

American Fabrication Academy Catalog

Veterans Addendum



American Fabrication Academy

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Main Campus & Administrative Headquarters

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Veteran Students

The Federal Government has programs that can provide financial assistance to veterans, active-duty service members and their families. Any of our VA School Certifying Officials (SCO) can assist with applying for these benefits or the service member may apply on their own at:

The VA Benefits Website - <https://www.va.gov/education/how-to-apply/>
VA Education and Training – (888) GIBILL-1

The Veteran's Addendum is a supplementary section of the American Fabrication Academy's (AFA) school catalog. This addendum lists the policies, procedures and opportunities for veterans and active-duty service members. AFA is a non-college degree (NCD) school as designated by the Veterans Administration.

Enrollment into The Essentials of Fabrication program is considered a full-time enrollment at 600 hours, 32 hours per week. The night program is considered $\frac{3}{4}$ time at 600 hours, 16 hours per week.

American Fabrication Academy's VA School Certifying Officials and School Staff

The American Fabrication Academy (AFA) has three approved VA SCOs and other staff members available to assist veterans and active-duty service members with any questions concerning VA Educational Benefits. In addition, AFA assists with job placement and any other assistance needed. Listed below are contacts:

- Heather Valdez – VA School Certifying Official, Office Administrator (951) 279-9353
- Robert Claro – VA School Certifying Official, Chief Operating Officer/Instructor (951) 279-9353
- Luke Czaplinski – Director of Career Services/Instructor (951) 279-9353
- Marcio Umanzor – VA School Certifying Official, Chief Academic Officer/Instructor (951) 279-9353
- Jason Saunders – Chief Executive Officer/Chief Financial Officer/Director (951) 279-9353
- Ronald Warkentin – Instructor (951) 279-9353
- Kyle Fuquay – Instructor (951) 279-9353
- Gustavo Hernandez – Director of Admissions (951) 279-9353
- Ralph Alvarez - Instructor (951) 279-9353
- Juan Solis – Instructor (951) 279-9353

Veterans and Active-Duty Service Members with Disabilities

The AFA does not discriminate regarding disabled service members. Reasonable accommodations will be made if there is a written request to the Chief Operating Officer. All requests for reasonable accommodation will be considered and the student will be promptly notified once a determination is made.

Veterans' Schedule of Charges for The Essentials of Fabrication

Total List of Charges: Essentials of Fabrication 600-hour course:

	Tuition \$25,585.00
	Deposit \$100.00
Student Tuition Recovery Fund Fee (STRF) (CA Residents Only)	\$65.00
Learning media, uniform shirts, protective hood, tools, & materials included	\$0.00
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	<u>\$25,750.00</u>
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM</u>	<u>\$25,750.00</u>
<u>TOTAL AMOUNT DUE AT ENROLLMENT</u>	<u>\$100.00</u>

Class Schedules and Holidays

Day classes are from 8:00am to 4:30pm, with a morning break from 10:00am to 10:15am, lunch from 12:20pm to 1:00pm and an afternoon break from 3:00pm to 3:15pm.

Night classes are from 5:00pm to 9:00pm with an evening break from 7:00pm to 7:15pm.

2023 Day Class Start and End Dates:

1/9/2023 to 5/17/2023
2/13/2023 to 6/22/2023
3/20/2023 to 8/8/2023
4/24/2023 to 9/5/2023
5/30/2023 to 10/10/2023
7/5/2023 to 11/14/2023
8/8/2023 to 12/19/2023
9/12/2023 to 2/5/2024
10/16/2023 to 3/7/2024
11/20/2023 to 4/11/2024

2023 Night Class Start and End Dates:

1/24/2023 to 10/17/2023
4/24/2023 to 1/30/2024
7/24/2023 to 4/25/2024
10/23/2023 to 7/29/2024

Holidays

Memorial Day May 29, 2023
Independence Day July 4, 2023
Labor Day September 4, 2023
Thanksgiving November 23, 2023

Winter Break is from December 25, 2023 to January 5, 2024 with a return to class on January 8, 2024.

Veteran and Active-Duty Service Member Enrollment Process/Admissions Policy

Upon arrival to the campus, veteran and active-duty service members will meet with a representative from AFA and complete a school questionnaire. Once the questionnaire is completed, the applicant will be taken on a tour of the facility. If the applicant decides that they would like to enroll, they will complete an application, followed by meeting with an American Fabrication Academy VA SCO. The VA SCO will have the veteran complete the appropriate application for VA benefits at <https://www.va.gov/education/how-to-apply/> as well as any other required forms for veteran assistance and/or financial aid needs. The service member will also need to meet all admissions requirements as stated in the AFA School Catalog.

In addition to the above items, the veteran will also need to provide the AFA representative with the following:

- Current State ID or Driver License
- VA Form DD-214 (Member 4 or Service 2 forms are acceptable)
- High School Diploma, GED or its equivalent
- Transcripts from any previous postsecondary school in which military benefits were used
- Signed Veterans Addendum Certification page
- VA Certificate of Eligibility upon receipt (usually within 30 days of application)

Yellow Ribbon Program

The AFA is not eligible to participate in the Yellow Ribbon program as we are a Non-College Degree (NCD) school.

Acceptance of Prior Education Credits for Veterans

The AFA is required to review all possible transfer credit/clock hours from previously attended postsecondary educational institutions for possible transferability towards the Essentials of Fabrication program. This is necessary to determine if prior training content is comparable. If it is determined that credits can be accepted, training time will be adjusted, and the veteran will be notified. AFA will maintain a written record of all previous training or education of veterans and all other eligible persons.

It is the veteran's responsibility to obtain all transcripts however, AFA can assist with this if needed.

Transferability of Credit

It is at the discretion of an institution for which you wish to transfer if they will accept credits earned at AFA. If credit is not accepted, you may be required to repeat courses similar to what you learned at AFA. It is important that you ensure that attending AFA will help you meet your educational goals before you commit to enrollment. This will eliminate the possibility of having to repeat courses that were already taken.

Satisfactory Attendance/Academic Progress Policies (SAP)

Educational assistance benefits can be discontinued if a veteran is not making Satisfactory Academic Progress (SAP) or Satisfactory Attendance towards the completion of the program. AFA has a strict attendance policy that ensures all students maintain SAP towards graduation. SAP has four benchmarks: 150 hours, 300 hours, 450 hours, and 600 hours. If a veteran student is not meeting SAP, the result may be suspension or termination. This policy applies to all students at AFA.

AFA maintains records of attendance and academics for each service member. In order to graduate, completion of all 600 clock hours of the program and a 70% or "C" is mandatory. Failure to meet these benchmarks can result in denial of graduation. Veteran students are expected to attend all scheduled hours and be on time every day. Job skills are dependent on good attendance and grades.

If at 150 hours the student is maintaining SAP, the student is considered to be in good standing. If the student has fallen below the minimum standard of 70%, they will be put on SAP Warning. A plan of action will be written with the Chief Academic Officer (CAO) or an office administrator, and the student is still able to receive VA benefits. At the 300-hour SAP check, if the student has not reached the minimum standard, they will be put on SAP Probation. At this point, the student will meet with the Chief Operating Officer to create a plan of action to bring grades and attendance up to the minimum standard. The student is still able to receive VA benefits. If by the next benchmarks the student has not brought up grades and attendance to the minimum standard, the student will be subject to suspension or termination. *At this time, VA can be notified, and benefits such as housing would be suspended.*

If a veteran's benefits are suspended due to unsatisfactory academic/attendance progress, the veteran has three (3) days to appeal the decision with the Chief Operating Officer (COO). If the appeal is approved, the student's VA benefits can be reinstated. If the veteran does not appeal or if the appeal is denied, the benefits will remain discontinued.

At the 600-hour benchmark, if SAP is still not being met, the veteran student can continue to attend, however no further VA benefits will be applied. The veteran student has a maximum timeframe of one and a half times the regularly scheduled program length to complete the program. If the program is not completed within the maximum timeframe, the veteran student will be terminated.

Make-Up Hours

All missed time from the program **MUST** be made up. In order to do make-up time, the student must complete a Make-Up Time Sheet, which can be obtained from the instructors. The form will be reviewed and approved once the time is made up. Make-up hours can be done Monday through Thursday during regular operating hours and on Fridays from 8:00am – 12:00pm.

It is critical that all veterans complete all 600 hours of instruction in order to graduate. Each student is given a maximum timeframe of one and a half times the regularly scheduled program length to complete the program. If the veteran does not complete the program within the maximum timeframe allotted, the veteran will be dropped from the program. A status change will be communicated to the Veterans Administration at that time.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a program of study, with the expectation that the student will return. For veterans, an LOA will result in termination of education benefits until the student returns to school as an active student. An SCO will notify the VA of the student's decision to be put on an LOA. Once the student returns, the SCO will re-certify the veteran for the remaining class time and benefits will continue.

Withdrawal

A veteran who withdraws or is terminated from their course at AFA will be required to repeat any subject as required upon return and will be responsible for any costs associated with repeating the subject, if applicable.

On occasion, some veteran students are required to go active duty for a period of time. In this case, a copy of military orders will need to be given to the SCO. If the orders are for more than 180 days, the veteran will be considered withdrawn from the program and the VA will be notified. If the veteran decides to return to class after their active-duty service is complete, their training will resume from where they left off and no additional charges will be applied.

Veteran Tuition Refund Policy

AFA has a 100% pro rata refund policy. If a veteran student enrolls in the program and cancels prior to start date, or within seven (7) days of attendance after the start date, they are entitled to a full refund of any tuition and fees paid by them. The VA will be notified and if VA benefits were already received by the school, a VA debt letter will be sent to the school and the refund process will start. If the veteran starts the program and withdraws or is terminated, the VA will be notified and will send a debt letter to the school requesting a prorated amount based on hours attended. Any tuition paid out of pocket by the veteran student will be subject to a pro-rata refund based on hours attended.

Veteran Student Conduct

Veteran students are expected to behave in a respectful manner during their training at AFA. Disciplinary action with the possibility of termination will be taken if at any time a

student is found to be disruptive, unprofessional, or inappropriate. If a student is terminated, the SCO will notify the VA and benefits will be discontinued.

AFA reserves the right to suspend, place on probation or terminate a veteran based upon what the administration deems appropriate. Suspension and/or dismissal may be the result of attendance or academic issues, or inappropriate student conduct as defined in the school policies in the Student Handbook.

Veterans Administration Addendum to the American Fabrication Academy School Campus Catalog



By signing below, you, the veteran student, acknowledge that you have received, read, and understand the Veterans Addendum (pages 1-8) to the American Fabrication Academy School Catalog.

Student Signature

Date

Student's Printed Name

American Fabrication Academy Representative