PPATEC
10107 Jonestown Road
P.O. Box 27
Grantville, PA 17028
P (717) 603-4733

Enrollment Agreement

Student Name:_____

Address:_____

City:_____ State:_____ Zip code:_____

Phone:_____ Email:_____

Program of Study: **HVAC & Energy Professional Program** Start Date:_____

Number weeks required to complete program of study: **11 Weeks**

Number of clock hours required to complete program of study: **HVAC & Energy Professional Program**

Program Length: 400 clock hours (195 Lab hours) (205 Lecture hours)

Classes are offered Monday through Friday, 8:30 am to 5:00 pm during the week. No classes are scheduled during the weekend.

Type of award the student will receive upon successful completion of the program: **Certificate**

Admission Requirements:

- Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to PPATEC. Admission to PPATEC, however, does not ensure admission to any individual program or course or continued enrollment at PPATEC. PPATEC is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. PPATEC may refuse admission to an applicant who poses a safety threat.
- For admission, applicants must provide a completed application for admission, a copy of high school transcript or high school equivalency certificate, and photo ID with birth date. PPATEC reserves the right to ask for additional supporting materials.
- Applications will be reviewed on a continuous basis as they are completed.
- Certificate Programs: Applicants must be high school graduates or possess high school equivalency certificates.
- Class enrollment limitations will be set for each term based on space requirements and availability as well as the availability of instructors to maintain appropriate instructor- student ratios determined by specific course of instruction.

Graduation Requirements:

All end of course block skills-based evaluations must be completed with a standard passing grade of 70% as outlined in the class syllabi. PPATEC will proctor and administer the evaluation at the end of each certification block of instruction.

Certification records are maintained online (refer to school catalog for more info). Please see below for applicable websites. Students have access to their online records indefinitely. Certifications are not a graduation requirement.

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Certificates of completed training will be presented on the final day of class to students that met attendance requirements and completed the required hours for course completion. Students will be provided or mailed a certificate of completion when they passed the course in 7-10 business days. Students can re-test the following day and any time after until they pass the course.

Standards for academic progress:

Students must show Satisfactory Academic Progress (SAP) toward completing course objectives. All periods of enrollment count toward SAP. In order to meet SAP, students must achieve at least a 70% passing grade in each course. Students who fail to make satisfactory progress will be subject to dismissal from PPATEC. If a student fails to meet the 70% pass standard in a given course, they will be placed in a probationary status for a period of one week in order to retest to meet the 70% standard. At the end of the probationary period, if the student fails to meet the 70% standard, the student will be terminated from PPATEC.

Tuition and Fees:

Full Term $10,095

Other surcharges and fees:

Lab Fee	$325*	Tools. $2,185** †
Admin Fee	$205*	Books. $415**
Facilities Fee	$145*	

* These Fees for non-tangible services will be refunded according to the same policies that apply to the refund of tuition in accordance with the refund regulations outlined in the catalog and enrollment agreement.

** These costs are subject to change and will be updated at least 60 days prior. These costs are non-refundable.

† The specific tool list published by the school is required of all students without exception or substitution. This is a tangible cost to the student and the student will keep the tools at completion or withdrawal from the program. The fee for tools is non-refundable.

Start Dates	***2026***
Term III	June 22, 2026
Term IV	July 13, 2026
	2027
Term I	January 11, 2027

Payment Information

Payment shall be made by check, money order, or credit/debit card transaction and/or by third party organization e.g. Veterans Administration by the following dates.

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Payment due dates	***2026***
Term III	June 1, 2026
Term IV	July 1, 2026
	2027
Term I	January 2, 2027

Payment for the term is expected to be made in full 10 business days prior to the term start date.

** Title 38 United States Code Section 3679(e) regarding the disbursement of tuition shall supersede billing regulations stated in this Rule for covered individuals.

PPATEC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to PPATEC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of Title 38 USC.

PPATEC will not impose any penalty, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to PPATEC due to the delayed disbursement of a payment to be provided by the Veterans Administration under chapter 31 or 33 of Title 38 USC.

For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of Title 38 USC

Refund procedures

The termination date for refund computation purposes is the last date of recorded attendance of the resident student or the date the nonresident student requests cancellation. Tools and books are non-refundable.

Refund in the event of rejection. An applicant rejected by the school is entitled to a refund of monies paid.

For a student cancelling prior to the beginning of classes, monies paid to the school shall be refunded.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following minimum refunds apply:

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following minimum refunds apply:

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term.
- For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition.
- For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.
- Refunds shall be made within 30 calendar days of the date the student fails to enter, leaves the program, or fails to return from a leave of absence.

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Special Refund Policies for Veterans Administration Requirements:

Refund Policy 38 CFR 21.4255: Pro-Rata refund policy: PPATEC maintains a pro rata refund policy for the unused portion of tuition, fees, and charges for veterans or other eligible persons who fail to enter the course or withdraws or is discontinued from it before completion.

Our pro-rata refund policy will not vary by no more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completion portion of the course bears to its total length.

The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

All registration fees in excess of $10 will be refunded as a pro rata rate.

All consumable instructional supplies as distinguished from laboratory fees, PPATEC will refund the exact amount of charges for supplies not consumed.

PPATEC will issue the refund to the student(s) within 40 days after the student withdraws or is discontinued from the program of education.

Voluntary withdrawal: Students wishing to withdraw completely from the PPATEC initiate the process by notifying their instructor. The instructor will notify PPATEC administration to complete the withdrawal process including all necessary official notifications and refunds processed accordingly. The last date of attendance is the date the refund is processed.

Involuntary withdrawal: The last date of attendance for students will be established and documented for students who stop attending classes and do not follow withdrawal procedures. A withdrawal (W) or incomplete (I) will be recorded based on the date of involuntary withdrawal date and refunds processed according to the last date of attendance.

Withdrawal and refund policy for reservists called to active duty: Full refund of tuition shall be granted to students who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States or the Governor of the Commonwealth of Pennsylvania.

Educational Objectives of the Program

The overall objectives of the program are for graduates to be prepared for entry–level employment as HVAC & Energy technicians, working in both residential and commercial applications. Graduates should be prepared for employment in the following entry level fields or occupational specialties or similar:

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Career Opportunities:

HVAC Service Technician
Heating Oil Service Technician
Propane Service Technician
HVAC Installer

Complaint procedures

Formal complaints, questions, or concerns should be brought to the CEO/School Director.

PPATEC is licensed by the State Board of Private Schools, Pennsylvania Department of Education and questions or concerns that are not satisfactorily resolved by the person designated above may be brought to the attention of the State Board of Private Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

Disclaimers

Employment assistance will be offered to program graduates but employment is not guaranteed.

PPATEC will share employment opportunities with students. In addition, when the opportunity is afforded, PPATEC will coordinate networking opportunities with prospective employers. Opportunities are based on the information provided by the employer or person offering the job. PPATEC is unable to fully research the integrity of each organization or person that posts a job vacancy or guarantee that all jobs are still available at the time of student inquiry.

PPATEC makes no guarantee about positions publicized and is not responsible for safety, wages, working conditions, or other aspects of employment. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which he/she is applying and to verify the specific information pertaining to the job posting. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position.

The sharing of employment opportunities and/or networking opportunities when available are at no cost to the student/alumnus of PPATEC. ***Employment is not guaranteed***.____initial

Student has received, read, and understands the school's student information publication (catalog).____initial

Agreement is not binding until accepted by a representative of the school. ____initial

Signers have received, read, and understands the enrollment agreement. ____initial

_____ _____
Student **Date**

_____ _____
Parent/Guardian, if student is under the age of 18 **Date**

_____ _____
School Representative **Date**