



Student Catalog Addendum

This catalog addendum amends the Attendance, Withdrawal, and Satisfactory Academic Progress policies, as well as information for veterans included in the Financial Aid and Admissions sections, and the Grading Categories, Dress Code, and Faculty and Staff Information in the 2020-2021 Student Catalog, Rev 1-2020.

Consecutive Absences

(This change amends all references to the consecutive absence rule throughout the catalog)

Students who are absent fourteen (14) or more consecutive calendar days will be withdrawn from the School. If this occurs, the fourteenth (14th) day then constitutes the date of withdrawal.

Withdrawal Procedure

To withdraw from an individual course or all courses, students are requested to contact the Associate School Director to obtain the necessary forms and procedures for official withdrawal. Students who leave the School either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished module. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a module and completes his or her courses prior to deployment, then the tuition for that module will not be refunded, the credits will be earned, and the student's Satisfactory Academic Process will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future modules. Deployed students who choose to return to the School following completion of the deployment can re-apply as returning students. In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for fourteen (14) consecutive calendar days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for fourteen (14) consecutive calendar days, the fourteenth (14th) day then constitutes the date of withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.

Coursework Grading Categories

Your grade will be determined by coursework in the following categories:

Automotive Program

- 20% Daily Performance/Attendance
- 25% Homework / Class Assignments
- 30% Lab Objectives
- 19% Testing
- 6% Web Based Training

HVAC/CR, Electrician, Personal Fitness Trainer & Photovoltaic Systems

- 25% Daily Performance/Attendance
- 25% Homework / Class Assignments
- 25% Lab Objectives
- 25% Testing

Information for Veterans

Facts for Veterans

Programs at ATI are approved for the training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-888-GIBILL-1. Applications can be completed online at www.gibill.va.gov. Please print out a copy of your application and bring it to the certifying official at ATI as far in advance of enrollment as possible. **GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Employer/Agency Contract Billing Program

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or Vocational Readiness and Employment Services representative. The authorization form, voucher or Military form must be submitted to the school's Financial Aid Office prior to the first class session in order for the School's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

Veterans Assistance

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

The school does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits as their primary financing option may be required to select a secondary financing option (including but not limited to cash or financial aid) to cover any educational costs and related expenses not covered directly by the VA. All payments to this secondary financing option must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-4551). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) http://www.benefits.va.gov/gibill/post911_gibill.asp
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB) http://www.benefits.va.gov/gibill/post911_transfer.asp
- Montgomery GI Bill ® – Active Duty (Chapter 30) http://www.benefits.va.gov/gibill/mgib_ad.asp
- Montgomery GI Bill ® – Selected Reserve (MGIB-SR / Chapter 1606) http://www.benefits.va.gov/gibill/mgib_sr.asp
- Veterans Educational Assistance Program (VEAP / Chapter 32) <http://www.benefits.va.gov/gibill/veap.asp>
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35) http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp
- National Call to Service Program (NCS) http://www.benefits.va.gov/gibill/national_call_to_service.asp
- Vocational Rehabilitation (Chapter 31) http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp

Advanced Training Institute Military Veteran Scholarship

The Advanced Training Institute Military Veteran Scholarship is deleted in its entirety and is no longer in effect as of the date of this addendum.

Satisfactory Academic Progress

All students must meet the following standards of academic achievement and successful course completion while enrolled at ATI. ATI's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the classroom and hands-on lab environment.

At ATI, SAP is monitored at the end of each module. In order to meet SAP, each student enrolled at ATI must:

1. Grades: Achieve a minimum cumulative G.P.A. of 1.5 by the program's midpoint. Achieve a minimum cumulative G.P.A. of 2.0 by the conclusion of the program; and
2. Attendance: Maintain an attendance level of 90% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

Probation and Module Repeats Due to Poor Grades

If a student at the end of a module does not receive at least a C for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

If a student at the end of a module receives an F for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that failed module AND must repeat the failed module for a passing grade.

If the failed module is not available to repeat immediately, the student may take a different module in his or her program prior to repeating the same failed module. However, the student must retake the failed module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress.

EXAMPLE: If a student was attending Module A and received a grade of F for Module A, the student is automatically placed on probation and must repeat the module. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

ATI will allow a student, while on probation for grades, to repeat a failed module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the failed module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress, then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA. Note: A student may not repeat a module that he or she has already passed.

Probation due to Poor Attendance

Attendance is extremely important to the success of the student at ATI. If at the end of a module a student has not maintained an attendance level of at least 90% for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student was attending Module A and did not maintain at least 90% attendance for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for

example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student dismissed from the School.

ATI will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress, then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the Campus Director. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

Satisfactory Academic Progress (SAP) "Appeal Process"

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress, such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the Campus Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

Module Repeat

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of ATI, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

Maximum Time Frame

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

Financial Aid Warning

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

Financial Aid Appeal/Probation

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the

Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter of the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

Limit on Reinstatement Appeals

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

Evaluation Checkpoints

Title IV Evaluation of Satisfactory Academic Progress will be made at the following checkpoints (Note: An academic year is 900 clock hours):

Automotive Technology	Electrician	HVAC/CR Technology
450 Clock Hours	360 Clock Hours	420 Clock Hours
900 Clock Hours	720 Clock Hours	840 Clock Hours
1050 Clock Hours		

Personal Fitness Trainer	Photovoltaic Systems
400 Clock Hours	40 Clock Hours
800 Clock Hours	80 Clock Hours

Other Policy Considerations

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or Campus Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

Maximum Time Frame/Maximum Program Length:

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma. If a student feels that there was an error in the calculation of his or her ability to graduate within the Maximum Time Frame, the student may discuss it with the registrar and appeal the calculation through the appeal process as described elsewhere in this section.

A review of Maximum Time Frame will occur after every course attempt. Maximum Time Frame calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The Maximum Time Frame is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

The Maximum Time Frame for programs measured in clock hours will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time Frame for programs measured in clock hours, take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

Example:

48 Published Program Length x 1.5 Maximum Time Frame
72 Maximum Weeks permitted to Complete Program Clock Hours or

1200 Published Clock Hours
X1.5 Maximum Timeframe
1800 Maximum Clock Hours attempted permitted to complete the program

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

Faculty and Staff

ATI Administrative Staff

Sal Younis	Campus Director
Alen Babayan	Associate School Director
Jean Vokes	Admissions Representative
Debra Myers	Admissions Representative
Rachael Harris	Admissions Representative
Christine Mc Manus	Admissions Representative
Nika Washington	Admissions Representative
Suriana Perez	Business Officer
Taryn Miyasato	Registrar
Kay Turnbull	Default Prevention Officer
Nick Posson	Regional Director of Financial Aid
Renee Malagon	Financial Aid
Cristy Morales	Financial Aid
Rachel Bowne	Director of Career Services
Stacy Ferro	Career Services
John Abdallah	Director of Technical Education
Danilo Logan	Lab Assistant
James Hidalgo	Tool Crib Supervisor
Radu Stoian	Lab Assistant

You may contact staff at: (702) 658-7900 or 5150 S. Decatur Blvd., Las Vegas, NV 89118

ATI Faculty

Instructor	Qualifications
Louis Ciniglio, HVAC Instructor	ATI Instructor for 2 years, Air Conditioning and Refrigeration BOCES 1983, Light Commercial Air Balance, National Comfort Institute, 2002, EPA 608, OSHA Certification
Adam Estes, HVAC Instructor	ATI Instructor for 1.5 years, ATI HVAC/R Technologies, 2015, EPA 608 Universal, NATE Heat Pump Service, Heat Pump Install, Air Conditioner Service, Air Conditioning Install 2015, OSHA Certification, R410A
Daniel Flores, HVAC Instructor	Six years of HVAC Technician experience in the field, Quality Technical Training Center (Las Vegas) Certificate 2014, EPA 608
Clifford Pendergraft, HVAC Instructor	Instructor for 9 years, OSHA Certification, ESCO Institute, 410A, HVAC Excellence, IVY Tech Community College, Excellence in Adjunct Teaching Award 2008
Joe Sewell, HVAC Instructor	Instructor for 4 years, Refrigeration School Inc (RSI) Phoenix, AZ 2017, UTI 2003, EPA 608 Universal
Keith Thompson, HVAC Instructor	ATI Instructor for 2 years, Universal 608, over 20 years of field experience

Jonathan Crosby, Electrical Instructor	Licensed Electrician, Instructor for 4 years, ATI Electrical Certification 2016, OSHA Certification, Pacific Institute Facilitator Education Course 2019
Stuart Heal, Electrical Instructor	Licensed Electrician, Instructor for 6 years, Camosun College, Apprentice Electrician Training 1998, Siemens, Basics of AC Drive, 2015, OSHA Certification
Eugene Mahoney, Electrical Instructor	Licensed Electrician, Instructor for 3 years, Quality Technical Training Center, Universal EPA/HVAC Certificate 2011, C-10 Electrical Contractor, OSHA Certification, EPA Universal 608
Sean Sankar, Electrical Instructor	Licensed Electrician, Instructor for 3 years, Domestic Electronics, Red River College 1988, Red River College Electrical Construction 1989, Journeyman License Red River College, 1995, Photovoltaic Installer License L2480
Mike Alder, Academic Director Automotive	Instructor for 25 years, Associate in Applied Science (Automotive Technology) 1978, ASE Master Technician since 1988, 7 Master Certifications from General Motors in Engine Performance
Jose Alicea, Automotive Instructor	Instructor for nearly 20 years, Bella International, Automotive Technician 2000, Honda Certified Technician, ASE's Suspension and Steering, Engine Performance, Maintenance and Light Repair. Master Mechanic/Technician AC1, AC2, AC4, AC8, AC5, AC6, AC7, AC3.
Terry De Waal, Automotive Instructor	Instructor for over 10 years, CCSN, Train the Trainer 1996, ASEs, Master Automobile Technician, Service Consultant,
Kevin Garret, Automotive Instructor	Instructor for 7 years, American Transmission Institute, 1989, ASEs, Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train & Axles, Suspension & Steering, Electrical/Electronic Systems, Heating & Air Conditioning, Auto Maintenance and Light Repair
Robert Giampa, Automotive Instructor	Instructor for 5 years, Former ASEs Auto Maintenance & Light Repair, Brakes, Suspension & Steering
Mario Roca, Automotive Instructor	Instructor for 4 years, Automotive Service Excellence (ASE): Engine Repair, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance
Emanuel Sanchez, Automotive Instructor	Instructor for 6 years, Motech Education Center Livonia MI 1996, ASEs, Manual Drive Train & Axles, Electrical/Electronic Systems, Auto Maintenance & Light Repair
John Wehr, Automotive Instructor	ATI Instructor for 1 year, over 20 years of field experience
Jeff Wright, Academic Director Personal Fitness Trainer	Instructor for over 10 years, BS in Kinesiology California State University 2009, EMT 2018,
Katherine Ollivier, Personal Fitness Trainer Instructor	Instructor for 5 years, Advanced Training Institute Personal Fitness Trainer 2019, NASM Certification 2019
Kyle Cruz, Personal Fitness Trainer Instructor	Five years of experience as a Personal Trainer, B.S. Kinesiology from University of Nevada, Las Vegas, NASM Certification, CPR and AED Certifications

Dress Code

With this addendum, the ATI Dress Code is updated to include the following information:

Whenever possible, students in violation of the dress code will be allowed to correct the violation immediately by, for example, tucking in their shirt, removing their baseball cap, or changing their shirt (if they are able to quickly obtain a replacement that meets the dress code). If it is not possible to correct the dress code violation immediately, students will be directed to continue their classes that day with a warning to comply with the dress code the next day they are in attendance. However, if the dress code violation is egregious (for example, a t-shirt with offensive slogans and the student has no means to change or cover-up) or unsafe (for example, open-toed shoes and the student has no means to change) a student may be sent home to change or sent home until their next class session. Repeated or flagrant violations will, at the discretion of the Campus Director or Associate School Director, result in the student being sent home to change or sent home until their next class session.