
INTELLITEC COLLEGES CATALOG ADDENDUM

Supplement to the IntelliTec Colleges Student Catalog
2022-2024 Volume X, April, Number 1

Date Created: October 4, 2022

Date Updated: December 8, 2022

Revisions to the Catalog, October 4, 2022

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

- 1. Added Refrigeration and HVAC program (next page)**

PROGRAM OF STUDY

REFRIGERATION AND HVAC

CAMPUSES: GRAND JUNCTION

MAJOR: REFRIGERATION AND HVAC

Degree: Associate of Occupational Studies

Time: 18 months

Credit Hours: 91.50

Objective: The Refrigeration & HVAC program is designed to develop the skills and knowledge for entry-level employment as a Refrigeration/Air Conditioning-Heating Systems Repair Technician in the commercial, residential, or industrial refrigeration and heating industry. Graduates are prepared to sit for Mechanic IV Licensing, EPA Certification, and additional certifications.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
HVC-101	Basic Electrical and HVAC	7.5
HVC-102	Drawings, Building Specs, and Design Considerations	7.5
HVC-103	Pipe, Duct and Flue Systems	7.5
HVC-104	Refrigeration Components and Systems	7.5
HVC-105	Maintenance and Controls	7.5
HVC-106	Gas and Oil Heat	7.5
HVC-107	Boiler, Chiller & Cooling Tower Systems	7.5
HVC-108	Heat Pumps and A/C Systems	7.5
ACD-150	Advanced Career Development	1.0
LE-150	Leadership	8.5
CT-201	Critical Thinking	3.5
BC-210	Business Communication	3.5
IB-215	Introduction to Business	3.5
AG-255	American Government	3.5

Total Credit Hours **91.50**

Class hours per week: 20/25 During ACD-150

Classes with Flexible Course Schedule	
<u>Days of the Week</u>	<u>Hours Available</u>
Friday	8:00am - 5:00pm
Monday - Thursday	9:00am - 10:00pm

CCR-100 Set Course Schedule		
<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

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

REFRIGERATION AND HVAC

COURSE DESCRIPTIONS

CAMPUSES: GRAND JUNCTION

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

HVC-101: BASIC ELECTRICITY AND HVAC

7.5 Credit Hours

Prerequisite: CCR-100

Students learn the basics of electrical circuitry including basic electrical theory, alternating current, and an introduction to the National Electrical Code as well as wiring diagrams. Students are exposed to safety practices as it relates to the HVAC field, and hands-on experience and secure, controlled practice in electrical applications in HVAC/R setting. Students learn basic principles of heating, ventilation, and air conditioning. Students will complete OSHA-10 basic safety.

HVC-102: DRAWINGS, BUILDING SPECS, AND DESIGN CONSIDERATIONS

7.5 Credit Hours

Prerequisite: CCR-100

In this course students learn to use basic mathematical computations such as area, volume and use measurements as they apply to HVAC/R-related skills for on-the-job. This module teaches how to interpret drawings used in construction, including mechanical drawings, specifications, shop drawings, and as-builts, and explains takeoff procedures for equipment, fittings, ductwork, and other components. Students will also learn how to apply this knowledge and gain an

understanding of building management systems that use network protocols and system controllers.

HVC-103: PIPE, DUCT, AND FLUE SYSTEMS

7.5 Credit Hours

Prerequisite(s): HVC-101 & HVC-102

This course teaches factors related to air movement and its measurement in common air distribution systems, including the required mechanical equipment and materials used to create air distribution systems. Students learn how to identify, assemble and install various types of tubing, fittings and piping including: copper, plastic, and carbon steel. Students gain experience in the equipment, techniques, and materials used to safely join copper tubing by both soldering and brazing. This module covers chimneys, vents, and flues that are used with fuel-burning furnaces and boilers. The layout, fabrication, installation and insulation of sheet metal, fiberglass, and fabric duct systems and related accessories are also introduced.

HVC-104: REFRIGERATION COMPONENTS AND SYSTEMS

7.5 Credit Hours

Prerequisite(s): HVC-101 & HVC-102

Students acquire an understanding of the fundamental operating concepts of the refrigeration cycle and how to identify both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well as principles of heat transfer and essential pressure-temperature relationships of refrigerants. Students will learn about current-practice handling of refrigerants and oils used in modern refrigeration and air conditioning systems as well as the EPA's requirements for providing service. Preparation and option for the EPA exam. Metering devices and components used in mechanical refrigeration cycle are addressed, as well as retail and commercial/industrial refrigeration systems.

HVC-105: MAINTENANCE AND CONTROLS

7.5 Credit Hours

Prerequisite(s): HVC-103 & HVC-104

This course includes information on the common tasks associated with basic maintenance such as lubrication and belt installation with detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems. Students will learn

REFRIGERATION AND HVAC

COURSE DESCRIPTIONS

CAMPUSES: GRAND JUNCTION

information and skills to troubleshoot control circuits and electric motors found in heating and cooling equipment including various air treatment accessories.

HVC-106: GAS AND OIL HEAT

7.5 Credit Hours

Prerequisite(s): HVC-101 & HVC-102

Students will gain a fundamental understanding of heating systems and the combustion process. The different types and designs of gas furnaces and their components, as well as basic procedures for their installation and service, is provided. Information and skills needed to troubleshoot gas-fired furnaces and boilers, as well as the construction and operation of oil-fired heating systems and their components is provided. Students will learn proper procedures for how to service and test oil furnaces for isolation and correction to oil furnace malfunctions. Customer service fundamentals are included to establish the importance of maintaining positive and professional relations with clients served in the HVAC/R industry.

HVC-107: BOILER, CHILLER & COOLING TOWER SYSTEMS

7.5 Credit Hours

Prerequisite(s): HVC-101 & HVC-102

Students will learn the basics of hydronic heating systems, the fuels used to heat the water and the pumps that circulate the heated water. This module will review basic properties of water and instruct on how water pressure is related to the movement of water through piping systems. Various types and components of commercial hot-water heating and chilled-water cooling systems as well as their functionality are examined. Students will also learn about the use of steam for storing and moving energy in HVAC systems and how water properties relate to steam and the steam system cycle. Overview of the steam system's operational components, valves and piping is provided. Students gain the ability to identify problems specific to water that can be encountered in heating and cooling systems and learn specific methods of water treatment and testing procedures. The procedures for the startup and shutdown of hot water, steam heating, chilled

water, and air handling systems is covered, as well as that for typical cooling towers and packaged HVAC units

HVC-108: HEAT PUMPS AND A/C SYSTEMS

7.5 Credit Hours

Prerequisite(s): HVC-101 & HVC-102

Students receive guidance and instruction related to troubleshooting cooling systems. This module covers the principles relating to operation of heat pump systems in detail with emphasis on electric resistance heating elements as well as the installation considerations of both split and packaged heat pump systems. Additional instruction provided on the procedures for troubleshooting heat pump system components. This module also introduces systems used in commercial structures such as schools and office buildings that must maintain differing comfort zones. Students will learn the various types of systems, as well as the air terminals and air source equipment commonly used; and the information and skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems.

ACD-150 ADVANCED CAREER DEVELOPMENT

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, and develop their professionalism as it relates to the interview process and ultimately their career.

REFRIGERATION AND HVAC

COURSE DESCRIPTIONS

CAMPUSES: GRAND JUNCTION

LE-150: LEADERSHIP

8.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, students will demonstrate an understanding of the importance of leadership as it relates to working for an organization and leading a team. This course has an emphasis on preparing students to focus on their leadership qualities and characteristics in an effort to be a contributing member of their organization.

CT-201: CRITICAL THINKING

3.5 Credit Hours

Prerequisite: CCR-100

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

BC-210: BUSINESS COMMUNICATIONS

3.5 Credit Hours

Prerequisite: CCR-100

This course provides the foundations of all types of business communication including letters, memos,

electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

IB-215 INTRODUCTION TO BUSINESS

3.5 Credit Hours

Prerequisite: CCR-100

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

AG-255 AMERICAN GOVERNMENT

3.5 CREDIT HOURS

Prerequisite: CCR-100

This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes.

REFUND POLICY- New Mexico

Pg.24 & 25 REFUND POLICY – NEW MEXICO

1. The refund policy for New Mexico has been replaced with the below

REFUND POLICY – NEW MEXICO

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the College does not accept the applicant, or cancels the application, all funds paid will be refunded.
2. If cancellation is requested in writing by the Student (or parent/guardian, if the Student is a minor), prior to midnight of the third business day (excluding Saturdays, Sundays, and business holidays), after signing the application, all funds paid will be refunded.
3. Students who have not visited the College prior to application will have the opportunity to withdraw without penalty and have all monies refunded within three business days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event the College discontinues a program of training during a period of time within which a Student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College.

The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable state laws and rules.

6. Any monies due the applicant shall be refunded within 30 days from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

A Student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid. The State Refund Policy (see below) is used to determine the amount of tuition to be refunded to Students who withdraw or are terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records. Refund calculations are available upon request from the Business Office at the College.

FEDERAL RETURN OF TITLE IV FUNDS POLICY-TITLE IV RECIPIENTS ONLY

IntelliTec records daily attendance for all students. A student's withdrawal date is always the last day of a student's academic attendance as documented by the school's attendance records. Students who withdraw from or are terminated by the College prior to completing 60% of a payment period will have their Title IV eligibility re-calculated based on the percent of the payment period completed. For example, a Student who withdraws completing 30% of the payment period will have "earned" only 30% of any Title IV financial aid received for that payment period. The College and/or Student must return the remaining 70% to the proper financial aid programs.

The policy shall apply to all Students who withdraw, drop out, or are terminated from IntelliTec College, and receive financial aid from Title IV Funds. The term "Title IV Funds" include: Federal Pell Grants, FSEOG Grants, Perkins Loans, and Direct Student Loan Programs. Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV aid is viewed as 100% earned after this point.

- A. The percentage of Title IV aid earned will be calculated as follows:

$$\frac{\text{Number of calendar days completed in the payment period}}{\text{Total calendar days in the payment periods}} = \% \text{ of payment period completed}$$

- B. The percentage of Title IV financial aid unearned (i.e. to be returned to the appropriate programs) is equal to 100% minus the percent earned.
- C. The Student will owe the College any additional charged amount as unpaid Institution charges.
- D. All refunds of unearned Title IV funds will be made within 45 days from date of determination.
- E. Post-withdrawal disbursements will be made to eligible students according to applicable federal regulations. If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, IntelliTec College must get the student's permission before it can disburse those funds. The student may choose to decline some or all of the loan funds so that no additional debt is incurred. IntelliTec College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). IntelliTec College needs a student's permission to use the post-withdrawal grant disbursement for all other school charges and the student will have ten (10) days to notify IntelliTec of the permission. If the student does not give that permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any outstanding debt at the school.

REFUND POLICY- New Mexico

The following charges are excluded from the Refund Policy:

- A. Documented costs of uniforms issued to the Student.
- B. The cost of equipment that is non-returnable and/or equipment not returned within 20 days following withdrawal. Tools defaced in any way will not be accepted for return.
- C. Books are nonreturnable

TRANSFER CREDITS

If Transfer Credits are granted for training received previously, such credits will not impact the Refund Policy.

BALANCE DUE TO THE COLLEGE

In the event the Student withdraws or graduates, and appropriate withdrawal calculations are computed, and the Student leaves IntelliTec College with a balance due to the College, 12% interest charge will be assessed during the repayment period.

New Mexico Refund Attribution Policy

The following refund attribution policy will be applied to all Students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due: 1) Direct Unsubsidized Stafford Loan; 2) Direct Subsidized Stafford Loan; 3) Federal Perkins Loan; 4) Direct PLUS Loan; 5) Federal Pell Grant; 6) FSEOG; 7) other; Title IV Programs 8) other federal, state, private or institutional sources, 9) the Student. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the College shall make a settlement which is reasonable and fair to both parties.

REPAYMENT ATTRIBUTION POLICY

The following repayment attribution policy will be applied to all Students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (FWS are excluded from this calculation.) To determine if the Student received an overpayment the College must determine that the funds the Student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the Student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event that the Student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins; 2) Federal Pell Grants; 3) Federal SEOG; 4) State grant.

Important Enrollment Agreement Information (NM)

- ___ Student acknowledges all tool kits for applicable programs are standardized. Books and Tools are required to be issued to students in their programs unless they have been issued previously from the college.
- ___ Student agrees to abide by all rules and regulations set forth in the College catalog and other publications issued by the College. Students who fail to comply with College policies are subject to termination or suspension. Termination of the enrollment will result in a \$100.00 withdrawal fee.
- ___ Student and College agree that any disputes relative to this contract or to the education and training received by the Student shall be resolved through binding arbitration as more particularly set forth in the Student Arbitration Agreement signed by the Student with the execution of the Enrollment Agreement.
- ___ New Mexico law provides that any person claiming loss of tuition or fees must file a complaint with the New Mexico Higher Education Department, within three years of the last date of attendance or withdrawal date at the following address: New Mexico, Higher Education Department, 2044 Galisteo St., Suite #4, Santa Fe, NM 87505. <http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx>
- ___ The College offers placement assistance at no additional costs to the graduate, however; a job is neither promised nor guaranteed. The College makes no guarantee of credit transfer.
- ___ Any holder of this agreement is subject to all claims and defenses which the debtor could assert the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
- ___ Student acknowledges that the College catalog, the enrollment agreement and the student arbitration agreement constitute the entire agreement with the College and that the student has not relied on any other representation other than those contained in these documents. **Student also acknowledges receipt of those documents.**

_____ Admissions Requirement: Documentation of a U.S. High School Diploma, G.E.D, or equivalent.

_____ All students participating in the Eligible Career Pathway Program (ECP) will be held to the refund policy outlined above. IntelliTec will not apply any separate fees due to a student participating in the ECP

Pg.27 STUDENT SUCCESS CENTER

1. Replaced with the below:

The Student Success Center is available to all students—past and present. The media available for student is accessed through the IntelliTec Web Portal and LIRN (*Library and Information Resource Network*) available to students 24/7, which contains links to an online dictionary and Thesaurus, pertinent videos, articles, texts, and documents in an electronic format.

Pg.13 ABILITY TO BENEFIT (ATB) & ELIGIBLE CAREER PATHWAY PROGRAM (ECP)

1. The 3rd paragraph is replaced by the below:

Additionally, all applicants must complete an interview with a school admissions representative to determine desire, ability and commitment, receive a tour of the campus, and review the school catalog. The student cannot sign an enrollment agreement until they pass the below Accuplacer ATB test.

The Accuplacer ATB minimum scores		
<i>Reading: 233</i>	<i>Writing: 235</i>	Arithmetic: 230

Pg.90 PROGRAMS NO LONGER ENROLLING STUDENTS

1. Add Medical Billing and Coding Specialist Certificate is not enrolling students at the Albuquerque Campus.

Pg.34 CLASS SCHEDULE

Pg. 42-90 CLASS SCHEDULES ON ALL PROGRAM PAGES

1. The below is replacing Class Schedule on page 34.
2. The below is also replacing all references to schedules on program description pages 42-90.

Class/Program	Days/Week	Day Students	Night Students
ACD-150	asynchronous	N/A	N/A
CCR-100	Monday - Thursday	9:00am – 2:00pm	5:00pm - 10:00pm
MT-180	Monday - Friday	9:00am – 2:00pm	5:00pm – 10:00pm
STB-109	Monday - Thursday	9:00am – 2:00pm	N/A
Automotive Technician (Associates)	Monday - Thursday	9:00am – 2:00pm	5:00pm – 10:00pm
Computer Systems Technician (Cert)	Monday - Thursday	9:00am – 2:00pm	5:00pm - 10:00pm
Cosmetologist (Cert)	Monday – Friday	9:00am – 3:00pm	N/A

Dental Assistant (Cert)	Monday - Thursday	9:00am – 2:00pm	N/A
Medical Assistant (Cert)	Monday - Thursday	9:00am – 2:00pm	5:00pm - 10:00pm
Massage Therapy (Cert)	Monday - Thursday	9:00am – 2:00pm	5:00pm - 10:00pm
Nursing Assistant (Cert)	Monday - Thursday	9:00am – 2:00pm	5:00pm - 10:00pm
Refrigeration & HVAC (Associates)	Monday - Thursday	8:50am – 12:50pm	5:50pm – 9:50pm

Classes with Flexible Course Schedules	
<u>Days of the Week</u>	<u>Hours Available for Class</u>
Friday	8:00am - 5:00pm
Monday - Thursday	9:00am - 10:00pm

Revisions to the Catalog, December 7, 2022

Pg. 9 STATE APPROVALS

Under Associate of Occupational Studies Degree Programs add the following:
Computer Network Systems Technician: Administration (ABQ, CS)

Pg. 54 PROGRAM OF STUDY

Program Information has been updated to reflect the below:

Degree: Computer Network Systems Technician: Administration

Time: 18 Months

Credit Hours: 91.5

Objective: Upon successful completion of this degree program, the graduate should possess skills and knowledge required for employment as an entry-level Information Technologist, functional in a wide array of technological environments, such as helpdesk technician, computer systems/desktop support technician, and network systems administrator at the junior level, in a variety of operating environments. Students will prepare for the following CompTIA Exams: IT Fundamentals+, A+, Network+, Linux+, Security+, and Cloud+. Students will also prepare for the Microsoft Server certification.

Pg. 34 New Sections Before ‘CLASS SCHEDULE’

The below sections have been added:

Distance Education & Hybrid Learning

The College has approvals to offer select Programs in a Hybrid Learning structure. A hybrid/distance learning course takes the “best of both worlds” by combining face-to-face and online learning. The College uses Canvas an online Learning Management System (LMS) that allows Instructors to interact with students, present structured course materials, and record attendance.

Distance Education & Hybrid Learning Attendance

For the hybrid delivery programs offered via Canvas LMS, attendance is posted through Canvas via aPlus Attendance and must be posted for each student by the end of the school day.

Student participation in the following will result in attendance.

1. Live instructor sessions (can be in person or virtual depending on what is offered by the instructor)
2. Instructor led lab sessions (can be in person or virtual depending on the lab procedures/tasks that need to be completed)

The instructor will provide students with a schedule for the live instructor sessions and lab sessions. Instructors will make best efforts to maintain this schedule, but unforeseen circumstances may result in an adjustment to the time that the live instructor session or lab session is offered.

Instructors are expected to offer live instruction sessions for each course, as applicable, in the morning and evening hours. Instruction sessions will be delivered virtually through a live instructor session or on ground for an in-person lab session. Both the morning and evening session must be live and cannot be a recorded session.

The expectation is that the student logs into the **live instruction session** and actively participates, if they do so they are considered present for attendance purposes. Instructors will be available on the virtual call for the entire length of the **live instruction session** except during appropriate break times.

The virtual **live instruction session** will be set up within Canvas using Microsoft Teams and uploaded to Canvas under the respective day and session am or pm. Watching the recorded session does not result in attendance, it simply provides the student an opportunity to watch the live session.

If the instructor is hosting an **in-person lab session** they will indicate this in canvas under the respective day and session, am or pm. Make-up lab sessions will be offered on Friday. Students have the option to attend a make-up lab session to complete the lab and learn the skill, however, the make-up lab session **does not result in attendance**.

Failure to attend the **live instructor session** will result in an absence. Failure to attend the **in-person lab session** will result in an absence.

Course Late Work Policy for Distance Education

All labs are due on Thursday at 11:59 of the scheduled week. Instructors/Program Supervisors will schedule the make-up lab session. This will be announced during programmatic training.

Distance Education students may ask for one extension per six-week course due to unforeseen issues arising (illness, emergencies, internet outage, etc.) The extension can be for one assignment or a maximum of one weeks' worth of assignments. The request for the extension must be submitted to their instructor via email before the due date of the assignments or the day after at the latest. Extension requests made after this will require approval from the Director

This addendum is certified true and correct to be used with IntelliTec Colleges Student Catalog, 2022-2024 Volume X, April, Number 1

of Education. Extensions that are approved will be due the following Sunday by 11:59. There will be no extensions approved past the end of the course, Week 6 Day 4 at 11:59 pm unless authorized by the Campus Director.

Revisions to the Catalog, December 8, 2022

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3. Students who have not visited the College prior to Application will have the opportunity to withdraw without penalty and have all monies refunded within three days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event that the College discontinues a program of training during a period of time within which an enrolled Student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College. The agreement must set forth:
 - a. Whether the postponement is for the convenience to the school or the student; and,
 - b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced or the Student fails to attend by the new start date set forth in the agreement, the Student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable state laws and rules.

6. Any monies due the applicant shall be refunded within 30 days from the new start date from cancellation or failure to appear on or before the first day of class.

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aid re-calculated based on the percent of the payment period completed. For example, a Student who withdraws completing 30% of the payment period will have earned only 30% of any Title IV Aid received for that payment period. The College and/or Student must return the remaining 70% to the proper aid program. This policy shall apply to all Students who withdraw, drop out, or are terminated from IntelliTec College, and receive financial aid from Title IV Aid Funds. The term "Title IV Funds" include: Federal Pell Grants, FSEOG Grants, Perkins Loans and Direct Student Loan Programs.

Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV Aid is viewed as 100% earned after this point.

A. The percentage of title IV Aid earned will be calculated as follows:

Number of calendar days completed in the payment period = % of payment period completed.

Total calendar days in the payment period

- B. The percentage of Title IV Aid unearned (i.e. to be returned to the appropriate programs) is equal to 100% minus the percent earned.
- C. The Student will owe the College any additional charged amount as unpaid institutional charges.
- D. All refunds of unearned Title IV funds will be made within 45 days of date of determination.
- E. Post-withdrawal disbursements will be made to eligible students according to applicable federal regulations. If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, IntelliTec College must get the student's permission before it can disburse those funds. The student may choose to decline some or all of the loan funds so that no additional debt is incurred. IntelliTec College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). IntelliTec College needs a student's permission to use the post-withdrawal grant disbursement for all other school charges and the student will have ten (10) days to notify IntelliTec of the permission. If the student does not give that permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any outstanding debt at the school.

THE FOLLOWING CHARGES ARE AT FULL COST AND ARE EXCLUDED FROM THE REFUND POLICY:

- A. Tools, books, and electronic devices and/or equipment not returned in "as new" condition, in original packaging or any of these items not returned within 20 days following withdrawal.
- B. Costs of uniforms issued to the student.

TRANSFER CREDITS

If Transfer Credits are granted for training received previously, such credits will not impact the refund policy.

BALANCE DUE TO THE COLLEGE

In the event the Student withdraws or graduates, and appropriate withdrawal calculations are computed, and the Student leaves IntelliTec College with a balance due to the College, a 12% interest charge per annum will be assessed during the repayment period. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the College shall make a settlement, which is reasonable and fair to both parties.

REFUND ATTRIBUTION POLICY

The following refund attribution policy will be applied to all Students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due. 1). Unsubsidized Direct Stafford Loans; 2). Subsidized Direct Stafford Loan; 3) Federal Perkins Loan 4). Direct PLUS Loan, 5) Federal Pell Grant, 6) FSEOG, 7) other Title IV programs, 8) other federal, state, private or institutional sources, 9) the student.

REPAYMENT

The following repayment attribution policy will be applied to all Students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw.

(FWS are excluded from this calculation). To determine if the Student received an overpayment the College must determine that the funds the Student received for non-direct educational costs exceeding the non-direct educational costs for the portion of the payment period for which the Student was enrolled. If any portion of the cash payment cannot be attributed to the costs of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event that the Student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins, 2) Federal Pell Grant, 3) Federal SEOG, 4) CSG.

IMPORTANT ENROLLMENT AGREEMENT INFORMATION

- Student acknowledges receipt of the current College General Catalog, Enrollment Agreement and Student Arbitration Agreement.
- Student agrees to abide by all the rules and regulations set forth in the College General catalog and other publications issued by the College. Students who fail to comply with College policies are subject to termination or suspension. Termination of the enrollment will result in a \$100.00 withdraw fee.
- Student and College agree that any disputes relative to this contract or to the education and training received by the Student shall be resolved through binding arbitration as more particularly set forth in the Student Arbitration Agreement signed by the Student with the execution of the Enrollment Agreement.
- New Mexico law provides that any person claiming loss of tuition or fees may file a complaint online with the New Mexico Higher Education Department, within three years of the last date of attendance or withdrawal date at the following address: New Mexico Higher Education Dept. 2048 Galisteo St., Santa Fe, NM 87505 <http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx> Phone (505)476-8442
- The College offers placement assistance at no additional cost to the graduate; However, a job is neither guaranteed nor promised. The College makes no guarantee of credit transfer.
- Any holder of this agreement is subject to all claims and defenses which the debtor could assert the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recover hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.
- Student acknowledges that the College General Catalog, the Enrollment Agreement, and the Student Arbitration Agreement constitute the entire agreement with the College and that the Student has not relied on any other representation other than those contained in these documents.
- Admissions Requirement: Documentation of a U.S. High School Diploma, G.E.D, or equivalent and additional requirements as listed in the current College General Catalog.
- All students participating in the Eligible Career Pathway Program (ECPP) will be held to the refund policy outlined above. IntelliTec will not apply any separate financial penalty due to a student participating in the ECPP.

Pg.13 ADMISSIONS REQUIREMENTS

After **Age** requirements add the below:

All students applying for a program that is delivered in a hybrid/distance learning format must complete a **Distance Learning Technology Evaluation** to be eligible for enrollment.

Pg. 14 INTRODUCTORY PERIOD

The first paragraph now reads:

IntelliTec College recognizes the importance of a student's educational commitment and therefore designates the first week of the student's college attendance as an introductory period. The introductory period is designed to provide students an opportunity to experience IntelliTec College's curriculum, faculty, learning environment, and student services. During this period, students are not eligible for federal financial aid disbursements and will not incur program tuition cost although book, uniform, and tool charges may apply. All new and returning students are eligible for an Introductory Period. This excludes the Nursing Assistant students due to the length of that program.