



LAS VEGAS CAMPUS

2026 - 2027 Catalog

ESCO Certified Proctors of the EPA 608 Universal
Technician Certification Exam

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CAMPUS INFORMATION

HANDS ON HVAC SCHOOL - LAS VEGAS CAMPUS

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Las Vegas, NV 89118

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HANDS ON HVAC SCHOOL - HEADQUARTERS

Address: 617 East Second St.

Irving, Texas 75060

Phone: (318) 239-9164

Fax: (737) 277-5279

Identifying Data:

Volume 1

Effective Date: 08/11/2026

Textbook:

Modern Refrigeration & Air Conditioning 22nd Edition

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<https://cpe.nv.gov/>

ESCO Certified Proctors of the EPA608 Universal Technician Certification Exam

Founded in Irving, Texas over 13 years ago, our school is proud to offer affordable, practical, hands-on training in HVAC and Refrigeration. Our instructors have immense knowledge and many years of real world experience in the field. Our passion is helping students gain the knowledge and confidence needed to succeed in the industry, whether entering into the HVAC profession for the first time or to expand on existing skills for technicians already in the field. We take a hands-on approach using our interactive lab alongside theory and lecture lessons in an interactive classroom setting.

SCHOOL ADMINISTRATORS & OFFICIALS

Jeremiah Sawyer
President
Ripple Learning LLC

Kristin Free
Director of Compliance
Ripple Learning LLC

SCHOOL FACULTY

Roberto Flores
(Campus Director, Academic Director, Admissions & Lead Instructor)

Chris Villegas
(Instructor)

FACILITIES & EQUIPMENT

FACILITIES

Reception Area | Director's Office | Classroom | Lab (hands-on class) Two
Restrooms (handicap accessible) | Break Room

EQUIPMENT

Residential Air Handlers (Electric) | Residential Furnaces (Gas) | Residential
Condensers (Standard & Heat Pump) | Mini-split Systems | Commercial Package Units
(Gas & Electric) | Ice Merchandiser | HVAC Wiring Trainer Boards | Electrical
Diagnostic Trainer Boards | Brazing Stations | Motor Diagnostics Station

TOOLS

Digital Multimeters (Volts/Amps/Ohms/Temp) | Manifold Gauges (Digital & Analog) |
Micron Gauges | Hand Tools (Pliers, Nut Drivers, Screw Drivers, Etc.) | Recovery
Machines | Recovery Cylinders (Tanks) | Refrigerant Scales | Vacuum Pumps |
Nitrogen Tanks (With Regulators) | Oxy-Acetylene Torch Kits | Manometers | Safety
Equipment

SCHOOL CALENDAR

Holidays Observed:

New Years Day - Memorial Day – Independence Day
Labor Day - Thanksgiving Day - Christmas Day

Enrollment Periods:

Classes are held back to back.

Class dates may shift based on holidays, weather, enrollment, or staff.

Admissions Office Hours: Monday - Friday 9:00AM - 6:00PM
Saturday and After Hours by Appointment Only

Class Beginning & Ending Periods: (Class Schedules)

CLASS WEEKS	Day Class (2 Week)	Night Class (12 Week)	Saturday Class (10 Week)	Saturday Class (16 Week)
DAYS	Mon - Fri	Mon/Wed or Tue/Thurs	Saturdays Only	Saturdays Only
HOURS	8:00AM - 6:00PM	7:00PM - 11:00PM	8:00AM - 6:00PM	8:00AM - 2:00PM

Student Breaks & Mealtimes:

"Full-Time Classes" and Saturday classes will have a 5 minute break twice a day and a mealtime break from 12:50 until 1:10 each day. "Part-Time Classes" will have one 5 minute break.

ENROLLMENT POLICIES

Admission / Enrollment Requirements:

Enrollment eligibility for the HVAC program at Hands On HVAC School requires each student:

- be 18 years of age and provide a photo ID (*Driver's License, Passport, etc.*)
- provide proof of education or pass the school's entrance exam.
(*High School Diploma, High School Transcripts, GED*)
- provide his/her Social Security Number or ITIN

Hands On HVAC School does not discriminate based on age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

Enrollment Periods:

Classes are held back to back.

Class start dates may shift based on holidays, weather, enrollment, or staff.

Admissions Office Hours: Monday - Friday 9:00AM - 6:00PM
Saturday and After Hours by Appointment Only

Policy on Granting Enrollment Credit for Prior Education & Training:

Due to the hands-on nature of this certificate program, prior educational credits cannot be applied toward completion. The program is designed to provide practical training and does not incorporate transferable credits from previous coursework.

Fees & Tuition:

Registration Fee: \$150.00

Tuition: \$3350 (includes \$150 registration fee)

Book Replacement Fee: \$250 If the book is unreturned or returned damaged per book policy.

Payment Processing Fee: A 4% convenience fee will be added to payments made by credit or debit cards.

EPA 608 Certification Exam Re-Test: The program includes (1) EPA 608 Exam voucher with study guide. There is a \$45 charge for each exam retake.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of 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 15 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

CANCELLATION & REFUND POLICY (I)

If for any reason an applicant is not accepted by the school, or the school fails to hold the HVAC/R program, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and legal holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 15 days of receiving the written notice of cancellation, the School shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the fee of \$150. No later than 15 days of receiving the written notice of cancellation, the School shall provide the appropriate refund.

A refund will also be made to any student who cancels enrollment within the Student's first three (3) scheduled class days, except the School may retain the registration fee of \$150. No later than 15 days of receiving the written notice of cancellation, the School shall provide the appropriate refund. (See Refund Chart below)

For all refunds after the beginning of classes, see below:

1. Procedure for Withdrawal/Withdrawal Date:

- A. A student who wishes to withdraw from the HVAC/R program after classes have begun should provide written notice to the campus director or campus manager. The notice should indicate the expected last date of attendance and be signed and dated by the Student.
- B. A student who is on authorized Leave of Absence (LOA), the withdrawal date is the date the student was scheduled to return from the LOA and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for three (3) days and the withdrawal date shall be the date of the third missed class day.
- D. All refunds will be issued within 15 days of the determination of the withdrawal date.

CANCELLATION & REFUND POLICY (II)

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

- (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
- (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
- (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,
whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,

unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635; 2015, 341; 2021, 517)

Books, supplies, and fees: All supplies and materials necessary for the HVAC/R program are included in the total tuition (\$3,350). See Cancellation & Refund Policy above for more details on refunds.

*Variable processing fees may apply to payments made online, but students may pay by money order or cashier's check to avoid those fees.

Textbook Policy: The textbook for the HVAC/R program is Modern Refrigeration and Air Conditioning 22nd Edition and will be available for in-class use to our students. We offer a book loaning program where students may check out books for at-home study, and which must be returned upon completion of the program or the last day of class the student is scheduled to attend. No fees are necessary for the book loaning program, but all students assume full responsibility for the textbook while it is in their possession.

Damages: Any student who does not return the book or returns it with damages shall pay a \$250 replacement fee. Damages include water damage/stains, rips or tears, writing/highlighting, etc.

Refunds will be issued within 15 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the School Catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 15 days of the date the student was scheduled to return from the LOA and did not return.

Military Service Clause

Any student that withdraws from the school because of military orders such as change of duty station, deployment, call to service, or other means in service to the United States Armed Forces may elect ONE of the following options for each program in which the student is enrolled:

1. A pro-rata refund of any tuition, fees, and other charges as per the standard refund policy.
2. A grade of “Incomplete” with the designation “Withdrawn – Military” and the right to re-enter the program no later than the first anniversary of the date that the student is discharged from active military service or relieved of the duties of their orders. Upon re-entry under this clause the student will only be charged for the unpaid balance of the original tuition.
3. The assignment of an appropriate final grade and credit only if the instructor determines that the student has satisfactorily completed 90% of the required coursework AND demonstrated sufficient mastery of the required course subject matter.

PROGRAM TITLE & DESCRIPTION

Refrigeration, Air Conditioning & Heating (HVAC-R)

The HVAC-R program is a vocational fundamentals program designed to teach students the essential skills and knowledge needed to obtain the required certifications and gainful entry level employment in the HVAC-R industry. This program requires no prior knowledge of the trade to attend. Students will learn the science behind moving heat using thermodynamics and pressure temperature relationships. As well as develop a strong foundational knowledge of HVAC electrical systems, troubleshooting techniques, refrigerant handling, soft skills, and laws surrounding the industry.

Program Outline

The program's total length consists of 100 hours as structured below; the time required to complete the program is dependent on the class schedule the student enrolls for. All class schedules consist of the same program structure, the only difference being the length of and number of class sessions. Available class schedules can be found on page 4 of this Catalog.

Subject (<i>Material Covered</i>)	Lecture (<i>Hours</i>)	Lab (<i>Hours</i>)
HVAC Theory	06	02
Basic Electricity	06	10
Motors	04	04
Brazing	03	07
Recovery / Evacuation / Charging	12	12
Combustion Systems (<i>Gas Heat</i>)	05	04
Heat Pump Systems	05	04
Field Service Professional Practice	06	06
EPA 608 Final Review & Exam Readiness	04	00

OBTAINABLE CAREERS

(list is not exhaustive)

HVAC Installer | HVAC Maintenance Technician | HVAC Service Technician |
HVAC Counter Sales | HVAC System Controls | Refrigeration Technician |
Facilities Maintenance | Test & Air Balance Technician | HVAC Warranty Technician

SYNOPSIS OF SUBJECTS COVERED

(To include skills obtained)

HVAC Theory

This section of the course covers the essential sciences behind HVAC system operations. Topics: Heat Transfer (Thermodynamics), Sensible & Latent Heat, Pressure & Temperature Relations, and The Refrigeration Cycle.

Pre-requisites: None **Lecture** - 6 Hrs. **Lab** - 2 Hrs.

Basic Electricity

An introduction to HVAC electrical systems, focusing on understanding electrical components and how they control the flow of power in a circuit. Topics: Defining Electricity, Ohm's Law, AC & DC Currents, Circuits, Magnetism, Transformers, Capacitors, Switches & Relays, Understanding Schematics, and Diagnostics.

Pre-requisites: HVAC Theory **Lecture** - 6 Hrs. **Lab** - 10 Hrs.

Motors

An in-depth look at how electric motors work, and the various types utilized in the HVAC industry. Topics: PSC Motors, ECMs, Variable Speed Motors, Hermetic Motors, Motor Drive Mechanisms, Motor Protections and Safeties, and Motor Diagnostics.

Pre-requisites: Basic Electricity **Lecture** - 4 Hrs. **Lab** - 4 Hrs.

Brazing

This section is primarily a hands-on dedicated time where students learn how to safely and correctly join metals for HVAC operation. Topics: Brazing Safety, Flaring & Swaging, Nitrogen Purging, Leak Detection Methods, Brazing Equipment, and Class Projects.

Pre-requisites: Motors **Lecture** - 3 Hrs. **Lab** - 7 Hrs.

Recovery/Evacuation/Charging

This time is dedicated to ensuring students understand proper refrigerant handling practices. Topics: Types of Refrigerants, Montreal Protocol & Clean Air Act, Recovery Equipment & Operation, Recovery Methods, Vacuum Pumps & Operation, Pressure / Temperature Charts, Metering Devices, Superheat & Subcooling, Blended Refrigerants & Fractionation, Refrigerant Charging and Diagnostics.

Pre-requisites: Brazing **Lecture** - 12 Hrs. **Lab** - 12 Hrs.

Combustion Systems

Students learn the hazards surrounding combustion-based systems and the importance of the features that keep those that use them safe. Topics: The "Fire" Triangle, Carbon Monoxide, Furnace Components & Safeties, Gas Furnace Sequence of Operations, Types of Furnaces, Furnace Efficiency 80% vs 90%, Furnace Diagnostics.

Pre-requisites: Recovery/Evacuation/Charging **Lecture** - 5 Hrs. **Lab** - 4 Hrs.

Heat Pump Systems

A hands-on introduction to heat pump systems covering their unique components and how they utilize the refrigeration cycle to heat a space. Topics: Heat Pump Operation, The Reversing Valve, Metering Devices & Check Valves, Heat Pump Wiring, Defrost Boards, Defrost Cycle.

Pre-requisites: Combustion Systems **Lecture** - 5 Hrs. **Lab** - 4 Hrs.

Field Service Professional Practice

This section focuses on the professional development of interpersonal communication skills and client education to increase tech productivity in the field. Topics: Building Rapport, Diagnostic Questioning, Avoiding Techspeak, Overcoming Objections, Presenting Findings, Closing the Deal.

Pre-requisites: Heat Pump Systems **Lecture** - 6 Hrs. **Lab** - 6 Hrs.

EPA 608 Final Review & Exam Readiness

Students receive guided and dedicated study time in preparation for their EPA 608 certification exam.

Pre-requisites: None **Lecture** - 4 Hrs. **Lab** - 0 Hrs.

EPA 608 TECHNICIAN CERTIFICATION TRAINING

The EPA 608 Universal Technician Certification Exam will be proctored on the last scheduled day of class. Students may request to take the exam at a later date by appointment with instructor approval. The exam is taken online at the school campus through ESCO and proctored by campus instructors.

Objective

To prepare individuals for the EPA 608 certification exam which upon passing all sections will grant them the certifications needed to work with and handle controlled refrigerants.

EPA Certificate

Upon passing the EPA core, Type I (Small Appliances), Type II (High Pressure and Very High-Pressure Appliances), and Type III (Low Pressure Appliances) sections, students will earn the EPA Section 608 Universal Technician Certification.

The test contains four sections: Core, and sections I, II, and III. Each section contains twenty-five (25) multiple-choice questions. A technician **MUST** achieve a minimum passing score of 70 percent in each group/section in which they are to be certified. For example, a technician seeking Universal certification must achieve a minimum score of 70 percent, or 18 out of 25 correct, on each section of the test.

If a technician fails one or more of the sections, they may retake the failed section(s) without retaking the section(s) in which they earned a passing score. In the meantime, the technician will be certified in the Type for which they received a passing score.

There is one exception; a technician **MUST** achieve a passing score on the Core plus any one other Type to receive any certification. There is no limit on the number of attempts a student can make to obtain their universal certification.

EPA Certification Exam Retake Costs

The cost of the EPA 608 Certification course will be included in the tuition. The class includes one (1) EPA test voucher with an ESCO study guide that identifies important areas covered by the test. Each additional test (retesting) will cost \$45.00.

GRADUATION REQUIREMENTS

Students are required to meet all the following criteria to graduate from the program:

- Be in attendance for a minimum of 90% of scheduled class time. In accordance with the school's Attendance Policy.
- Maintain an 80% or higher exam score average. (*Midterm + Final Exam*) - Satisfy all financial obligations to the school incurred during attendance.

Student Records

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge, additional copies are available for \$5.00.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations

Awarding of Diploma

Each student, upon successful completion of the program, will receive a certificate of completion stating that they have completed 100 hours of classroom and laboratory study in Heating, Air Conditioning, and Refrigeration. Additionally, student records to include grades, transcripts, progress reports, and attendance will be retained by the school for a minimum of five (5) years .

Job Placement Assistance Policy

The school is dedicated to assisting students obtain gainful employment after graduation. While we cannot guarantee employment, we assist students in their search in three ways. We host periodic job fairs at the campus allowing students the opportunity to meet hiring partners face to face. We host a job board on the school's website with active listings of our hiring partner's open positions that is accessible to our students 24/7. We also allow hiring partners to visit the students while they are in class to discuss opportunities upon graduation.

Grading System

Students will be given a total of two (2) tests consisting of 50 multiple choice questions each listed as a midterm exam and a final exam. A passing grade will be mastery of no less than 80% of the subject matter on each exam. Students will have the opportunity to take each exam twice (*if needed*) to receive a passing grade. The average of these scores must meet 80% or higher for a student to graduate.

ATTENDANCE POLICY

The instructor will be responsible for calling roll and entering the student's name in the attendance record at the beginning of class. Additionally, the student will sign in on a secondary sign in sheet with the time of their arrival and sign out with the time of their departure. Any student that arrives after the scheduled class start time will be marked as "Tardy". If a student is marked tardy more than three (3) times within the duration of the course, they will be placed on academic probation. When a student is placed on academic probation a progress report will be issued indicating such status and its cause. If a student on academic probation is tardy, they will be marked as absent for that day with any subsequent tardiness resulting in termination from the program.

Note: If a student misses more than 10% of scheduled class time due to either absence or tardiness they will be terminated from the program.

"Leave of Absence – Excused Absences"

Students may request a leave of absence (LOA) for a student in the instance of family bereavement or medical emergencies pertaining to student or immediate family.

A Leave of Absence may last up to 30 days. Requests for leave of absence must be made in writing in advance. All requests must include appropriate documentation. An LOA may be extended for a maximum of 90 days in a 32-week period. Students may request more than one LOA during a 32-week period provided the total time granted does not exceed 90 days. Time spent during an approved LOA is not considered accrued time for a course or program. Student status is not changed from active to LOA unless the request procedure and appropriate forms are completed. To request a Leave of Absence:

- Submit a written request, stating the reason and the amount of time needed for the leave of absence to the Director
- Complete and sign all required forms

"Make-up Policy"

If a student misses more than 10 hours of scheduled class time a student may request make-up time not to exceed five (5) hours per state regulations (*Excluding time missed for scheduled school holidays or excused absences*). The make-up time is to be coordinated between the student and their instructor to cover the material missed by the student. This can be accomplished by arriving to class early or by staying after the scheduled class time. All make-up sessions must be approved by the director or lead instructor.

STUDENT CONDUCT POLICIES

Rules of student conduct, recorded at the end of this Catalog, will be signed by the student acknowledging the student has read, understood, and agrees to abide by them. Violation of the rules listed in the code of conduct have differing consequences based on the violation and its severity, consequences range from academic probation to immediate termination from the program. Any conduct violations while on academic probation are grounds for termination from the program.

Policy Concerning Satisfactory Attendance

Students are expected to be in attendance, participatory, and attentive during classroom and lab sessions. If an instructor deems that a student is failing to pay attention, participate, or is disruptive in class an "Unsatisfactory Progress Report" will be issued and entered into the student's file. A second such report will result in the student being placed on academic probation, with any subsequent such reports resulting in the student being terminated from the program.

Policy Concerning Tuition Non-Payment

Students are expected to fulfill their financial obligation to the school as agreed upon in the enrollment agreement. Any student that is in default on their tuition payments by two (2) scheduled payments will be placed on academic probation and must communicate a plan to get caught up to the school. Any student that is in default by three (3) or more payments is subject to be terminated from the program.

Note: This policy only pertains to those enrolled through the school's in-house payment plans and/or third-party lenders partnered with the school. This does NOT apply to those receiving financial aid through government programs.

Re-Entrance / Re-Admission Policy

Any student that has been terminated from the program for any reason can request an interview with the campus director to discuss their suitability for re-admission to the program. Upon approval for re-admission by the campus director, the student will be eligible to join the next available class cycle to complete the program.

Policy Concerning School Test

Any student that fails to maintain an 80% or higher test score average after having exhausted the number of allowed attempts for each exam will be terminated from the program. Any student that is absent on the day that an exam is to be taken will have the opportunity to take the exam during the next scheduled class session.

Student Progress Reports

Progress reports will be completed by the instructor after each exam noting the individual's testing and participation in class. Instructors will also complete progress reports for students that violate the school's attendance or conduct policies, noting the violation and outcome to include academic probation or requesting termination from the program. These reports will be reviewed by the campus director and kept by the school in the student's record.

Policy for the Resolution of Student Grievances

Any student who has grievances or concerns regarding the school, staff, or other students may at any time meet with the campus director to seek a resolution. The campus director will address any grievances or concerns brought forth by a student in a swift and timely manner in accordance with the Hands On HVAC School catalog policies and code of conduct. All concerns or grievances presented to the campus director are to be kept in confidence unless specifically required otherwise to resolve.

To request a meeting with the director call or text 318-239-9164 or email lasvegas@handsonhvacschool.com with the subject line "Student Grievance".

Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education.

Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending. If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue.

If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested:

NRS 394.520 allows for the following:

1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract;
2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, is available at www.cpe.nv.gov. Or contact:

Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104
702-486-7330 (Ph) 702-486-7340 (Fax)

Account for Student Indemnification

In an event of a school's discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560. The student indemnification fee is \$5.00 payable at the time of enrollment.

Hands On HVAC School

RULES OF STUDENT CONDUCT

1. No guns, knives or illegal drugs on school property. Violation will result in immediate termination.
2. All students will respect each other students space and failing to do so will result in probation.
3. All students will respect school property at all times or probation may result.
4. Fighting of a verbal or physical nature will not be tolerated and will be deemed sufficient cause for immediate termination.
5. Students will obey and respect instructors at all times or be placed on probation.
6. All students will be on time for class or may be placed on probation.
7. No smoking in classrooms and only in designated areas and at specified times on school property. Smoking on campus may result in probation.
8. Cheating will not be tolerated during exams and on school assignments and may result in probation.
9. Stealing of school property or the property of other students will be cause for immediate termination.
10. No talking during exams. You may be placed on probation.
11. Mistreatment of equipment can be dangerous; therefore “horseplay” on school grounds and during school periods will be frowned upon and can be cause for immediate termination.
12. Students will clean up after themselves and maintain an orderly personal space during lab periods and at break times or will be placed on probation.
13. Students will obey and be aware of all safety rules of the school or will be subject to probation.
14. Students will wear all safety apparel and observe all safety protocols when advised or will be subject to probation.
15. Alcohol will not be allowed on school property and alcohol consumption before, during or after class periods is forbidden. Drinking on campus will result in immediate termination
16. Cell phones will be turned off during class. No video or audio recording allowed. Violation will result in probation.

PROFESSIONALISM AND INTEGRITY WILL APPLY AT ALL TIMES

Student

Roberto Flores

Director

Date