULUM OUTLINES:

Heavy Equipment Operations – Weeks 1-3

Classroom Instruction

- 1. Orientation:** Students will learn a basic understanding of how equipment is controlled and functions. Curriculum includes identification of fuel systems, cooling systems, lubrication, drive and hydraulic systems as well as many other contributing elements for operation of equipment.
- 2. Heavy Equipment Safety:** Students will cover all safety aspects of operating equipment safely on job sites as well as working in areas pertaining to public presence. Explains highway construction work zones and how they are established and covers personal protective gear that must be worn in different working conditions.
- 3. Equipment Identification I:** Students will receive basic operations and control function of machines. Identify different attachments and digging and extracting techniques. Discuss basic loading operations as well as maintaining and transporting equipment. Equipment included in this module: Loader, Skid Steer, Backhoe and Wheeled Loaders.
- 4. Grades I:** Students will understand the basics of grade stake interpretation pertaining to cut and full information to achieve a grade or slope. Enables operators to identify different types of grade stakes used in the earth moving industry. Discuss the importance of benchmarks and property boundaries.
- 5. Intro to Blueprints:** Students will understand and be able to read, on a basic level, a set of plans. Identify what important items must be recognized and how to interpret markings and plan types in a typical set of plans.

Field Instruction & Practice

Students take the classroom instruction and put it to use in the field learning how to safely inspect and operate equipment on a basic level while understanding the equipment's many uses and functions. Equipment includes: Loader, Skid Steer, Backhoe, Dump Trucks and use of the laser.

Heavy Equipment Operations – Weeks 4-6

Classroom Instruction

- 1. Intro to Earthmoving Operations:** Student will receive a basic understanding through classroom instruction of the process of digging, loading, hauling and dumping of material that is either needed for a construction project or in the way of a construction projects.
- 2. Grades II:** Students will receive a basic understanding of project planning, equipment scheduling, the importance of Drainage, the use of benchmarks and elevations for horizontal construction.
- 3. Excavation Math:** Students will gain a basic understanding through classroom instruction on mathematical formulas to find the area or a shape, the volume of an excavation and how to calculate haul trucks for an excavation project using addition, subtraction, multiplication, division and square roots.
- 4. Equipment Identification II:** Students receive basic understanding on the proper safety operations and procedures of various equipment, as well as interior and exterior identification, grading techniques, fluid locations, grease points, fork lift types, weight handling and limitations, roller uses in terms of compaction and density, and equipment controls. Equipment included in this module are Bulldozer, Excavator, Motor Grader, Vibratory Roller and Telescoping Fork Lift.

Field Instruction & Practice

Students take the classroom instruction and put it to use in the field learning how to safely inspect and operate equipment on a basic level while understanding the equipment's many uses and functions. Equipment includes: Bulldozer, Excavator, Motor Grader, Vibratory Roller and Telescoping Fork Lift.

H. ACADEMIC CALENDAR:

Honored Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day. For starting and ending dates for each program of study, please see attached addendums.

I. STUDENT ACCESS TO FILE INFORMATION:

Students are allowed access to the student files at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. If a graduate is requesting a replacement Certificate, or Graduate I.D. Card, there will be a cost of \$50. for each item/ \$100. for both items. The school will provide the requested item(s) within 30 days of receipt of payment.

J. STUDENT INFORMATION RELEASE POLICY:

The School will not release any student file information without the student’s written permission. The school does release certain information regarding a student’s attendance, grades, completion status, and personal data to employers if the student has requested career services. The School questions each student in writing as to whether or not they are requesting career services assistance.

K. TRAINING DESCRIPTION & SCHEDULES:

The training program consists of classroom instruction and field instruction/practice. Field training is generally structured one student per piece of equipment. Maximum student to instructor ratios are as follows: Classroom Instruction - 30:1 and field instruction - 25:1. The normal training day runs approximately nine hours with a lunch break. Variations in training schedules may occur due to major holidays (Section H), weather conditions or other unforeseen circumstance, however, missed training is made up by lengthening the daily schedule or scheduling an additional day.

L. TUITION, FEES & PAYMENT METHOD:

A. HEAVY EQUIPMENT OPERATIONS \$18,300.00
*Tuition Includes: Classroom and Field Instruction Costs, Machine Operation Cost, Machine Maintenance Cost
(Tuition does not include motel costs, food or transportation)*

MANDATORY FEES \$400.00
(All students are required to pay these costs even if they bring their own items)

- 6” or 8” Steel Toed Work Boots \$225
- Hardhat \$75
- Safety Vest \$50
- Safety Glasses \$25
- Ear Plugs \$25

(Fees do not include motel costs, food or transportation)

B. Other fees that are not mandatory that students may accrue:
 Unscheduled transportation if student misses the shuttle provided
 Any baggage fees associated with travel
 Any change fees associated with changing travel plans

HCA provides motel, airfare and most lunches. Motel, airfare and food are not included in the cost of tuition and fees.

Lunch is provided by Heavy Construction Academy to all students on days whenever a full class day is in session. All travel and lodging arrangements will be provided by the school for students.

Motel and travel expenses are not included in tuition and fees. HCA provides round-trip travel accommodations to the academy for students who choose,

1. For personal vehicle transportation, HCA will provide reimbursement for mileage at \$0.35 per mile not to exceed \$500 round trip. Mileage will be calculated using online navigation via the quickest route available from their home address on record to the motel site approved by HCA.
2. For air, bus, or train transportation, HCA will provide payment of the cost of a round-trip fare and assistance with the arrangements. HCA will not cover any baggage fees or transportation upgrades. Students must provide their own transportation to and from the originating departure airport. The academy will provide shuttle to and from Manchester (MHT) airport or Boston (BOS) airports.

Any travel arrangements outside of this description must be discussed and agreed upon by Heavy Construction Academy and the student. Final determination of travel arrangements will be approved by the HCA Financial Services Department.

**All travel arrangements are made through the Financial Services Department after a student is fully accepted into the program. Once a student has been fully accepted the Financial Services Department will contact the student to start the travel arrangement process.*

M. SATISFACTORY ACADEMIC PROGRESS:

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance. SAP is applied to all students equally whether full or part time. In order to comply with the school's policy SAP, the student must:

1. Attend at least 80% of all scheduled classes.
2. Complete all class assignments.
3. Complete his/her program within the maximum time allowed. Maximum time allowed is 150%, or one and one half times, of the published course length.
4. Successfully pass/complete all written and performance examinations.

Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation for a period of two weeks. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. Students placed on probation must sign an Unsatisfactory Progress/Probation Form.

Satisfactory Progress Period: Progress is measured at the end of each week of training.

Incomplete Grades: The student has a maximum of 30 days to complete an incomplete grade.

Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed, but will be counted as course work attempted.

Course Repetitions: Students may repeat modules in which they have been unsuccessful in passing the exam(s). Course Repetitions must be completed within 30 calendar days of last day of the course work that is being repeated.

Non-Credit Remedial Course Work: A maximum of five non-credit remedial courses will be permitted unless enrollment in additional non-credit courses is approved by the Training Director due to mitigating circumstances. The maximum time frame will be extended to include the non-credit remedial course work.

Failure To Meet SAP Standards: If a student fails to meet the SAP standards, he/she will be advised of this in writing by the Training Director. SAP notifications are given to the student personally or sent by U.S. Mail. After the two weeks of unsatisfactory progress a student will be put on probation (Section O).

Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the Training Director and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a re-occurrence. Appeals must be made within ten days of the date of SAP notification. Answers to appeals will be made by the School within ten days after School receipt of the notification of appeal.

Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period of three weeks. Such students will be re-admitted under a probation status (Section O).

Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point re-entry.

N. GRADING SYSTEM & GRADUATION REQUIREMENTS:

GRADING SYSTEM: The School's curricula are formatted in subject modules. Each module includes a written exam and some include performance objectives. Students must achieve an accuracy of least 70% for the written exams and performance objectives in order to successfully complete the module. Modules are graded only on a Pass/Fail basis and there is no letter grade awarded.

Students are allowed to Re-take an exam no more than two times. Should the student fail the second retest, the student will be required to repeat the classroom or fieldwork for that module. Upon repeating the classroom or field instruction, the student will be given two more opportunities for retest. Should the student fail after this, the student will have failed that module.

GRADUATION REQUIREMENTS: Students must successfully complete all course modules in order to graduate. Upon successfully completing all of the required course work, attending 80% of all scheduled classes, and upon satisfying all of the School's financial requirements, graduates will be awarded a certificate.

O. ATTENDANCE, PROBATION, RULES & CONDUCT, TERMINATION & COMPLAINT PROCEDURE:

ATTENDANCE:

A student's attendance while in training is extremely important. Classes that are missed can be detrimental to a student's progress. In addition, employment potential may be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making a decision to hire.

- a. **Absenteeism:** Absenteeism will affect the student's standing negatively. A student will be terminated for excessive absenteeism. Over 2 days of absence, during the six-week period is considered excessive. Due to the required classroom and field time for the course, the School does not differentiate between excused or unexcused absences, unless so deemed at the sole discretion of the School President. If a student's absenteeism is problematic, but not yet excessive, disciplinary action will occur. Disciplinary action will include one or more of the following:
 - A. The student is put on probation.
 - B. The student may have to make up missed classes.
 - C. The student is re-scheduled into a future class.
 - D. The student is terminated from training.

- b. **Tardiness:** Tardiness is defined as any student arriving for class after the designated start time.

- c. **Leave of Absence:** Students will be allowed one leave of absence during their program. Students may resume their training within one calendar year, at the beginning of the training week last attended. Additional leaves of absence will be denied unless the leave is for health reasons, which must be verified in writing by a certified physician. All leaves of absence requests must be submitted in writing and then approved by the Training Director.

- d. **Make Up Work:** Students are allowed to make up course work if approved by the Training Director. Make up work must be completed within 30 calendar days of last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work.

PROBATION:

Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation for a period of two weeks. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. Students placed on probation must sign an Unsatisfactory Progress/Probation Form.

RULES & CONDUCT:

To maintain order and efficiency during training the school requires all students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

- a. Being under the influence of intoxicating drugs or alcohol.
- b. Bringing drugs or alcohol onto the school property
- c. Any unauthorized starting or operating of a school vehicle.
- d. Violating any industry safety code.
- e. Insubordination (failure to comply with the instructions of instructor or school employee.)
- f. Illegal acts on or off school property, while in training.
- g. Fighting, vulgarity.

TERMINATION:

Students can be terminated for unsatisfactory progress, unsatisfactory attendance, and/or breaking any school rules or conduct policies. Students may appeal the termination with the school director based upon extenuating circumstances.

COMPLAINT PROCEDURE:

Student grievances must be submitted in writing. Grievances related directly to training must be submitted to the Training Director. Any grievance remaining unresolved after being handled by the Training Director can be submitted to the School Director. Non-training related grievances must be submitted to the School Director. The Training Director and/or School Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. Complainants may also contact the school's state licensing agency: State of New Hampshire, Division of Higher Education, Career School Licensing, 101 Pleasant Street, Concord, NH 03301, 603-271-8508.

P. STUDENT SERVICES:

1. Academic Advising:

The student services staff will provide all students with academic advice on satisfactory progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation with the student services staff member and receive advice on corrective actions.

2. Career Services:

The school's Career Services Department is available to assist graduates with finding employment. The school does not guarantee any of its graduates that they will become employed as a result of the training. Below are the different aspects of the school's service:

- a. The school will help the student make contacts with prospective employers.
- b. Career Services refers graduates of the school to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.

Q. COLLECTION PROCEDURES

See Section U. DEFAULT PREVENTION

R. DRUG & ALCOHOL PREVENTION/AWARENESS

The School prohibits the unlawful possession, use or distribution of illegal drugs or alcohol by students on school property, in student housing, or as any part of the school's activities. If a student of the school conducts themselves in a manner contrary to the above, they may be reported to the authorities and could face possible termination from training. Abuse of illegal drugs or alcohol can expose you to certain legal sanctions and many health risks. If you need assistance with a drug or alcohol problem, you may ask the Training Director for a listing of local agencies who may be able to help you with a drug or alcohol abuse problem. In addition, you may wish to refer to the Yellow Pages of a local telephone book under Hospitals-Drug and Alcohol Assistance.

S. STUDENTS REFUND AND CANCELLATION PRIVILEGES (BUYERS RIGHT TO CANCEL)

A. GENERAL INFORMATION AND PROCEDURES TO BE FOLLOWED: The termination date will be the date the student notifies the school, in writing, or the last day of attendance, or allowable absence, for a student who ceases to attend. Except for cancellation within the one-day period, the school will make refunds within 30 calendar days after receipt of written refund request. A student shall be deemed to have provided constructive notice of an intention to withdraw if the student fails to attend classes for 2 consecutive days without providing, prior to or during that period, an explanation to the School regarding absences. If student is entitled to a refund, a request for refund must be submitted in writing within 90 days. All notices must be sent to: Ralph DelVecchio, School Director, Heavy Construction Academy, 5 Industrial Drive, Brentwood, NH 03833.

1. If an applicant application of enrollment is rejected, or if for any reason a student withdraws or is dismissed by the School prior to attending school, all monies will be refunded to the student.
2. If an applicant application of enrollment is rejected, or if for any reason a student withdraws or is dismissed by the School prior to or on the first day of attending school, all monies will be refunded to the student. Refunds for cancellation will be made within ten days of the date of cancellation.
3. If for any reason a student withdraws or is dismissed by the School after attending at least three days but prior to completing 50% of the course instruction in the current enrollment period, the student is entitled to a pro-rata refund as follows: The number of course units completed by the student shall be divided by the total number of units in the total course of instruction and the resulting percentage shall be rounded down to the nearest 10 percent; and this percentage shall be multiplied by the total tuition charge and the result shall be the amount of the refund.
4. If for any reason a student withdraws or is dismissed by the School after completing 50% of the course of instruction, the charge may not exceed the total cost of the course of instruction.

* If tuition has been funded by a 3rd party, refunds will only be issued directly to the 3rd party. It is still the student's responsibility to request the refund, and provide all debt letters/documentation, required to facilitate refund.

**If a student's tuition has been paid through a federal program, the school will refund the unused portion of prepaid tuition and fees in a pro rata manner in accordance with 38 CFR 21.4255 and 38 CFR 21.4254(c) (13).

T. GRADUATE FOLLOW-UP & CURRICULUM UPDATING:

GRADUATE FOLLOW-UP

The School uses the following procedures to follow-up on graduates:

1. Graduate Survey: The School sends monthly employment surveys to all graduates to determine their employment status. The surveys are sent starting at 60 days following graduation.
2. Employer Survey: The School sends surveys to the employers who may have hired graduates of the school's programs. This survey asks the employer if they have hired graduates of the program. The survey also queries the employer for information regarding labor needs and future referrals.

CURRICULUM UPDATING:

The School monitors the effectiveness of the curriculum with the following procedures:

1. Industry feedback: As indicated previously, the school surveys employers to whom we have referred graduates to solicit feedback as to whether the training is effective and up to date.
2. Student Critique: The School requires each student to complete a Student Critique upon completing the course, which solicits feedback from the student as to whether the training was effective and what changes/improvements could be recommended.
3. Graduate Survey: The School surveys all graduates to determine their employment status. As responses and information from the above sources becomes available and is analyzed, the school uses this information to make decisions on curriculum improvements and updates.

U. DEFAULT PREVENTION

REQUIRED COLLECTION LETTERS AND CALLS

Collection Letters will be sent whether or not Borrower(s) contact has been made until the account becomes current or defaults. At a minimum, the following call and letter campaign should be used if no Borrower or Cosigner arrangements have been made.

Multiple attempts on the same day will count as one attempt.

One contact is defined as actually speaking to either the Borrower or Cosigner once or more during a single day.

Collections Activities:

Range	Initial Trigger	Activities
1-30 Days	6 to 9 Days	Written= 1 Letter Telephone/Text= 2 Contacts or 3 Attempts
31-60 Days	31 to 33 Days	Written= 2 Letters Telephone/Text= 2 Contacts or 4 Attempts (Until resolved) Past Due Notice on Statement
61-90 Days	61 to 65 Days	Demand Letter sent Certified Mail Past Due Notice on Statement
91 -120 Days	91-95 Days	Default. Sent to Third Party Collection Agency

Notes:

- Lender will provide the above collection activities while the loan is in their possession. HCA will provide the collection activities on any accounts that are not able to be serviced by one of our loan programs.
- A "Contact" is defined as speaking with the borrower or the party (co-signer, reference, etc.) as defined within the requirements. An "Attempt" is an effort made to contact the borrower and includes leaving a voice or text message.
- If the telephone number of record = a foreign number and the Servicer is not able to call (economically or technically) then written correspondence will be increase by one (1) per Range.
- Written notices are sent on the first day of the month.
- Any loan that is repurchased by HCA will be sent to collections upon repurchase

CREDIT BUREAU REPORTING

Servicer shall report the Borrower and Cosigner to at least (1) national credit reporting agencies on a monthly basis. Reporting will occur on the last day of each calendar month. Delinquency reporting will begin once the Borrower is at least 60 days delinquent. At that point, both the 30 day and 60 day delinquency will be reported.

Servicer shall continue to report account delinquency until the loan is sent to collections.

V. Calendars

The following pages show the class calendars for all programs.

Start Date	Grad Date	Name	Duration
01/15/18	02/23/18	Heavy Equipment Operations	6 Weeks
02/05/18	03/16/18	Heavy Equipment Operations	6 Weeks
02/26/18	04/06/18	Heavy Equipment Operations	6 Weeks
03/19/18	04/27/18	Heavy Equipment Operations	6 Weeks
04/09/18	05/18/18	Heavy Equipment Operations	6 Weeks
04/30/18	06/08/18	Heavy Equipment Operations	6 Weeks
05/21/18	06/29/18	Heavy Equipment Operations	6 Weeks
06/11/18	07/20/18	Heavy Equipment Operations	6 Weeks
07/02/18	08/10/18	Heavy Equipment Operations	6 Weeks
07/23/18	08/31/18	Heavy Equipment Operations	6 Weeks
08/13/18	09/21/18	Heavy Equipment Operations	6 Weeks
09/04/18	10/12/18	Heavy Equipment Operations	6 Weeks
09/24/18	11/02/18	Heavy Equipment Operations	6 Weeks
10/15/18	11/21/18	Heavy Equipment Operations	6 Weeks
11/05/18	12/14/18	Heavy Equipment Operations	6 Weeks
11/26/18	01/11/19	Heavy Equipment Operations	6 Weeks
12/17/18	02/01/19	Heavy Equipment Operations	6 Weeks