



# FRANKLIN TECHNOLOGY CENTER

## A D U L T E D U C A T I O N

# HVAC

Information Guide and Application - 2019

August 19, 2019 - April 21, 2020

### FRANKLIN TECHNOLOGY CENTER

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## **720 Clock Hour Certificate Program – Evening - Monday-Thursday**

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
- 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

**\*\* Instruction subject to change, as determined by FTC.**

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# FRANKLIN TECHNOLOGY CENTER

## HVAC

Beginning date: August 19, 2019 ~ Ending Date: April 21, 2019

Non-Refundable Application Fee of \$50.00 is required prior to acceptance into program.

Tuition\*\*: \$9,000.00

Supplies, Books, and Fees\*\*: \$2,380.00

**GRAND TOTAL: \$11,380.00**

Revised 02/2019

### Tuition Withdrawal Policy

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 5th day through the 9th day of the pay period - 5% due

Student withdraws from the 10th day through the 15th day of the pay period - 10% due

Student withdraws from the 16th day through 21st day of the pay period - 20% due

Student withdraws from the 22nd day through the 30th day of the pay period - 40% due

Student withdraws after 30th day of 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.nsls.ed.gov](http://www.nsls.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 rear 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.

# Franklin Technology Center

## Trade and Technical Programs Application

Date received: \_\_\_\_\_  
Receipt: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Counselor: \_\_\_\_\_  
Copy to Bookkeeper \_\_\_\_\_

- Diesel Mechanics (evening)       HVAC (evening)       Welding (evening)  
 Collision Repair (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: \_\_\_\_\_

**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 require the applicant to list all states the applicant has resided in since 18 years of age. 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:

Voluntary Manslaughter     1<sup>st</sup> & 2<sup>nd</sup> degree Arson     1<sup>st</sup> & 2<sup>nd</sup> degree Robbery  
 1<sup>st</sup> & 2<sup>nd</sup> degree Assault     Murder     Sexual Offender  
 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: \_\_\_\_\_