



# Student Handbook 2019



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# Constitution of the United States

## ***Introduction***

Constitution of the United States, system of fundamental laws of the United States of America. The Constitution was drawn up by 55 delegates to the Constitutional Convention in Philadelphia during the summer of 1787 and ratified by the states in 1788. The Constitution defines distinct powers for the Congress of the United States, the president, and the federal courts. This division of authority is known as a system of checks and balances, and it ensures that none of the branches of government can dominate the others. The Constitution also establishes and limits the authority of the federal government over the states and spells out freedoms and liberties for U.S. citizens.

## ***Overview***

The Constitution spells out in six articles (sections) the powers of the federal government and the states. Later amendments expanded some of these powers and limited others. The Constitution prevents tyrannical abuses of authority through the separation of powers: Each branch of government has its own responsibilities and cannot take action in areas assigned to the other branches. Congress enacts laws, leaving enforcement of the laws to the executive branch and interpretation of them to the judicial branch.

The Constitution does not include the term separation of powers. The first three articles establish the separation mechanism and mark out areas of responsibility for each branch of government. Article I vests (places) the legislative power of the federal government in Congress. Only Congress can enact general laws applicable to all the people, such as outlawing counterfeiting or promoting a national environmental policy.

Article II vests the executive power in the president, including the authority to appoint federal officials and to prosecute federal crimes. Congress cannot decide whether a particular person should be brought to trial for violating the law. Only the executive branch has that authority.

Article III vests the federal judicial power, including the power to conduct trials, in the Supreme Court and in other federal courts that Congress creates. Neither Congress nor the president or executive branch officials can declare a person guilty. Only a judge or jury can make these decisions.

No member of Congress may serve simultaneously as a member of the executive branch. This separation differs strikingly from the British practice, in which the prime minister and other executive officials are also members of Parliament.

The Constitution divides governmental powers in other ways, both within the federal government and between the federal government and the states. Article I splits the legislative power by creating a bicameral (two-chamber) legislature—the House of Representatives and the Senate. This article also details the specific powers that Congress can exercise, including imposing taxes, maintaining a military, and setting import duties. Congress cannot exercise powers not enumerated (listed) in the Constitution. Article I, however, grants Congress the right to make laws that it deems “necessary and proper” to carry out the enumerated powers. This implied power gives Congress wide leeway in lawmaking.

Constitution Day resources available at: <http://www.archives.gov/exhibits/charters/charters.html>

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# School Information

## Mission Statement

We provide short-term, hands-on career training that is driven by industry needs, national certifications, and employer partnerships, with the goal of employment opportunities for our graduates.

## Vision

NTI will be a trusted leader in delivering exceptional career and continuing education. We will use student relationships, employer connections, and community outreach to ensure leading edge training in relevant fields, resulting in a direct impact in the local economy and positive economic growth.



## Purpose and Objectives

Northeast Technical Institute is dedicated to offering relevant, career oriented programs that match the needs of employers.

All programs offered at Northeast Technical Institute are intended to develop marketable skills through short, yet comprehensive hands-on training. Experienced faculties are committed to educating students in an environment that simulates the professional atmosphere and realities of the workplace to better prepare our graduates for their career goals.

## Letter From the President

Dear Student:

Northeast Technical Institute understands the importance of every student's desires for personal and career success and we are pleased you chose us to help you begin to achieve your goals!

Technical schools have become integral to New England's business and industrial communities. Our mission at NTI is to provide affordable and meaningful opportunities for our students. NTI is committed to embracing change and anticipating emerging trends in the employment marketplace, as well as in the society we serve.

Our pledge to you is to not only create abundant opportunities by offering the very best career and technical educational programs, but to also provide comprehensive and accessible student services to foster your success.

As President of Northeast Technical Institute, I would like to personally say thank you for allowing us to be part of your future.

Thank you and good luck,

Handwritten signature of James Liponis.

James Liponis  
President  
Northeast Technical Institute

# School Information

## Approvals

Northeast Technical Institute (NTI) is approved by the State of Maine Department of Education, the Council on Occupational Education (COE) and Veterans Affairs to offer the following programs:

Clinical Medical Assistant  
CDL A Truck Driver Training  
HVAC/R Technician  
Desktop Support Technician  
Medical Billing and Coding  
Medical Laboratory Assistant  
Medical Office Assistant  
Network Administration/Design  
Phlebotomy/EKG Technician  
Manufacturing Technician

- Accredited by the Council on Occupational Education
- Licensed by the Maine Department of Education
- Licensed by the Maine Secretary of State
- Member of the Maine Motor Transport Association
- Approved by Maine State Approving Agency for Department of Veterans Affairs Educational Benefits
- Department of Employment Security (ME, NH)
- Certified Employee Training Program (CETP)
- National Oilheat Research Alliance (NORA)
- Environmental Protection Agency (EPA) Certified Testing Provider
- Member of the Commercial Vehicle Training Association (CVTA)
- National Healthcareer Association (NHA)
- American Medical Technologists (AMT)
- Medical Career Association (MedCA)

## School Facilities

NTI serves students at its Main Campus and Corporate Headquarters at 51 U.S. Route 1, Suite K, Scarborough, ME; a Branch Campus at 1010 Stillwater Ave., Bangor, ME; and an Extension Campus at 20 East Ave., Lewiston, ME. The campuses are handicapped accessible and also accessible by public transportation and offers ample parking. The campuses have classrooms and computer labs, as well as program-specific labs to provide an effective learning environment. NTI operates 2 CDL training yards; 4 Ginn Road, Scarborough, ME and 358 Colbrook Rd, Hampden, ME. The Library and the Student Services Department offer student service support to all students. Northeast Technical Institute is a non-smoking facility; however, there are designated smoking areas outside. NTI's HVAC/R program has an extended shop/classroom at 5 Industrial Road in South Portland for its Scarborough students.

## Student Body Diversity

Student body diversity calculations are reported annually. The data below was collected during the fall reporting period as published on the IPEDS website:

|   |     |
|---|-----|
| Full Time Female Students:                          | 58% |
| Full Time Male Students:                            | 42% |
| Non-Resident Alien                                  | 0%  |
| Race/Ethnicity Unknown (not disclosed):             | 3%  |
| Two or More Races:                                  | 1%  |
| White:  | 91% |
| Native Hawaiian or Other Pacific Islander:          | 0%  |
| Hispanic:   | 1%  |
| Black or African American:                          | 3%  |
| Asian:  | 1%  |
| American Indian or Alaska Native:                   | 1%  |
| Pell Grants / First Time, Full Time Students:       | 80% |
| Any Financial Aid / Full Time, First Time Students: | 75% |

*For additional information: [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information)*

## Class Size

|  |    |
|--|----|
| Maximum Classroom Size for CDL Scarborough Driver Training:      | 16 |
| Maximum Classroom Size for CDL Bangor Driver Training:           | 14 |
| Maximum Classroom Size for Scarborough Medical Administration:   | 50 |
| Maximum Classroom Size for Bangor Medical Administration:        | 50 |
| Maximum Classroom Size for Lewiston Medical Administration:      | 30 |
| Administration: Maximum Classroom Size for Scarborough Clinical: | 20 |
| Clinical: Maximum Classroom Size for Bangor Clinical:            | 18 |
| Maximum Classroom Size for Lewiston Clinical:                    | 10 |
| Maximum Classroom Size for Scarborough IT:                       | 50 |
| Maximum Classroom Size for Scarborough HVAC/R:                   | 22 |
| Maximum Classroom Size for Bangor HVAC/R:                        | 20 |
| Maximum Classroom Size for Scarborough Manufacturing:            | 15 |
| Maximum Classroom Size for Lewiston Manufacturing:               | 12 |

## School History

In the mid 1990's Chris Liponis, founder of a successful career training school in New Hampshire, saw the need for a similar operation in the Southern Maine community where he was born and raised. A family business, Northeast Career Schools in New Hampshire served the needs of over ten thousand students in the fields of professional truck driving, Healthcare and information technology over 15 years. The short term training filled the needs of adult students looking for skills that would garner job security and a better standard of living.

With his sons in the family business, Chris saw the opportunity to open a smaller version of the same school in South Portland, Maine. His son James relocated to Southern Maine to facilitate the school opening and take control of day to day operations. Northeast Technical Institute was established in the summer of 1995 and began training students at its South Portland campus. The school began with a few short courses in a small space and with a modest array of teaching equipment.

By 2000, NTI had relocated to new facilities in Scarborough, Maine. With more offices, more classrooms and state of the art teaching facilities and equipment, the decision was made to open a small campus in Hermon, Maine in 2001.

# Admissions Requirements

Listed below are general requirements and procedures that NTI has established for all students seeking admission. Some programs have additional admissions and other requirements, which can be found in the individual program sections of this Catalog.

1. All applicants are encouraged to tour the campus learning environment prior to starting classes.
2. All applicants must complete an informational interview - parents or spouses are encouraged to be present.
3. All applicants must successfully pass an Admissions Assessment exam administered by an official of NTI.
4. All applicants to the School must complete an Enrollment Agreement and all required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.
5. All courses are conducted in English. Students must be able to speak, read, and write English fluently. Students for whom English is a second language must pass an ESL examination prior to enrollment.
6. All applicants must complete financial arrangements prior to starting class.
7. An applicant to the School programs must:
  - Be a high school graduate, or
  - Possess a General Education Development (GED) certificate, or;
  - Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student's home state, and be beyond the age of compulsory attendance in that state, or;
  - Be a high school senior eligible to apply and submit proof of high school graduation
8. Evidence of high school graduation or equivalent must be presented to the School. Acceptable evidence includes an original high school diploma, an official high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned.
9. Documentation of any required health examinations, pathology tests, and immunizations (MMR & Tetanus) should be submitted prior to start date. Immunization policy and student acknowledgement online at: [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information)

Commercial Driving Applicants are required to pass a Department of Transportation (D.O.T.) physical examination and drug test administered by NTI approved D.O.T. examiner. Applicants may be required to undergo criminal background checks before a student can be placed with NTI client company, or take professional licensing or certification. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

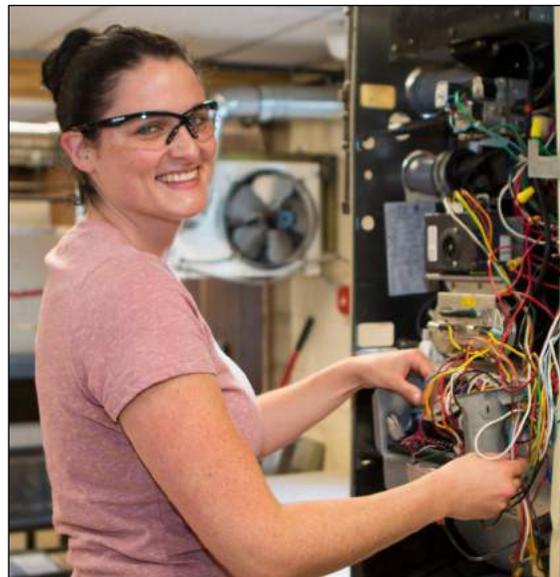
## Definition of a Unit of Credit

The School measures its programs in quarter credit hours: One credit hour equals:

- A minimum of 10 lecture clock hours, or
  - A minimum of 20 laboratory clock hours,
- A clock hour is a minimum of 50 minutes of instruction within a 60 minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

## Assessment Exam for Non Title IV Programs

Students beyond compulsory school attendance age who have not earned a high school diploma or equivalent, are not committed to earning a high school diploma equivalent, and have the assessment exam from the education offered at NTI. The assessment exam is administered at no cost. If the exam results are noted as failed, rescheduling of a re-take must be scheduled with the Admissions Office. If the potential student has two exam failures, they must wait 60 days before again re-taking the assessment. Admissions of failed exams are not permissible. Students who wish to participate in Federal Financial Aid must possess a high school diploma or GED.



# Admissions Requirements

## Financial Aid Programs

Federal Pell Grant - Eligible students at NTI may receive this grant based on financial need. Federal Pell is a grant that does not need to be repaid. Federal Direct Student Loan Program- Stafford Student Loans.

All eligible students at NTI are able to borrow a traditional “student loan” from the Federal Student Loan Programs. These loans are called Federal Stafford Loans and the interest on these loans may be subject to change every July 1st.

Federal Direct Student Loan Program – Parent PLUS Loans: Parents of dependent students at NTI who are eligible, may be able to borrow a parent PLUS loan from the Federal Student Loan Program. Parents can borrow up to the full cost of education (minus any other aid received).

More information at: [ntinow.edu/financial-aid-resources](http://ntinow.edu/financial-aid-resources)

## Financial Aid Application

The starting point for all financial aid is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and our Financial Aid Office will gladly assist you with the on-line application process. Once the application is submitted, it takes three to five business days for the school to receive the electronic FAFSA from the US Department of Education. The information contained in this document allows NTI to calculate the amount of student aid each student may receive. Upon completion of the application process, your financial aid advisor at NTI will prepare a package of financial aid for you based upon your eligibility and financial need. Your advisor will discuss the timing of aid payments, explain billing and payment procedures, and can advise you about alternative resources.

## Citizenship

A student must be a citizen or eligible noncitizen to receive aid from the Federal Student Aid programs. Students with questions regarding the requirements of citizenship should consult the Financial Aid Office.

## Selective Services

Men aged 18 – 25 are required to register with the Selective Service System. This requirement covers men residing in the United States who are U.S. citizens or noncitizens, except that a man who is in the U.S. as a lawful nonimmigrant isn't required to register as long as he maintains that status. Students who are required to register with the Selective Service must do so to be eligible for Federal Student Aid funds, but parents who want to borrow a PLUS loan aren't required to have registered.

## Social Security Number

NTI is required to collect a student's SSN (and parents') so that the Central Processing System (CPS) can validate it through a match with the Social Security Administration (SSA) . The CPS verifies that the name and birth date associated with the SSN match the name and birth date on the Free Federal Application for Federal Student Aid.

## Financial Aid History

A person generally is not eligible for FSA funds if he is in default on a Federal Student Aid loan or he/she owes an overpayment on a Federal Student Aid grant or loan and he has not made a repayment arrangement for the default or overpayment. Also, for a parent to receive a PLUS Loan, neither the parent nor the student may be in default or owe an overpayment on a Federal Student Aid loan or grant (though a parent in default on a PLUS loan does not make a student ineligible for aid) .

## Cost of Attendance for Title IV Eligible Programs

| Program                         | Tuition*    | Allowable Costs  |
|---------------------------------|-------------|--|
| Clinical Medical Assistant I    | \$13,855.00 | For a paper copy of Cost of Attendance for any program, contact the Financial Aid Office at 800.447.1151.<br>Available for download at: <a href="http://ntinow.edu/consumer-information">ntinow.edu/consumer-information</a> |
| Clinical Medical Assistant II   | \$17,995.00 |  |
| HVAC/R Technician               | \$15,895.00 |  |
| Medical Billing and Coding      | \$13,995.00 |  |
| Medical Lab Assistant           | \$12,995.00 |  |
| Medical Office Assistant        | \$11,595.00 |  |
| Network Administration & Design | \$11,495.00 |  |

\*Tuition amount does not include other fees

## Total Cost of Attendance:

**Books and Supplies:** The average cost of books and supplies for a typical student. Typically includes books, educational supplies, course materials, and national certification exam(s).

**Transportation:** Represents transportation costs to and from class and work (e.g., bus fare, gasoline, tolls, parking).

**Housing and Personal Expense:** Represents living expenses while attending school.



# Admissions Requirements

## Policy of Nondiscrimination

The School does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy. The School's policies and practices are in accordance with all applicable laws and regulations, including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex); Contact information for the Title IX Coordinator:  
Kristy Lank, Controller/ Compliance  
51 US RTE 1, Scarborough, ME 04074, 207.883.5130
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap) ;
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and
- The Americans With Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

Pursuant to the Rehabilitation Act of 1973 and the 1990 Americans With Disabilities Act (ADA), NTI will provide reasonable and individualized academic modifications for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability. Documentation to support the disability must be provided to the School at the time of the request.

More policy info at: [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information)

To file a grievance or complaint, contact Kristy Lank,  
Controller / Compliance  
207.883.5130 | [klank@ntinow.edu](mailto:klank@ntinow.edu)

## Felony Convictions

Applicants with serious felony convictions may not be accepted into NTI programs if such conviction would be an obstacle for obtaining employment.

For more information on 'Notice of Federal Student Financial Aid Penalties for Drug Violations'  
[studentaid.ed.gov/sa/eligibility/criminal-convictions](http://studentaid.ed.gov/sa/eligibility/criminal-convictions)

## Withdrawal From Classes Prior to Start Date

Students who wish to modify their enrollment in any program must officially withdraw from their accepted start date to prevent charges to their account. Students who are unable to come to the campus may notify the School Admissions Office.

## Withdrawal After Commencement of Classes

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the School of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any program or module in which a student fails to start classes.
3. The date when the School terminates the student's enrollment.
4. The date the student began an administrative leave of absence, if the student fails to return from the approved leave of absence.

## Refund Policy

Applicants not accepted by the School shall be entitled to a refund of all monies paid minus the application fee (and fees prepaid for DMV and or Background check). Once a student begins school and withdraws for any reason after (3) business days, the School's refund of tuition calculation, less a \$100 administrative fee and any fees paid for required items such as background check, motor vehicle record, etc.

\*Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, are made without requiring a request from the student. If not requested by student, refund will be issued within 45 days from last date of attendance.

## Cancellation of Enrollment Agreement

The School will refund all payments of tuition minus the application fee if the student requests cancellation in writing to the School Business/ Registrar's Office within three (3) business days after signing the Enrollment Agreement. Students who have completed and submitted an enrollment agreement, yet have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days.

NTI reserves the right to postpone or change the date or time when a program is offered. Students who are unable to commence studies with the change in program start must follow the Cancellation of Enrollment Agreement Policy.

# Admissions Requirements

Refunds for Recipients of Veterans Education Benefits, NTI complies with the VA requirement for a pro rate refund of the unused portion of the tuition, fees and charges in the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion. Students attending with Financial Aid funds must also refer to the Return to Title IV policy.

The School will refund all payments of tuition minus the application fee if the student requests cancellation in writing to the School Business/ Registrar ' s Office within three ( 3 ) business days after signing the Enrollment Agreement. Students who have completed and submitted an enrollment agreement, yet have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days.

NTI reserves the right to postpone or change the date or time when a program is offered. Students who are unable to commence studies with the change in program start must follow the Cancellation of Enrollment Agreement Policy.

## Refund of Tuition Calculation

|  |               |
|--|---------------|
| Prior to the first day of the program.....                             | 100% Tuition  |
| During the first 4 full days of program or 40 hours up to 4 weeks..... | 100% Tuition* |
| During the first day through 9.9% of program.....                      | 90% Tuition*  |
| After more than 10% and through 24.9% of program .....                 | 50% Tuition*  |
| After more than 25% and through 49.9% of program .....                 | 25% Tuition*  |
| 50% and through 100% of program .....                                  | 0% Tuition    |

\*less \$100 administrative fee and CDL students will be prohibited from receiving FMCC certificate. Less criminal background check, driving record or other fees paid at time of enrollment. \*\*Programs longer than 1 year: If student withdraws within first year of any program that is longer than 12 months, student will be obligated to the above tuition calculation, not to exceed prorated tuition value for first 12 months of program. \*\*\*Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, are made without requiring a request from the student. If not requested by student, refund will be issued within 45 days from last date of attendance.

## Return to Title IV Funds Policy

The law specifies how Northeast Technical Institute must determine the amount of Title IV program assistance that a student earned if the student withdraws from school. The Title IV programs that are covered by this law, and that are available at Northeast Technical Institute, are: Federal Pell Grants, Federal Direct Student Loans (Stafford Loans and PLUS Loans). A student officially withdrawing from Northeast Technical Institute must see the Student Services office and complete a Voluntary Withdrawal Form. When a student withdraws from Northeast Technical Institute, the withdrawal date used to determine the refund is the student's last date of attendance at an academically related activity.

A student that unofficially withdraws (fails to return from an approved leave of absence or fails to comply with the school's attendance policy by missing 14 consecutive days) will be withdrawn from the school and the withdrawal date used to determine the refund is the student's last date of attendance at an academically related activity.

When a student withdraws during a payment period, the amount of Title IV program assistance the student has earned up to that point is determined by a specific formula. If they received (or Northeast Technical Institute or their parent received on their behalf) less assistance than the amount the student earned, they may be able to receive those additional funds. If the student received more assistance than they earned, the school and/or the student must return the excess funds.

The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Northeast Technical Institute must get the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so that they do not incur additional debt. Northeast Technical Institute may automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition, and other allowable costs (as contracted with the School). The School needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, they will be offered the funds directly; however, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school. A post-withdrawal disbursement to the student's account to pay charges must be disbursed as soon as possible but no later than 180 days after the date the school determined is the withdrawal date. A post withdrawal disbursement made directly to the student must be disbursed as soon as possible, but no later than 45 days for grants and 180 days for loan funds. There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to him once they withdraw because of other eligibility requirements. For example, a student may have been scheduled to receive a Direct Stafford Student Loan but if they have not signed a promissory note, the funds cannot be disbursed after they withdraw.

If a student receives (or Northeast Technical Institute or their parent receive on their behalf) excess Title IV program funds that must be returned, Northeast Technical Institute must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of funds, or;
2. the entire amount of excess funds.

# Admissions Requirements

## Return to Title IV Funds Policy *(continued)*

The School must return this amount even if it didn't keep this amount of the student's Title IV program funds. The School must return the unearned aid for which it is responsible by repaying funds to the following sources, in this order, up to the total net amount disbursed from each source:

1. Direct Unsubsidized Stafford Student Loan
2. Direct Subsidized Stafford Student Loan
3. Direct Parent PLUS Loan
4. Pell Grant

See an example/calculation of a Return to Title IV funds at: [ntinow.edu/R2T4](http://ntinow.edu/R2T4)

These unearned Title IV funds must be returned no later than 45 days after the date the school determined the student withdrew.

If Northeast Technical Institute is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, they (or their parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds they received or was scheduled to receive. The student must make arrangements with the School or the Department of Education to return the unearned grant funds. Within 30 days of the date the School determined the student withdrew, the School is required to notify the student of their obligation to repay grant funds. The student is required to repay the grant funds within 45 days of the earlier of: (1) the date the School sends the student notice of the overpayment, or (2) the date the school was required to notify the student of the overpayment (in the event of a late notification).

The requirements for the return of Title IV program funds when a student withdraws are separate from any refund policy that the School has. Therefore, a student may still owe funds to the School to cover unpaid institutional charges. The School may also charge a student for any Title IV program funds that the School was required to return. A copy of the School's refund policy is published in the Student Handbook and can also be obtained from the School's Financial Aid Office. If a student wishes to withdraw, they should speak with the Student Services office and complete a Voluntary Withdrawal form.

## Notice of Federal Student Financial Aid Penalties for Drug Law Violation

Students are at risk of forfeiting financial aid if convicted of drug offenses. If a student has a drug conviction for an offense that occurred while receiving federal student aid, the student should call 1-800-433-3243 to help determine if the conviction affects your eligibility for aid. For questions or more information please contact the Director of Financial Aid at [abarnett@ntinow.edu](mailto:abarnett@ntinow.edu) or call 207.883.5130.

For additional information:

[studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions](http://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions)



# Student Information and Services

## Academic Freedoms and Student Responsibilities

The student who has been accepted into an academic program of study at the School has certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with the School's nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
6. Students will be given full disclosure and explanation of all fees and financial obligations to the School.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional and lab settings, and to abide by the policies of the School.
10. Students are expected to conduct all relationships with the School staff and faculty, their peers, and their clients with honesty and respect.

11. Students are to comply with directions by School faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.
14. The responsibility to respect and protect the learning environment at NTI is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at NTI depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

## Conduct

NTI requires students to conduct themselves in accordance with the standards of their future professions. The School has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of School documents.
2. Theft, deliberate destruction, damage, misuse, or abuse of School property or the property of private individuals associated with the School.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other School activities.
4. Failure to comply with School officials acting within the scope of their employment responsibilities.
5. Failure to comply with all School regulations, whether contained in official School publications or announced as administrative policy by a School official or other person authorized by the President of the School.
6. Violence or threats of violence toward persons or property of students, faculty, staff, or the School.
7. Improper use of email and Internet access. Please see the Electronic Communications Policy for additional information.
8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials, such as computer programs, music, movies, photographs, or written materials.

School copyright policy at: [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information)

## Illegal Drugs

The possession, use, manufacture or distribution of illegal drugs as defined by Federal, State, and local statutes is prohibited at any time on campus property. Medical Marijuana Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on-campus illegal, even in states with medical marijuana laws. Thus, NTI does not permit medical use of marijuana anywhere on campus.

# Student Information and Services

## Additional Code of Conduct for Campus Activities

In addition to the violations noted on the previous page, students participating in on-site activities will be held accountable for, or should report, the following violations while on School, clinical, or property:

1. The use of alcoholic beverages or controlled substances on School property, including the purchase, consumption, possession, being under the influence, or sale of such items.
2. The use of any tobacco products, including electronic cigarettes or vaporizers, in the School buildings.
3. Students may eat and drink in the classroom at the discretion of their instructor. Drinks should have a cover and snacks and food items should not be messy. Students should leave their work area clean for the next student.
4. Bringing animals onto School property. No animals, other than approved service animals, are permitted.
5. Bringing children into the School teaching areas. The School does not provide childcare services and cannot assume responsibility for their health and safety.
6. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
7. Inappropriate use of cell phones, pagers, or other electronic devices. Electronic devices should be in the "off" or "vibrate" position while in the classroom. Students should or may be asked to leave the room for extended use or telephone conversations.
8. Bringing dangerous items, such as explosives, firearms, or other weapons either concealed or exposed, onto School property.
9. Physical or verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person. Bullying is not tolerated.
10. Rape and/or sexual assault in any form.
11. Unauthorized presence in, or forcible entry into, a School facility or School-related premises.
12. All forms of gambling.
13. Being in the presence of and/or aiding/abetting any of the aforementioned violations.

## Electronic Communications Policy

NTI expects all students to use electronic communications in a responsible, ethical, and legal manner. NTI values freedom of expression and encourages diverse viewpoints endemic to an academic institution.

When NTI does not provide Internet service for its students, it does not have control and cannot censor electronic communications submitted by students from their personal computers. It may, however, monitor the School site, such as the seminar or class discussion boards, and NTI internal email system, to use its best efforts to ensure that offensive, harassing, or other communication jeopardizing the integrity of the School.

Computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are exclusively to assist students in their educational activities. Students should not expect that computer files, email, or Internet bookmarks are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to their usage of these systems. Even when a message or file is erased, it often is still possible to recover the message or file, and, therefore, privacy of messages and computer files cannot be ensured to anyone. Messages sent through these media, and the contents of the hard drives of any computer that is the property of the School may be considered business records and could be used in administrative, judicial, or other proceedings.

Downloading, distributing, or sending obscene materials are prohibited. Use of school facilities or equipment to download, distribute, or send pornographic materials is also prohibited, including, but not limited to, bookmarking any such websites, or opening or forwarding any such email, or fax. Any communications by students via email, instant messenger, or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination section in this Catalog.

Students may not use the School's computer system in a manner that infringes the copyright of others. Copyright law protects the exclusive rights in images, music, text, audiovisual materials, software, and photographs. The distribution, display, performance, or reproduction of any copyright-protected material through the School computer system without the permission of the copyright owner is strictly prohibited. In addition, the School licenses software to support its educational processes. Students are not permitted to copy, remove, alter, or install software. By using the School's computer equipment, software, and communication devices, all students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the School's right to conduct such monitoring. These media and equipment are intended to be used for business and educational purposes only, and any other use by students may result in a written warning concerning the misconduct and further disciplinary action up to and including immediate suspension or dismissal.

School copyright policy at: [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information)

# Student Information and Services

## Procedures for Violations of the Student Code of Conduct

Violations will be reported in writing to the Campus Manager or his/her designee.

If upon review of the reported incident, the Campus Manager believes a violation to have occurred, he/she will convene a meeting with the student in which the student can review the allegations, respond, and ask questions about this policy and associated processes. If the student accepts responsibility for the behavior, the Campus Manager may assign sanctions. Sanctions should be educational and developmental wherever possible and may include (but are not limited to) verbal warnings, written warnings, educational experiences such as writing papers to demonstrate learning, service to the School community, suspension, or dismissal.

Students who do not accept responsibility will be referred to a behavioral review panel for adjudication. If the imposed sanction was suspension or dismissal the student will be placed on a leave of absence until the adjudication process is completed.

Prior to the first meeting of a behavioral review panel, the Campus Manager (or designee) will conduct a thorough investigation and gather evidence for the panel to consider.

The Compliance Coordinator will schedule a date and time, not more than 10 days from the request, for the behavioral review which will consist of the Campus Manager, two members of the campus staff and a student advocate assigned by Student Services.

Students who are involved in the disciplinary proceedings – either as a complainant, a witness, or the respondent – will be notified of the date, time and location of the hearing. If any of the student participants declines to attend the behavioral review, the panel may proceed if the majority of the panel members agree to proceed.

In compliance with the Family Education Rights and Privacy Act (FERPA) the behavioral review is closed to the public.

Students may bring person(s) of their choosing to act as support. Such individuals may offer advice to students but may not act as their representatives nor speak on the student's behalf.

Notes will be taken and preserved for all behavioral reviews. The Campus Manager (or designee) will provide written documentation to the panel including the results of the investigation, relevant policies, and any other evidence the Campus Manager considers relevant.

Any student involved in the behavioral review may also provide written documentation they consider relevant.

The Compliance Coordinator will be responsible for ensuring the behavioral review is fairly conducted, that all parties have an opportunity to present their case, and that student's rights to due process are preserved.

School representatives on the behavioral review panel have the right to ask questions of anyone involved. Students do not have the right to cross-examine other students or participants in the behavioral review.

When the behavioral review panel is satisfied that all participants have had the opportunity to present their perspective, the participants will be dismissed so that the panel can deliberate.

The panel may assign responsibility to one or more students and determine appropriate sanctions.

Sanctions should be educational and developmental wherever possible and may include (but are not limited to) verbal warnings, written warnings, educational experiences such as writing papers to demonstrate learning, service to the School community, suspension, or withdrawal.

Sanctions will be communicated verbally to the student receiving the sanction by the behavioral review panel and in writing by a representative of Student Services. Record of the sanctions will be kept in a confidential file with limited access.

The details of sanctions should be shared only with those directly involved.

In the event that a student does not agree with the findings of the behavioral review and/or the sanctions, they may appeal the decision within 10 days to the Office of the President.

# Student Information and Services

## Student Services

To provide the best possible learning environment, NTI offers its students a wide range of services, from career counseling, student liaison, career placement assistance, information technology support, etc. The school seeks to enhance all aspects of the student experience while attending NTI.

## Student Health Services

The School does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring non-emergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.

## Tutoring

Students who need assistance because of academic difficulties may arrange for tutoring through the Student Services office. Faculty and peer tutors may be available to help prepare students for an exam, assist with a term paper, or sharpen student skills.

## Student Housing

NTI does not have dormitory facilities, but can help students arrange for accommodations if they desire it during the course of their studies. The location, cost, availability, and other details may vary. Ask an admissions representative for details. While using housing as a student of NTI, school policy and that of the housing establishment are both in effect. Any additional charges incurred during a student's stay are the sole responsibility of the student and must be paid in full prior to graduation.

## Personal Property

The School assumes no responsibility for loss and/or damage to a student's personal property or vehicle.

## Personal Appearance

Students are required to dress in an appropriate manner while on campus. Students should show concern for the appropriateness of dress while attending the School and be guided by the principle that what is proper for the workplace is proper for School. Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

## Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (the School makes available a Drug-Free Schools and Workplaces information package at [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information). Printed copies are available in the Admission Representative offices.

Information includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

## General Student Complaint/ Grievance Procedures

NTI encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present a grievance through the following complaint and dispute-resolution procedures. NTI will investigate all complaints or grievances fully and promptly. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or NTI staff. Grievances may include misapplication of NTI policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other NTI employees.

### STEP 1

A student should first bring the grievance to the attention of the appropriate instructor for anything related to education. For all other concerns, move to step two (2).

### STEP 2

The student should next bring the grievance to the attention of Student Services.

### STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps one and two, or if steps one and two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Campus Manager.

### STEP 4

Unresolved concerns regarding the grievance may be appealed within 14 days from the Campus Manager's decision to the Steering Committee either in writing or by personal appearance. To appear at the Steering Committee, make an appointment through the Campus Manager. The Steering Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the School. The Steering Committee will respond to the appeal within seven (7) business days.

Students disagreeing with the School's decision may contact:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Maine Department of Education  
23 State House Station  
Augusta, ME 04333 | 207.624.6790  
[maine.gov/doe/specialed/support/dispute/procedures/complaintinvestigation.html](http://maine.gov/doe/specialed/support/dispute/procedures/complaintinvestigation.html)

# Student Information and Services

## Career Services

The School offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire to obtain employment on their own. The School supports and encourages this effort and will provide techniques on seeking and securing employment.

Students are responsible for informing the School of their employment information. The Career Services Department:

- Assists students in application and résumé preparation
- Teaches professional interview techniques
- Provides the student with access to NTI's online resource center where students can organize their job search, build a resume, and search for exclusive job opportunities

NTI does not promise or guarantee employment; however, a sincere and determined effort is made to assist students in finding jobs/internships. This service is available to all graduates in good standing for the life of the school at no additional charge.

## Administration, Staff, And Instructors

The school is proud of its carefully selected staff and instructor members, who bring varied educational and work experiences from their fields. Many are involved on a day-to-day basis in their profession and contribute knowledge and skills that reflect current trends and requirements of their respective fields. A list of the school's faculty and staff is provided in this Handbook and on the School website.

## Library

Each campus location maintains and develops information resources and services that support the education goals of students, instructors, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals and other digital information formats, computer workstations, and other materials.

Students enrolled in any of the School's educational delivery systems are assured access to educational resources and services through a variety of media which are intended to supplement, not replace, class attendance or personal study time. The availability of tutoring resources may be limited to certain courses and/or subject areas.

## Media Services

The campus media services provide classroom technology support to all campuses. Classrooms are equipped with technology and equipment to support the teaching and learning process.

## Student Interaction

Student interaction is considered to be an important component of the academic experience at the School. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities.

Students are encouraged to contact their instructors if they wish to join or create study or special interest groups.

## Crime Awareness and Campus Security

The Annual Campus Security Report for 2017 and the following security policies are being issued pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" was originally enacted in 1990. It was amended in 1998 and is commonly known as the Clery Campus Security Act.

Two goals of this legislation are disclosure of criminal activity on campus and timely warning of criminal activity. Northeast Technical Institute (NTI) strongly supports these goals. Our crime reporting procedure, coordinated through the NTI's Safety Department insures that criminal activity on campus is effectively tracked and reported. The Act requires annual reporting of the number of specified criminal offenses that occur on campus reported to NTI and/or local police, as well as information about campus security policies and procedures. The reporting period is January 1 through December 31 of each year. The statistics for the most recent calendar year, must be released in a report to the NTI community by October 1 of each year.

To view NTI's Campus Security Report: [ntinow.edu/csr.pdf](http://ntinow.edu/csr.pdf)

## Title IX Policy Statement

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. NTI does not discriminate on the basis of sex in the employment, education programs or activities it operates.

NTI is committed to providing an environment free from discrimination based on sex discrimination, including sexual violence. Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to seek support and report the incident. NTI has appointed a Title IX Coordinator to oversee NTI response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

# Student Information and Services

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students rights with respect to their education records including:

- Students have the right to inspect and review their education records during normal school hours with an appointment within 45 days of the day the Registrar receives a written, dated request for access.
- Students have the right to request the amendment of education records that they believe are inaccurate, misleading, or a violation of privacy.
- Students requesting amendment of an education record should submit a written, dated request to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the School decides not to amend the record, the School will notify the student of the decision and the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable. The School may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the School is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the School discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Health & Safety Exemption Requirement

NTI adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which NTI is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

## Attendance/Tardiness Policy

The School emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to compete in the highly competitive labor market.

The specific requirements for attendance are the following:

- At the onsite locations, attendance is defined as attendance at a scheduled course meeting.
- Students arriving late for a class or leaving early are considered tardy. Tardiness is a disruption of a good learning environment and is discouraged.
- Students who have not participated in class by failing to log in to the attendance tracking system or failing to attend an instructor led program for 14 consecutive calendar days will be administratively withdrawn from their program.
- Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion from that class.
- Students should maintain a minimum of 70% attendance for their program (80% for CDL), students falling below the minimum attendance requirements for their program may be subject to disciplinary action up to and including dismissal from the School.
- Students withdrawn due to nonattendance must apply for re-enrollment by contacting their Admissions Representative, completing necessary paperwork and paying any and/or all applicable fees.

## Changes in Programs or Policies

The School has the right, at its discretion, to make reasonable changes to policies and program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The School is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

# Academic Information

## Refresher Courses for Graduates

Graduates of the School are welcome to return for refresher courses at no tuition cost provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the school's Office of the President. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

## Makeup Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the School's guidelines. Hours of makeup work may be accepted as hours of class attendance, but must be approved by their instructor or Student Services Advisor.

## Program Transfers

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Admissions Representative.

Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress. Students transferring to a new program must withdraw from their current program and complete a new Enrollment Agreement and will be charged the current tuition rate for the selected program. Students must meet all applicable admissions requirements within the new program.

Students who have been officially admitted to a program at the School and wish to transfer to a different program of study at the School will be reviewed of past program performance. The student's Admissions Representative will then submit the request and other materials to the Campus Manager. New program approval will be determined by the Director of Financial Aid and/or Campus Manager.

## Program Change (Upgrade or Downgrade)

Upgrade: After successful completion of any credit hour program, the student may upgrade to a program with a higher number of credits upon approval from the instructor(s) and Student Services. Student will be responsible for the difference in tuition between programs:

Example: Student upgrades from Clinical Medical Assistant I (\$13,995) to Clinical Medical Assistant II (\$17,995). Student is responsible for difference of \$4000.00 which totals the published price of Clinical Medical Assistant II (\$17,995).

Students that have passed the midpoint date of their program must successfully graduate from the current program prior to any program upgrade.

Downgrade: Students who wish to change to a program with less credit hours than their current program may do so prior to reaching the 10% point (based on date, not progress). If a student exceeds the 10% point, he/she will need approval from the Director of Financial Aid. In some cases, students may incur additional costs.

## Application and Tech Fees

Application and Tech Fees are a one time fee at NTI and will not be charged to the student who has already paid their fees upon enrollment. This includes any student who upgrades/downgrades their program, program transfers, re-enrollments, or an alumni of NTI who enrolls for another program at the school.

## Clinical Fees

Clinical Medical Assistant, Phlebotomy/EKG and Medical Lab Assistant students will be charged a clinical fee for their program. If the student transfers from one program to another but has not completed the clinical portion at the time of transfer, a second clinical fee will not be charged. If the student has completed his/her clinical portion and upgrades/downgrades to another program, a clinical fee will be charged.



# Academic Information

## Externships

Although graduates are supervised by professionals at their externship site, they should continue to maintain contact with the Career Services Department on a regular basis. Graduates who have successfully completed their program are considered eligible for graduation whether or not an externship has been completed. At the discretion of the School, the externship experience may be secured outside the general residential area. In order for graduates to become eligible for an externship, the following academic requirements must be met prior to starting the externship:

1. Passed all required prerequisite courses and graduate from their program of study.
2. Attendance of 90% or greater.
3. No failing F grades for any courses within the student's program on academic record not satisfactorily repeated.
4. No incomplete grades for any courses within the student's major on academic record.
5. Be in good financial standing with NTI.
6. Receive a referral from instructor
  - During externships training, graduates are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in dismissal from their externship site.
  - All externships are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.
  - The School maintains affiliation agreements with a variety of facilities to provide graduates with externship opportunities. Graduates should be aware that some facilities may have additional requirements that must be met prior to placement. Graduates are encouraged to seek out externships with the guidance of the Career Services Department. If a graduate has a particular interest in a facility with which the School is not affiliated, the graduate may bring this to the attention of the Career Services Department so the site may be evaluated.
  - The externship facility will submit evaluations of the graduate's performance based on the standards set by the School.
  - Graduates may be required to pass a criminal background check prior to placement at an externship site.

## Graduation Requirements

In order to graduate, students must:

1. Earn the required total number of credit hours (or clock hours if program applicable) for the program and pass all required courses with minimum grades as described in the program brochures, and;
2. Complete all required coursework within the maximum time frame permitted and obtain a minimum of grade point average of 70%, and a minimum of 70% attendance, and;
3. Return all property belonging to the School, and;
4. Fulfill all financial obligations to the School prior to graduation unless previous arrangements have been made, and;
5. Attend Career Services meeting to prepare resume and cover letter (if utilizing placement services)

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

## Certification and Licensing Exams

Understanding the requirements of certification and licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion, and even if a student obtains certification the School does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the school cannot guarantee students will pass these exams.

The School makes a reasonable attempt to provide accurate information about test dates and fees for exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check and/or drug check before a student can take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in their program.

# Academic Information

Students should receive their career diploma\* or certificate\*\* of completion approximately 30 days after the end of the term in which they graduated, provided an application for graduation has been submitted, and all academic and financial obligations have been satisfied. Students who would like to receive a duplicate or replacement diploma should contact the Office of the Registrar. A replacement fee may apply.

## Career Diploma\*

NTI Graduates will earn a 'Career Diploma' for the successful completion of any program that meets or exceeds 600 hours in length:

- Clinical (Clinical Medical Assistant - I and II)
- Clinical (Medical Laboratory Assistant)
- Medical Administration (Medical Billing and Coding)
- Medical Administration (Medical Office Assistant)
- Information Technology (Network Administration and Design)
- HVAC/R Technician

## Certificate\*\*

NTI Graduates will earn a 'Certificate' for the successful completion of any program that is less than 600 hours in length:

- Clinical (Phlebotomy/EKG Technician)
- Information Technology (Desktop Support Technician)
- CDL A Truck Driver Training
- Manufacturing Technician

*NOTE: Candidates may elect to take any program offered at NTI as "Personal Enrichment". Students who attend a program as a Personal Enrichment student may not be eligible for tuition financing and/or job placement assistance.*

## Transcripts

Official transcripts of academic records may be obtained from the Office of the Registrar. Students who graduate from the School will receive their transcript, certificate, or career diploma after submission of the graduation application, within 30 days of their graduation date.

## Certifications of Enrollment

Students in need of certification of their enrollment at the School should contact the School directly to request.

## Transfer of Credits to Other Schools

Students who wish to continue their education at other schools must not assume that credits earned at the School will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward any program. It is at the sole discretion of that receiving institution to accept credits earned at NTI. This is standard transfer-of credit procedure. The School cannot guarantee the transferability of any credits to other institutions.

## Placement, Retention, Completion/Graduation & Licensure

The total placement, completion and licensure (CPL) rate for each program is a formula prescribed by the Council on Occupational Education (COE). The formal submission is completed in December each year. To view the School's latest reporting for its CPL, visit: [ntinow.edu/cpl](http://ntinow.edu/cpl)

## Plagiarism and Academic Honesty

NTI requires all students to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. NTI will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under NTI policies. Instructors will fully enforce NTI's policy concerning academic misconduct and cheating. Working with someone else on exams or other graded materials and turning in someone else's work as your own are clear examples of cheating. Plagiarism is copying word for word from an author without quoting that author or paraphrasing an author without citing the author. Students suspected or found guilty of academic misconduct may be subject to disciplinary action up to and including dismissal from the School.

## Campus Hours and Closings

For the most up-to-date hours for your campus and school closings due to weather: [www.ntinow.edu](http://www.ntinow.edu), call 800.447.1151 (24/7), or join our SMS texting to receive instant notifications.

## Holiday Schedule

Closure Dates: New Year's Day; Memorial Day  
Week of July 4th; Labor Day; Veteran's Day  
Wednesday before Thanksgiving, school closes at 5:00 pm.  
Thanksgiving Day and Friday after Thanksgiving; Christmas Week

# Academic Information

Regulations require that all students show satisfactory academic progress towards their educational objective. In order to be considered making satisfactory progress towards a certificate/diploma, students must maintain specified grade averages as well proceed through the course at a pace leading to completion in the specified time frame. Time Frame or Program Completion Policy is reviewed during Orientation. Students receiving funds under any Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. Satisfactory Academic Progress for financial aid eligibility is not to be confused with academic progress evaluations as defined by Northeast Technical Institute which can be found in the Student Handbook located in the school's Admissions office. For purposes of determining Satisfactory Progress, all students will be measured on meeting both academic and completion progress.

To monitor Satisfactory Academic Progress, the following two criteria are evaluated:

1. Qualitative Measure of Progress
2. Quantitative Measure of Progress

## Satisfactory Academic Progress (SAP)

The qualitative and quantitative components for SAP at NTI will be monitored at the end of each payment period in order to provide a formal intervention by the institution for those that do not meet the SAP standards.

In order to receive Title IV aid, a student must be making Satisfactory Academic Progress regardless of whether they previously received Title IV aid.

## Qualitative Measures of Progress

Students must maintain a minimum of a 70% cumulative grade point average at the midpoint and any subsequent review period during their program of study.

## Quantitative Measure of Progress

All students must complete 70% of all Northeast Technical Institute scheduled course quarter credit hour.

Students who do not earn 70% of all Northeast Technical Institute credit hours attempted will be placed on financial aid warning for the next payment period. At the end of the following payment period, the student must meet the standards or financial aid may be canceled for future payment periods until student either meets the standards or the student has an appeal approved putting them on academic probation with an academic plan on file demonstrating the requirements for the student to satisfy requirements prior to graduation.

Students on probation must meet standards each payment period as assigned by the Satisfactory Academic Progress Probation Policy.

## Lab-Based Academic Program Progress Requirements

- Satisfactory Academic Progress will be reviewed at the end of each payment period
- Students must successfully complete at least 70% of the attempted quarter credits and 70% of the scheduled quarter credit hours in coursework pertaining to their program
- Students that fail to meet the published academic progress standards will be subject to Maximum Program Length [MPL] standards for progress
- MPL progress will be reviewed at 50% of the MPL program length
- Attempted hours cannot exceed the MPL of 150% of the program requirements for either credits or scheduled hours of attendance
- Student will be administered a midterm/final exam in any individual course and/or program prior to reaching the 150% point of the student's scheduled hours
- Students must meet the minimum GPA requirements to meet the graduation requirements
- Failure to attend or successfully complete any hours towards their program in a given payment period may result in SAP cancellation status effective next term enrolled
- The appeal process is the same as indicated below. In cases of unsuccessful completions or reaching the maximum hours limit, the Academic Plan is required

## Qualitative Standard: Grade Average Evaluation

Students are graded in any or all of the following segments: theory, practical, lab and clinic work. A grade average of 70% or higher is required for each segment of training. To be eligible for graduation the cumulative average must be equal or greater than 70%. Students meeting minimum requirements at the evaluation period will be considered making Satisfactory Progress until the next scheduled evaluation which is at the end of each payment period.

The following represents the equivalent of the grades assigned:

|     |           |    |                         |
|-----|-----------|----|-------------------------|
| A + | 97.5-100  | B- | 80.0-82.4               |
| A   | 92.5-97.4 | C+ | 77.5-79.9               |
| A-  | 90.0-92.4 | C  | 73.0-77.4               |
| B+  | 87.5-89.9 | C- | 70.0-72.9               |
| B   | 82.5-87.4 | F  | 69.9 and below: Failure |

If a student fails to meet SAP requirements, the student will be issued a "warning" that evaluates SAP at the end of each payment period, which allows the student to receive aid for one payment period (no appeal required during the warning phase). After that, students may be put on "probation" if the student continues to not meet SAP for one payment period based on an appeal.

# Satisfactory Academic Information

## Maximum Time Frame Standard

Federal law requires that students while receiving financial aid funds under Title IV aid programs, must complete their educational program of study in a period of no greater than 150 percent of the published length of the educational program, and you may attempt no more than 1 and ½ times the number of credits needed for your current program. In addition, students must show evidence of making satisfactory progress toward their program objectives in order to remain eligible for further funds. For purposes of determining eligibility, satisfactory progress is defined as completing 70% of the credits they attempt each payment period toward their program objectives while maintaining a minimum of a 70% average. Students that fail to complete 70% of the attempted credits in the next payment period may be denied financial aid until the completion rate is brought above 70%.

## Satisfactory Academic Progress Warning

Students who do not meet the SAP standards during a payment period will be placed on “Financial Aid Warning” at the end of the payment period in which they did not meet the standard(s). Students will be eligible to receive federal financial aid funding for the following payment period. Students given this status are not required to petition for possible reinstatement of their financial aid eligibility.

Students placed in the Financial Aid Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility, and the importance of seeking guidance/advising/ counseling from appropriate staff. Students who do not meet SAP standards after this period of Financial Aid Warning will be denied eligibility for future payment periods and placed on a SAP Cancellation status until they meet the SAP standards or submit an SAP Appeal that is approved. It is possible for a student to be subjected to more than one period of financial aid warning throughout the course of their academic study at the School.

## Satisfactory Academic Progress Probation

Students who do not meet the SAP standards after being placed on Financial Aid Warning will be placed on cancellation status for future financial aid until they meet SAP standards or submit a SAP Appeal that is approved. Students that submit a SAP Appeal that is approved will be placed on Financial Aid Probation. The probation status will continue until the student meets Satisfactory Academic Progress Standards or completes their program as long as they are successfully completing the Academic Plan that is submitted as part of the SAP Appeal.

## Probation Requirements

The student’s progression will be monitored during the probationary period at the beginning and end of each remaining payment period to ensure the student is following the prescribed academic plan and successfully matriculating through their program of study.

Disbursements will not be made for a payment period unless it is verified that the student’s prior review (if applicable) was acceptable and student is in the proper classes for the payment period in question.

## Reestablishing Eligibility

Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.), who is placed on a financial aid ‘warning’ status, may appeal to the Student Success Committee for reinstatement based on their special case. If the student was placed on financial aid warning status for failure to complete 70% of the attempted credits, and since brought up the percentage to a minimum of 70% credits earned, the student will be reinstated during the end of subsequent payment period review process. If a student was placed on financial aid warning for not meeting the GPA requirement, the student will be placed back on a reinstated status once their GPA has been brought up to the proper level during the subsequent payment period review status.

### *To appeal, the Student must:*

Complete the Satisfactory Academic Progress Appeal Form.

- Attach documentation that supports the specified circumstance(s) to the appeal form.
- Meet with Student Services and work with him/her to complete the Academic Plan portion of the SAP Appeal.

After a thorough evaluation of the written request and all supporting documentation the Student Success Committee will make a decision and notify the student no later than 5 business days upon receipt of the appeal from the student. The Committee’s decision will be mailed to the student’s most current address on file.

## Federal Student Aid Receiving Students: Appeal

Students failing to meet SAP requirements after their “warning” period, have the right to appeal in order to avoid losing financial aid funds. To appeal, a student must submit a written appeal to the Director of Financial Aid. The appeal should include the following information:

- The actions the student will take, or has taken, to correct or prevent the situation from reoccurring.
- If the appeal involves a medical reason, documentation from a doctor indicating the student is cleared to return to school and the medical condition will not prevent the student from being successful in the future.
- If the appeal involves exceeding the maximum timeframe, documentation from the Student Services Advisor which lists the remaining courses required to complete the certificate/ career diploma.
- If a student’s appeal is not approved, the student will become ineligible to receive Title IV funds to continue their program.

If a student’s appeal is approved, the student will be placed on probation. Northeast Technical Institute will allow the student one additional pay period to meet Satisfactory Academic Progress. The Director of Financial Aid will submit completed appeal petitions to the Campus Manager for review. The Office of the President will make the final determination on all appeal petitions. The Director of Financial Aid will notify students of their appeal results within 5 business days.

# Satisfactory Academic Information

## Remedial Courses

Credit is given for remedial courses and they count toward the satisfactory academic progress requirements. Financial aid is available for these courses.

## Incomplete Grades

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term.

Students must meet the following conditions to be considered for an incomplete grade:

1. The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
  2. At the time of the incomplete request, the student must have completed at least sixty percent of the course regardless of the time in attendance.
  3. At the time of the incomplete request, the student must have a grade of "C" or better in the course.
  4. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements. The Campus Manager and instructor of the course have discretion in initiating an incomplete grade request. An incomplete request may be denied even if a student meets the minimum requirements outlined above.
- A student may be required to submit documentation of the reason(s) they are not able to complete the coursework. The student and instructor must complete an appeal outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the Campus Management grants approval.
  - Students must complete all required work within 30 days from the request date of the incomplete.
  - Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student's transcript and the student will be withdrawn.
  - Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

## Repeated Courses

Students are restricted to the amount of times that they can repeat a course in order for it to count for Title IV purposes (enrollment status, and receiving Title IV aid).

Students must complete all required courses within their program of study with a grade of 70 or higher to qualify for graduation. Any course with an earned failing grade must be completed prior to the completion of the program. A student is allowed one repeat without approval from the Campus Manager, and at no charge to the student. Students requiring an additional repeat will be required to pay for the course and must receive approval from the Campus Manager before attempting this course.

For each allowable course repeat, each attempt will be used in determining the student's enrollment status.

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if the student received an unsatisfactory or failing grade (if approved).

Not Allowable: Student may not repeat a passed course to improve GPA.

All repeated courses do affect financial aid satisfactory academic progress calculations.

## Leave of Absence

A Leave of Absence is defined as an approved interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress Standard. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon their return, the student is deemed in good standing and may continue the program from the point of interruption.

A Leave of Absence may be granted if the request is made to the Student Services Advisor or other NTI representative. The student will be notified of approval or denial by Student Services within 5 business days of the request by contacting the student directly while on campus, by telephone or email. Normally, only one LOA may be granted in any 12 month period and may not exceed 60 days. For very unusual/limited circumstances, more than one LOA in a 12 month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12 month period.

NOTE: Complete documentation and certain conditions are needed to support this request. i.e.: jury duty and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993) . A student who has been granted an LOA will be considered withdrawn if they do not return to school at the end of the LOA. In said case, the withdrawal date will be the date the student was scheduled to return to School.

## External Transfer Credits

Credits earned at an institution other than Northeast Technical Institute are evaluated for transfer by the Registrar. In general, subjects in which grades of C or better were earned are accepted. No more than 9 credits are accepted from accredited post-secondary schools. Transfer credits are not counted into grade average, but they count toward the credit accumulation rule.

# Satisfactory Academic Information

## Withdrawal After Commencement of Classes

Students who wish to end their enrollment in any class must officially “drop” or withdraw from it to avoid a failing grade. Students who are unable to come to the campus may contact Student Services or another NTI representative to be withdrawn from their program.

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the School of withdrawal.
2. The beginning date of any program or module in which a student fails to start classes.
3. The date when the School terminates the student's enrollment.
4. The date the student is scheduled to return from an administrative leave of absence and fails to do so.

If a student ceased to participate in a course but has not withdrawn officially, they shall be deemed to have withdrawn unofficially. Evidence of unofficial withdrawal includes failure to attend class meetings for 14 consecutive days; failure during this period to meet any course requirements; and failure to attend the final examination. Unofficial withdrawals result in termination from the student's program of study.

## Termination from NTI: Appeal Procedure

NTI has the right to terminate a student's enrollment when they are “failing to make Satisfactory Progress”. A terminated student may appeal this determination. The following appeal procedures will be used:

- The school will send to the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
- The student may appeal the action of the school by requesting such appeal – in writing to the Campus Manager along with any supporting documentation showing reasons why the decision to terminate should be reversed and request a re-evaluation. This must be done within 10 days of the receipt of such written notice.
- The student has a right to make a personal appearance before the Campus Manager.
- Should a student fail to appeal the decision, the decision to terminate will stand.
- Notification of the school's action on the appeal including reason, if the appeal is denied, will be sent to

the student within 10 days via US mail to the student's address on file.

## Re-Enrollment Policy for Returning Students

Previous NTI students who have either withdrawn or graduated from a prior program at Northeast Technical Institute may be considered for re-enrollment based on a review of past program performance. Criteria includes, but is not limited to: Satisfactory Academic Progress, attendance, financial history, and other standards.

If the student is re-enrolled at NTI, any previous payments toward tuition and fees would be applied for the same program of study. If the student is enrolling in a different program, please refer to Program Change (Upgrade or Downgrade) on page 14.

**Dismissed Students:** Students may appeal to be re-enrolled at the institution thirty days after being dismissed. Such students will be enrolled on a probationary status. This procedure applied only to dismissals caused by a lack of Satisfactory Progress and will never be granted more than once. It does not apply to voluntary withdrawals. Re-enrolling students will be charged at the current tuition rates for newly entering students. Amounts paid during the 1st period of enrollment will be credited to this account. Course repetitions and non-credit remedial courses have no effect on Satisfactory Progress conditions. The student will need to meet with the Campus Manager to confirm academic standing and a Financial Aid Advisor to determine if they are eligible to receive financial aid. Re-admitted students may be subject to additional fees.



# Financial Information

## Tuition Financing Services

Prior to enrolling at the School, all applicants are encouraged to explore the availability all financing options.

Application assistance is provided by the School's Financial Aid Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The School is approved for the following Federal Aid:

- Private Education Loan (additional information is available in School's Consumer Information Guide at [ntinow.edu/disclosure-information](http://ntinow.edu/disclosure-information))
- DET/Career Center Grants
- Work Investment Act (ME & NH)
- Trade Adjustment Act (ME & NH)

Students who receive Federal loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans may result in damage to credit ratings, loss of eligibility for future student loans, garnishment of wages, seizure of tax refund, etc. Additional resources on loan management are available to all students at [www.ntinow.edu](http://www.ntinow.edu) or through the Financial Aid office. Information on eligibility requirements, amounts available, interest rates, scholarships and grants, and repayment schedules is available from the Financial Aid office.

## Scholarships

NTI donates scholarships to area residents, high schools and regional vocational centers. Selected students are eligible to receive a scholarship that is applied toward program tuition costs. Full details regarding participating schools and the administration of this scholarship program are available from the Admissions Department. NTI periodically awards the 'Charlie Liponis Scholarship' to non-high school students who demonstrate financial need. To apply, contact the Admissions or Financial Aid department.

## Veterans Educational Benefits

NTI is approved for participation in the educational payment plans sponsored by the U.S. Department of Veterans Affairs. Prospective students who have questions about their eligibility should contact the College or call the U.S. Department of Veterans Affairs at 888.442.4551 or visit <http://www.gibill.va.gov>. Additional information and assistance is available through the School's Financial Aid office.

## Enrollment Status

The School is required on different occasions to report the number of students in full-time or part time status. Students may attempt at 2 different rates depending on when the program meets. Students are considered full time for financial aid purposes under either attendance rate, where full time attendance track is a minimum of at least 24 scheduled hours per week and half time attendance track is minimum of at least 12 scheduled hours per week.

### Full-Time Attendance Track

Students who have declared their program and are attending class a minimum of 24 hours per week.

### Half-Time Attendance Track

Students who have declared their program and are attending class a minimum of 12 hours per week.

## Delinquent Accounts

Students who fail to pay their accounts within 30 days of original obligation will be considered delinquent and the student will be notified by mail of the delinquent account status. Once considered delinquent, a student's records are placed on hold and the student will be unable to request transcripts, receive grades or continue attending their program until the account is paid in full. Only cash or cashier's checks will be accepted for delinquent accounts.

The Business Office will work very closely with students to resolve all delinquent obligations in a timely manner. Failure to pay within the specified time period may result in the account being placed with an outside collection agency for final collection action.

## Non-Sufficient Funds (NSF) Check Fees

It is the policy of the Northeast Technical Institute to charge a \$25 processing fee for checks returned when presented for payment. These are commonly known as NSF checks or stop payment checks and are the result of individuals not carrying enough balance in their checking account to allow for payment. This fee is consistent with fees charged by other area businesses for bad checks.

The school reserves the right to refuse checks from any individual that has presented a check returned for insufficient funds.

If you have any questions regarding this procedure please contact the Business Office at 800.447.1151.

*NOTE: We are committed to the transparency and accuracy for fee charging. The exact amount of course fees and miscellaneous fees, the payment terms, refund policy and transfer/withdrawal policy relating to the course will be clearly specified in the Enrollment Agreement.*

## Enrichment Courses: Individual Healthcare, HVAC/R, and Information Technology Courses

Northeast Technical Institute offers training on a large variety of topics and applications. We keep you up-to-date on all the latest features and products with IT, medical and HVAC/R courses.

### Schedule & Fees

Call Admissions for scheduling and pricing at 800.447.1151. Certificates awarded upon successful completion of the course(s).

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Rebecca Buck  
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# Additional Information

## OWNERSHIP

In 1995, Northeast Technical Institute was founded and incorporated by Chris Liponis, who has been in the career education field since 1962. The school is now owned by its president, James Liponis who has worked in the family business since 1990.

## AVAILABILITY OF EMPLOYEES FOR INFORMATION FOR DISSEMINATION PURPOSES

Northeast Technical Institute is required to designate an employee or department to assist enrolled or prospective students in obtaining pertinent information related to academic programs, school policies/procedures, enrollment statistics, retention statistics, graduation rates, demographic data related to the student population, campus safety and summary of financial information and financial aid information. Information may be obtained online at [ntinow.edu/consumer-information](http://ntinow.edu/consumer-information), or by contacting;

Kristy Lank  
51 US Route 1  
Suite K  
Scarborough, ME  
TEL: 207.883.5130  
Email: [klank@ntinow.edu](mailto:klank@ntinow.edu)

Other employees, such as admissions advisors and financial aid counselors may also provide information regarding their specific areas of responsibility. If a student needs a paper copy of information, he/she may contact the office of admissions, financial aid, or the office of the registrar for assistance.

The contact information for each staff member and their department can be found in the NTI staff directory in this catalog.

## EMERGENCY CONTACT INFORMATION

If you are unable to contact NTI, please call Jessica Blanchard | Cell Number: 860.481.0560

## CATALOG CERTIFICATION

Northeast Technical Institute certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of NTI. If changes are made to the information in this catalog, informational addenda will be provided.



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800.447.1151 | [ntinow.edu](http://ntinow.edu) | [my.ntinow.edu](http://my.ntinow.edu)

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