

HVAC

Heating Ventilation Air Conditioning

Information Guide and Application

August 2018



FRANKLIN TECHNOLOGY CENTER
A D U L T E D U C A T I O N

FRANKLIN TECHNOLOGY CENTER

Mills Anderson Justice Center, Suite 50

3950 East Newman Rd

Joplin, MO 64801

Phone: (417) 659-4452

Fax: (417) 659-4408

Email: pennywilliams@joplinschools.org

HVAC

720 Clock Hour Certificate Program – Evening
Phone: 417-659-4452

Classroom instruction includes lectures and demonstrations that focus on a step-by-step process of building an understanding of the principles and theories used in HVAC/R industry. Lab instructions consist of hands-on demonstrations with tools and equipment used throughout the industry. Students will test for the EPA Certification, which is required for handling refrigerants and for graduation.

Areas of Study*:

- Safety and History of HVAC
- Tools and instruments used
- Soldering
- Basic HVAC Electric Theory
- Schematics and Diagrams
- Motors and Controls
- Installation and Troubleshooting
- Air Conditioning and Heating
- EPA Certification
- Duct Design / Installation
- Customer Relations

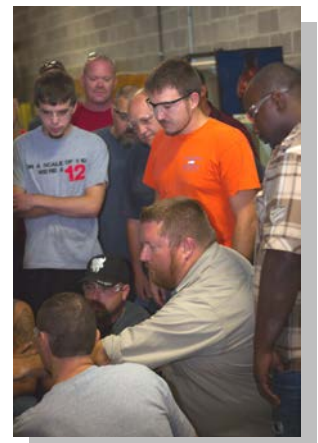
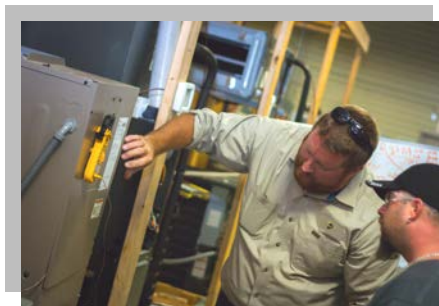
This course is designed to prepare students who enter this field as a beginning apprentice service technician or equipment installer.

Students will be introduced to:

- Electricity for Air Conditioning, Heating and Refrigeration
- Refrigeration Principals and Practices
- EPA Standards for Refrigerator Handling Test Equipment
- Residential/Light Commercial Systems Refrigeration Systems
- Customer Relations Skills
- Troubleshooting: Heating, Air Conditioning, and Refrigeration Systems
- Heat Pumps
- Safety Techniques

Employment Opportunities

- Service Technician
- Equipment Installer
- Stationary Plant Operator
- Sheet Metal Worker
- Industrial Maintenance Technician
- Supply Companies



****Tuition and Fees for 2018-19 are estimates only and are subject to change****

FRANKLIN TECHNOLOGY CENTER

Heating Ventilation Air Conditioning

School Year 2018-19

Beginning Date: August 2018

Ending Date: April 2019

Non-Refundable Application Fee of \$50.00 Required Prior to Acceptance Into Program

TUITION \$8,775.00**

SUPPLIES, BOOKS and FEES \$2,365.00**

GRAND TOTAL	\$	11,140.00
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****Tuition and Fees for 2018-19 are estimates only and are subject to change****

Revised 02/2018

Franklin Technology Center Trade & Technical Programs

Application Procedure

STEP 1 – Complete and return application

In order to be considered for the program, the first step in the process is receiving this packet with the enclosed information, completing the application, and paying the application fee. Once your application has been submitted, you will move to STEP 2. Please do the following in **STEP 1**:

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.
- Complete the application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC business office in the Mills Anderson Public Safety Center on MSSU campus.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU
Mills Anderson Public Safety Center Suite 50
3950 E. Newman Road
Joplin MO 64801
Telephone: (417) 659-4400 Fax: (417) 659-4408

STEP 2 – Contact Financial Aid Office

- All applicants must contact the Financial Aid Office at 417-625-9865 or brown-c@mssu.edu

Important: In addition to completion of the Financial Aid application you must *ALSO* complete the FTC program application and pay the \$50.00 application fee as listed in STEP 1.

STEP 3 – Submit the following:

- Official High School transcript or GED
- Signed Consent for Criminal Background Check Form

Franklin Technology Center

Trade and Technical Programs Application

Date received: _____
Receipt: _____
Agency: _____
Counselor: _____
Copy to Bookkeeper _____

- Diesel Mechanics (evening) Auto Tech
 Collision Repair (evening) HVAC (evening) Welding (evening)

PERSONAL INFORMATION (please print clearly)

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____
E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____, _____
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? Yes No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY (list your last two places of employment beginning with most recent)

1. Employer, w/address _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving (optional): _____

2. Employer, w/address _____

Phone: _____ Date Employed: _____ Date of Termination: _____

Reason for leaving (optional): _____

3. I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION (List three people we may contact in case of emergency)

1. Name: _____ Address: _____ City, St, Zip _____

Home Phone: _____ Wrk# _____ Relationship: _____

2. Name: _____ Address: _____ City, St, Zip: _____

Home Phone: _____ Wrk# _____ Relationship: _____

3. Name: _____ Address _____ City, St, Zip: _____

Home Phone: _____ Wrk# _____ Relationship: _____

A \$50.00 non-refundable fee must accompany this application

CRIMINAL BACKGROUND CHECK: (ONLY APPLIES TO DAYTIME PROGRAMS)

All applicants applying for FTC programs will be required to undergo a criminal background check. This background check will be through Validity background check services. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. **Anyone who has been convicted of a felony cannot be enrolled in any program with minors, however a felony conviction does not necessarily exclude an individual from an evening, adults only, program.**

Have you ever been convicted as an adult offender of any crime? Yes No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- | | | |
|---|---|---|
| <input type="checkbox"/> Voluntary Manslaughter | <input type="checkbox"/> 1 st & 2 nd degree Arson | <input type="checkbox"/> 1 st & 2 nd degree Robbery |
| <input type="checkbox"/> 1 st & 2 nd degree Assault | <input type="checkbox"/> Murder | <input type="checkbox"/> Sexual Offender |
| <input type="checkbox"/> Other (Specify) _____ | | |

PROGRAM INFORMATION:

Have you taken any entrance exam for a program? Yes No
Which test have you taken? HOBET TABE

How did you hear about the Franklin Tech Trade & Tech programs?
 Radio School Sign Friend Other
 TV Brochure Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE “AMERICANS WITH DISABILITIES ACT” OF THE APPLICANT (SECTION IV).

If accepted as a student, I give FTC permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC.**

Date: _____

Signature: _____

WITHDRAWAL

Tuition Withdrawal Policy

For All Students -

A Title IV refund is completed on all financial aid recipients. The Title IV refund is calculated per payment period. If a student completes 60% of a payment period, a Title IV refund is not required.

NOTE: Any Title IV financial aid returned by FTC to the Direct Loan(s) and/or the US Dept. of Ed for Pell Grants will be charged back to the students account and will be his/her responsibility.

Institutional charges are due as follows: **Days = class days***

Student withdraws during the first 4 days of the pay-period	2% due*
*Fees, books, and supply fees will be assessed on usage	
Student withdraws from the 5 th day through 9 th day of the pay-period	5% due
Student withdraws from the 10 th through 15 th day of the pay-period	10% due
Student withdraws from 16 th day through 21 th day of the pay-period	20% due
Student withdraws from 22 st day through 30 th day of the pay-period	40% due
Student withdraws after 30 th day of the pay-period	100% due

All costs including tuition, books, and supplies are considered institutional costs and are figured in the refund calculation. ***Fees, books, and supply fees will be assessed on usage.**

All credit balances must be eliminated before a Title IV refund calculation can be performed.

All students completing a withdrawal form and received a Direct loan are required to complete an exit counseling session online at www.nslsds.ed.gov

School will determine the student's withdrawal date as the last date the student ceased attendance.

All Title IV funds WILL BE RETURNED no later than 45 days after it determines the student withdrew.

NOTE: If a student withdraws (a leave of absence is not included) from a program and wishes to re-enter at a later time, he/she will be responsible for any previous tuition, books, and fees owed and any additional and/or increased tuition, books, and fees of the year re-entered. If tuition has increased the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Director of FTC before a student can begin in the program.

If a student withdraws twice from any program at FTC, he/she will not be allowed to re-enter ANY FTC program



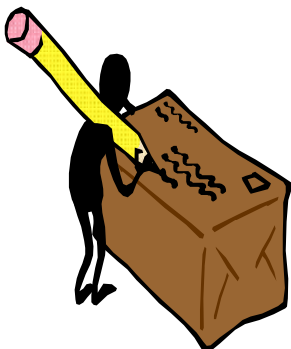
The Next Step



1. Complete your FAFSA online at fafsa.ed.gov. Call the FTC Financial Aid Office at 417-625-9865 if you have questions on how to fill it out or if you don't have access to a computer.



2. In order to fill out your FAFSA, last year's federal tax return must be completed. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



3. Once your FAFSA is submitted, wait 2-3 business days then call the FTC Financial Aid Office to set up an appointment to complete the financial aid process.



4. You will receive a Student Aid Report (SAR) from the US Department of Education in approximately 2 weeks. Verify that all information is correct.



5. Your FTC Award letter will be given to you at the beginning of the program.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. Written letter on agency letterhead for \$50 application fee
2. Funding voucher, training agreement, etc. for any program costs

Prior to acceptance into a Franklin Technology Center adult program, all applicants must demonstrate that they have earned a high school diploma or GED certificate. Proof requires an official transcript sent from the school or Department of Education directly to Franklin Technology Center. A copy of the diploma, transcript, or GED certificate does not qualify as an official transcript. Applicants should complete this form and mail it directly to the appropriate institution.

**GED/HIGH SCHOOL/COLLEGE
OFFICIAL TRANSCRIPT
REQUEST FORM**

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE TRANSCRIPT:

GED Transcript:

1. The state in which the GED was earned.
2. The month and year the GED was earned.
3. The scores received on all subject tests.
4. The official seal of the office issuing the transcript.

HIGH SCHOOL AND COLLEGE Transcripts:

1. The name of the institution and the city and state in which it is located.
2. The school seal and/or the official signature of the registrar mailing the transcript.
3. The month and year of entry into the institution.
4. The month and year of graduation from the institution.

My name on GED or school records _____

Date GED granted or graduated _____ Social Security Number _____

My present name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

It is YOUR responsibility to request your transcript using this form.
(there may be a charge for this service)

Signature _____ Date _____

***** Attention School Official *****

Mail the official transcript and this form directly to the address below:

**Franklin Technology Center @ MSSU
3950 East Newman Road
Joplin, MO 64801**