

Ford's RV Refrigeration Training Center Catalog

<http://www.rvrefrigeration.com>

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Volume I

ADMISSIONS POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION

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

ADMISSION PROCEDURES & REQUIREMENTS

Applicants considering program enrollment at FRVRTC must fill out the required documentation prior to making the purchase of the FRVRTC- R101 Online Training Program. All information regarding this training program can be found at www.rvrefrigeration.com.

Each applicant to FRVRTC must complete an application, an enrollment agreement, a training agreement and an Equipment agreement. There are no pre-qualifications required for acceptance.

Mitigating circumstances such as an accident, death in the family, or other such special circumstances causing the student to postpone their study in the 90 day program, will be addressed on a case-by-case basis. Student may be given extended viewing time of the video at the discretion of FRVRTC.

In accordance with the Veterans Act Section 1018, enrolled members of the Armed Forces, including reserve components and National Guard will also receive extended viewing time of the video if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

RE-ADMISSION

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

CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND/OR EXPERIENCE

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

PROGRAM PERFORMANCE INFORMATION

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

TRANSCRIPT REQUESTS

Upon request, FRVRTC will forward a student's official transcript to the student, another school or an employer after graduation. One free copy will be provided upon completion of the program. There is a \$25.00 fee for any subsequent request of transcripts and a \$25.00 fee for copies of the certificate. Requests must be submitted in writing to the Administrator and include students full name, approximate attendance dates, student signature, name and address of the person or entity where the transcript and/or certificate is to be sent.

ADMINISTRATIVE POLICIES & PROCEDURES

CURRICULUM, POLICIES & PROCEDURES REVISIONS

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

WITHDRAWAL REFUND & PAYMENT POLICY

Due to the nature of this training with online video and downloadable products, no refunds of any kind will be given.

1. KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

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

ACADEMIC POLICIES

CLASS SCHEDULING

The R101 RV Absorption Refrigerator Cooling Unit Repair & Recharging Program is offered on the following schedule:

STUDENTS ONLINE TRAINING HOURS –The online training video will be available to the student 24/7 for 90 days. Student should complete a minimum of 40 hours of study over the 90 day period on absorption refrigerator cooling units in order to pass the written exam.

GRADING

Upon completion of training, grades are verified and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by a digital exam. For purposes of comparison, the relationship between numerical and letter grades is shown below.

GPA Conversion

A = 95 - 100% 4.0

B = 90 – 94% 3.0 – 3.9

C = 87 – 89% 2.0 – 2.9

F = Below 87% Failure (F)

ACADEMICS

Students are required to achieve at least an 87% grade point average to obtain certification. Students who do not achieve the required academic minimum and are not given certification. However, students will have a one time opportunity to take the exam again after another 4 week period of studying.

CLOCK HOUR/CREDIT HOUR

Students who receive Certification have earned 40 hours of Credit. Credits earned are for determining progress towards program completion only, and the credits are not necessarily transferable and, in most cases, will not transfer to another private career school or collegiate institution.

STUDENT CONDUCT AND DISCIPLINE

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

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, and educational materials.
- Theft of property of FRVRTC based on the guidelines of this program.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.

Violation of the fore-listed areas of conduct may subject the student to the loss of access to the training video and may delay the receipt of the customized tool package until such time the Director or Administrator deem that all has been resolved.

OVERVIEW OF PROGRAM

GENERAL INFORMATION

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

Program

Award

RV Absorption Refrigerator Cooling Unit Repair & Recharging

Certificate

EQUIPMENT

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

| | |
|--|-----------------------------------|
| 1 Oxyacetylene torch | 1 Charging Wrench Model # MS-1114 |
| RV Absorption Refrigerators Complete | 1 Leak Check Manifold |
| RV Absorption Refrigerator Cooling Units | 1 MIG Welder |
| 1 Charging Board Model # SS-1113 | 1 Air Compressor |
| 1 Pressure Washer and attachment | |

RV ABSORPTION REFRIGERATOR RECONDITIONING Certificate Program- R101 40.00 Credits, 40 Hours

OBJECTIVE

This program is designed to provide graduates with the skills required to properly diagnose, repair and recharge RV absorption refrigerator cooling units. The program consists of Online Videos, a Digital Manual and other educational materials also in digital format as well as one set of Customized tools.

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

CERTIFICATION PROGRAM OUTLINE

| Course # | Course | Total Hours | Online Hours | Credits |
|----------|---|-------------|--------------|---------|
| R101 | RV Absorption Refrigerator Cooling Unit Repair & Recharging | 40 | 40 | 40 |

COURSE DESCRIPTION

R101 RV Absorption Refrigerator Cooling Unit Repair & Recharging.

This course will provide a complete overview of the absorption refrigerator reconditioning process based upon The Ford Procedures. Shop and safety operations, tools, troubleshooting fundamentals, the theory of operation, disassembly, repair, testing procedures, and recharging of cooling units, urethaning, and reassembly will be covered in this course. Consists of an online digital exam.

R101 Complete Training Program Costs

| | |
|---|-------------------|
| Application Fee | \$ 120.00 |
| Digital Ford Procedures Manual | \$ 50.00 |
| Customized Tool Package | \$1,980.00 |
| Tuition – (Online Training Video) | \$2,100.00 |
| Digital Educational Materials | <u>\$ 50.00</u> |
| TOTAL R101 TRAINING PROGRAM COST | \$4,200.00 |

Notes

- **Those who only want the Online Training Video and not the entire package will pay the application fee and the tuition as shown above.**
- **Processing fee's are included in the final cost at checkout.**
- **Sales Tax and Shipping are figured separately and are the responsibility of the student.**
- **Customized tools will be shipped to student approximately 30-60 days after payment is received in full.**
- **This program provides parts and supplier information to assist the student in obtaining other products required.**

DIRECTORY OF SCHOOL PERSONNEL

| | |
|---------------------------------------|---------------|
| Co-Owner / Director / Lead Instructor | Roger D. Ford |
| Co-Owner / Administrator / Instructor | Onna Lee Ford |