

Ford's RV Refrigeration Training Center
Catalog
Date of Issue January 1, 2021
Volume I

ADMISSIONS POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION

FRVRTC(FRVRTC) does not discriminate on the basis of sex, age, disability, race, creed, religion or sexual orientation in its admissions to or treatment in its programs and activities, including advertising, training, and employment. The Director is the coordinator of Title IX – the Educational Amendment Act of 1972, which prohibits discrimination based on sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Administrator. The Administrator must act equitably and promptly to resolve complaints and should provide a response within seven working days.

ADMISSION PROCEDURES & REQUIREMENTS

Applicants considering program enrollment at FRVRTC should contact the School Office. A representative will explain the entire program and answer all questions. Each applicant to FRVRTC must complete an application and submit the application fee. There are no pre-qualifications required for acceptance. A student, who has applied to and is accepted by the FRVRTC, must enroll a minimum of 60 days prior to the program start day. In addition, the student may postpone a class starting date up to one calendar year from the initial deposit date with approval from the Director. Mitigating circumstances such as an accident, death in the family, or other such special circumstances causing the student to postpone a class within 30 days of the program start date will be addressed on a case-by-case basis.

RV Owners interested in an information session (R105) should contact the school office. A representative will explain the purpose of the session and answer questions. Each owner must complete an application with the understanding that there is a 2-hour minimum class/fee.

In accordance with the Veterans Benefits and Transition Act of 2018, veterans and eligible family members are permitted to attend training for up to 90 days from the date the beneficiary provides a certificate of eligibility or valid VAF 28-1905. With this policy, the student may attend the training while FRVRTC awaits payment from the VA. In addition, no penalties will be imposed nor will FRVRTC require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA.

RE-ADMISSION

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Administrator. Re-entry will be determined on a case by case basis. All reinstating students must have met all financial and class obligations prior to readmission. Additional tuition costs may be applicable without mitigating circumstances approved by the Director and/or Administrator.

CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND/OR EXPERIENCE

As there are no pre-requisites for the programs offered by FRVRTC, no credit will be applicable from previous training, education, and/or experience.

PROGRAM PERFORMANCE INFORMATION

Any student or prospective student may obtain from the Kentucky Commission on Proprietary Education information regarding each program's enrollment, completion rate, placement rate and a pass rate of graduates on any program. **Kentucky Commission on Proprietary Education - 500 Mero Street Frankfort, 4th Floor - Frankfort, Kentucky 40601**, phone (502) 564-4185.

TRANSCRIPT REQUESTS

Upon request, FRVRTC will forward a student's official transcript to the student, another school or an employer after graduation. One free copy will be provided upon completion of the program. There is a \$10.00 fee for any subsequent request of transcripts and a \$10.00 fee for copies of the certificate. Requests must be submitted in writing to the Administrator and include students full name, approximate attendance dates, student signature, name and address of the person or entity where the transcript and/or certificate is to be sent.

ADMINISTRATIVE POLICIES & PROCEDURES

CANCELLATION OF CLASSES

In the event of inclement weather, training may be canceled or delayed. Call the school regarding any delays or cancellations. In this event, your training will be rescheduled to a later date.

CURRICULUM, POLICIES & PROCEDURES REVISIONS

Since FRVRTC periodically reviews, updates and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, textbooks, toolkits along with policies and procedures contained in this Catalog.

DRUG FREE POLICY

FRVRTC maintains a drug-free workplace and school for its employees and students. Specific policy information is available upon request.

DRESS CODE

FRVRTC maintains a dress code that encourages both safety and professionalism. As the R101 course includes a "hands-on" approach, students should dress appropriately for that course. Inappropriate clothing depicting profanity, vulgarity, obscenity, or violence; as well as promoting the use or abuse of drugs or alcohol is prohibited. Footwear should also be appropriate for the "hands-on" approach used in all courses. Sandals are prohibited.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their Instructor. Unresolved complaints should be made to the Administrator. Written responses will be available to the student within seven working days. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider filing a complaint with the Kentucky Commission on Proprietary Education. Each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to **Kentucky Commission on Proprietary Education - 500 Mero Street Frankfort, 4th Floor - Frankfort, Kentucky 40601**. This form can be found on the website at www.kcpe.ky.gov.

WITHDRAWAL REFUND AND REPAYMENT POLICY

The school realizes that conditions arise that cause changes in plans and attitudes of prospective enrollees and students. Under such circumstances, provisions for cancellation should be made. Therefore, please consider the following methods of cancellation and the school's refund policy:

Cancellation may be made in person with signed, hand delivered withdrawal notice, by electronic mail, by Certified Mail or by termination in writing.

Full Refund

A full refund of all tuition paid to the School will be made if:

1. The applicant is not accepted by the school.
2. KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov

Partial Refund

A partial refund of tuition paid to the School will be made if:

1. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
2. Cancellation after completing 50% of the program will result in no refund.
3. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.

Refunds will be made within forty-five (45) days of the occurrence of the above.

Please note that the application fee and deposit are non-refundable and are therefore not subject to the above stated policy.

ACADEMIC POLICIES

CLASS SCHEDULING

The RV Absorption Refrigeration Reconditioning Program (R101 through R104) is offered on the following schedule:

8:00 a.m. to 5:00 p.m., Monday through Friday

R101 – (40 hours per week / 1 total week / 40 total hours required to obtain Level 1

CLASS SIZES

The number of students assigned to each class is based on a student teacher ratio that provides adequate time allocation to each individual in classroom lecture and hands-on shop practical training. The maximum student to instructor ratio is 4:1.

GRADING

Instructor progress reports are verbally given to each student at the end of each segment so that they are aware of their progress. Upon completion of training, grades are verified and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by written exams, shop projects (practical) and professionalism. For purposes of comparison, the relationship between numerical and letter grades is shown below.

GPA Conversion A =

95 - 100% 4.0

B = 90 – 94% 3.0 – 3.9

C = 87 – 89% 2.0 – 2.9

F = Below 87% Failure (F) ACADEMICS

Students are required to achieve at least an 87% grade point average to obtain certification. Students who do not achieve the required academic minimum and are not given certification are given the opportunity to obtain certification based upon the Director's discretion.

ATTENDANCE

Students are required to have regular attendance. Due to the intense nature of the program, absences are highly discouraged and students with excessive absence are subject to failure in obtaining certification. Make-up work will be addressed on a case by case basis.

TARDINESS/EARLY DEPARTURE

The school discourages lateness and early departure. All students are expected to be in class at the time instruction is scheduled to begin. Excessive tardiness may result in failure to obtain certification.

CLOCK HOUR/CREDIT HOUR

A clock hour is defined as 50 minutes of instruction per hour. One credit is awarded for each hour of classroom lecture or shop. Credits earned are for determining progress towards program completion only, and the credits are not necessarily transferable and, in most cases, will not transfer to another private career school or collegiate institution.

STUDENT CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of Ford's RV Refrigeration Training Center:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials, and institute property.
- Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- Theft or damage to property of FRVRTC; using or attempting to use school property in a manner inconsistent with its designed purpose. This includes any surveillance equipment.
- Unauthorized entry to; or use of; or occupation of school facilities.
- Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
- Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devices prohibited by law.
- Disorderly or lewd conduct, indecent or obscene conduct or expression.
- Violation of federal, state and local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which a violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school)
- Allowing access to the school to unauthorized persons.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.
- Conviction of a crime in which is of a serious nature. Upon filing of charges in court involving an

offense of a serious nature; and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in court.

- Refusal to abide by the student dress code policy.
- Speaking negatively about a fellow classmate or employee of the school, encouraging rumors about the school or other students.

Violation of the fore-listed areas of conduct may subject the student to dismissal

OVERVIEW OF PROGRAM

GENERAL INFORMATION

FRVRTC offers a program designed to prepare students in the shortest time possible for technical positions in the industry as well as the creation and implementation of new businesses and/or new services to an existing business. The approved programs and awards are as follows:

Program

Award

RV Absorption Refrigerator Reconditioning

Certificate

EQUIPMENT -The following is a list of the major equipment used in the program:

1 Oxyacetylene torch	2 Ford's RV Charging Wrenches
3 RV Absorption Refrigerators Complete	1 Ford's RV Leak Check Manifold
3 RV Absorption Refrigerator Cooling Units	1 MIG Welder
1 Ford's RV Charging Board Model # SSCB-1113	1 Air Compressor

RV ABSORPTION REFRIGERATOR RECONDITIONING

Certificate Program- R101

40.00 Credits, 40 Hours

OBJECTIVE

This program is designed to provide graduates with the skills required to properly diagnose and repair absorption refrigerators. The program covers in practice and theory the requirements for diagnosing, repairing and installing RV absorption refrigerators, cooling units, testing, and urethane installation as well as an understanding of RV absorption refrigerator parts and accessories.

Graduates should be able to provide service and repair of RV absorption refrigerators as part of an existing or standalone business.

CERTIFICATION PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
R101	RV Absorption Refrigerator Reconditioning	40	28	12	40

COURSE DESCRIPTION

RV Absorption Refrigerator Reconditioning Course

R101 RV Absorption Refrigerator Reconditioning

This course will provide a complete overview of the absorption refrigerator reconditioning process based upon The Ford Procedures. Shop and safety operations, tools, troubleshooting fundamentals, and fundamentals of controls used in RV absorption refrigerators, the theory of operation, repair, testing procedures, and recharging of cooling units will be covered in this course. Consists of a written and practical exam.

Program Start and End Dates January 2021 – December 2021

R101 - RV Absorption Refrigerator Reconditioning (Classroom & Practical)

Start Date R101	End Date R101
January 25, 2021	January 29, 2021
February 8, 2021	February 12, 2021
March 8, 2021	March 12, 2021
April 12, 2021	April 16, 2021
May 10, 2021	May 14, 2021
June 14, 2021	June 18, 2021
July 12, 2021	July 16, 2021
August 9, 2021	August 13, 2021
September 13, 2021	September 17, 2021
October 11, 2021	October 15, 2021
November 8, 2021	November 12, 2021
December	School is Closed

School Holidays

(Note: School office may be closed and no training courses will be conducted on the following dates)

Fourth of July
Thanksgiving
Christmas New
Years
Martin Luther King Day
Presidents Day Memorial
Day

Program Schedule of Fees

Course R101

Ford Procedures Manual	\$ 29.95
Application Fee (non-refundable)	\$ 120.00
Tuition	\$3,800.00
Average Joe's RV Refrigerator Troubleshooting & Repair	\$ 19.95
FRVR-CTK1- Customized Tool Kit	\$5,883.00
(Consists of 1-SS-1113 Charging Board, 1-SSCW-116 Charging Wrench 1-SSLCW-116 Leak Check Wrench, 2-Hydrometers, 1- Formula Chart, 1- Stainless Steel Charge/Discharge Hose, 6-Norcold valves with stems 1- Training Packet of Industry Information, 1 lb. - Sodium Dichromate, 1 oz.- Phenolphthalein, 1-150 lb. safety pop-off valve, 20 ft. foil backing, 1 36" Cut- Stainless Steel Saw	
Total	\$9,852.90

NOTE: Application fee (non-refundable) required to secure a training date.

DIRECTORY OF SCHOOL PERSONNEL

Co-Owner / Director / Lead Instructor
Co-Owner / Administrator / Instructor

Roger D. Ford
Onna Lee Ford