The Fab School

Catalog

Main Campus & Administrative / Corporate Headquarters

9571 Pittsburgh Avenue
Rancho Cucamonga, CA 91730
Telephone: (877) 411-9353

Website: www.thefabschool.edu

"Extended Classroom" Site

11650 Mission Park Drive, Suite #101
Rancho Cucamonga, CA 91730

Version No. 13

Published: January 2005
Revised: November 1, 2020
End Date: December 31, 2020

A Letter from Our Founder

As a proud accredited member of the Council on Occupational Education, The Fab School shares in its core values of trustworthiness, transparency, accountability, and commitment to quality occupational training through high ethical and educational standards, and student achievement.

Since our very first Fundamentals of Fabrication class in November of 2005, The Fab School has been providing students with a unique level of technical and hands-on skills required to become marketable candidates for entry-level employment in the metal fabrication and welding industry, digital design for manufacturing, and composites technologies. In fact, with the learned knowledge and skills developed as students at The Fab School, many have even started their own successful businesses in their career field of choice. Each of our programs are a blend of required participation, academics, and practical "shop" experiences; combined, these provide the necessary curriculum to be successful in a Career upon graduation.

Since adding our Digital Design and Manufacturing program in 2018 and our Advanced Composites Technologies program last year 2019, we have expanded and enhanced the learning and employment opportunities for our graduates in a variety of industry-related environments.

I am very fortunate to have an instructional staff, comprised of hand-picked, top-industry professionals, who bring their own personal work experiences into the classroom and shop. Our instructors have years of experience in their fields of related work. First and foremost, each and every one of our faculty is focused on bringing to our learning environment, true concern and determination to develop the technical knowledge and skills in each of their students.

Our designated Community Outreach Team continues to grow our attendance in the motorsports industry as well as career fairs, trade shows, military events, and high schools in order to make known the quality of student the school seeks and the capabilities our graduates possess for employment.

As liaisons between employers and students/graduates, our Career Services department maintains a close relationship with each industry, providing graduates with opportunities for entry-level employment interviews. However, interviewing preparation comes first. As graduation nears our students go through a Career & Life-Skills module to help prepare them for the first step after graduation, landing a career. Resumes are built, interviewing skills prepped, and job search techniques are fine-tuned.

I, along with our entire staff, welcome you to The Fab School.

Troy Johnson

Troy Johnson
Founder / President / C.E.O.

TABLE OF CONTENTS

GENERAL INFORMATION

Note to All Prospective Students 7
State Approval Disclosure Statement 7
Accreditation and Approvals 7
Instructional Language 7
Completion of Program 7
Declaration Per Federal Law 7
Attestation Statement 7

THE FAB SCHOOL ADMINISTRATION

The Fab School Administration 8
Faculty Members and Qualifications 8
Educational Objectives 8
Method of Training 8
2020 Scheduled Time of Classes 8
Clock Hour Measurement 9
Full / Part Time Student Status 9

INSTITUTIONAL INFORMATION AND POLICIES

The Fab School's Mission Statement 9
History of the Fab School 9
Physical Description of the School 10
2020 Scheduled Class Start Dates and End Dates 10
2020 School Holiday Vacation Recess Schedule 11
Admissions Policies / Requirements for Enrollment 11
Out-of-the-Area Student Enrollment 12
Ability-to-Benefit 12
Procedure for Enrollment 12
Re-Enrollment 13
Tuition and Financial Assistance 13
How to Apply for Financial Aid 14
Cal Grant "C" Program 14
California "Chafee Grant" for Foster Youth 15
Verification 15
Private Alternative Loans 15
Default Prevention 15
Transfer Students - Financial Aid 15
Facilities and Services Available to Students with Disabilities 15
Veteran Students 16
International Students 16
Acceptance of Credit for Prior Education or Experience 16
Transferability of Credit 16
Transfer / Articulation Agreements 17

Statement of Non-Discrimination....17
Student Body Diversity....17
Retention Rate, Completion / Graduation Rate and Aggregated Completion / Graduation Rate....17
Suspension and Dismissal Policy....18

STUDENT SERVICES

Student Parking....18
Student Academic Counseling (Non-Professional)....18
Referral Services....18
Housing....18
Change of Schedule....18
Refresher Training....19
Loitering / Disrupting Other Classes....19
Student Entrance to Building....19
Electronic Devices and Laptop Computers in Classroom....19
Smoking / Chewing Tobacco....19
Food & Liquids in the Classroom or Workshop....19
Student Lounge....19
Student Personal Property....19
Classroom / Workshop Temperatures....20
Vaccination Policy....20
Career Development and Placement Assistance....20
Student Learning Resources....20
Disclosure and Retention of Educational Records....20
Student Transcript Records....21
Child Care....21
Constitution and Citizenship Day (September 17th)....21
Voter Registration....21

ATTENDANCE AND ACADEMIC POLICY

Attendance Policy....22
Attendance Review Policy....22
Satisfactory Attendance Progress Policy....22
Withdrawn from Modules....23
Student Appeal Procedures (Relating to SAP Policy and Financial Aid Suspension Policy ONLY)....23
Early Departure from Class Policy and Procedure....23
Tardy (Late for Class) Policy and Procedure....23
Absent from Class Policy and Procedure....24
Make-up Hours / Coursework Policy and Procedure....24
Maximum Time Frame for Program Completion....24
Leave of Absence....25
Use of "Time Clock" Requirement....25

ACADEMIC POLICY

Academic Review Policy 26
Satisfactory Academic Progress Policy 26
Withdrawn from Modules 27
Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY) 27
Grading Policy 27
Academic Learning Assistance in Core Subject(s) 28
A Repeat of Failed Academic Subject Area(s) / Modules 28
Make-up Incomplete Subjects 28

SCHOOL POLICIES AND REGULATIONS

Graduation Requirements 29
Student Dress Code for Classroom and Workshop Environments 29
Telephones 30
Office Equipment 30
Copyright Infringement / Illegal Downloading / Computer Use Policy 30
Student Behavior / Conduct 30
Student Appeal Procedures (Not related to the Satisfactory Academic or Attendance Progress Policies) 31
Reinstatement 32
Controlled Substance, Alcohol and Drug Abuse Policy 32
Institutional Security Policies 34
Sexual Harassment / Sexual Violence Policy and Procedure 37
Campus Crime Statistics 40
Student Grievance / Complaint Procedures 42

PROGRAMS OF STUDY

Fundamentals of Fabrication 44
Digital Design and Manufacturing 51
Advanced Composites and Technologies 56

TUITION AND FEE POLICY

..... 58

ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

Estimated Schedule of Total Charges for a Period of Attendance 58
Statement Regarding the Availability of Comparable Programs Information 59
Student Tuition Recovery Fund (STRF) 59

CANCELLATION, WITHDRAWAL, AND REFUND

Cancellation 59
Withdrawal 60
Date of Withdrawal / Date of Determination 60
Institutional Refund Policy 60

FEDERAL RETURNS OF TITLE IV POLICY

..... 60

PROGRAM DISCLOSURES

Department of Education Gainful Employment Information 61
State of California Bureau for Private Postsecondary Education (On-Time Completion Rates) 63
Council on Occupational Education - Graduation Rates 64
State of California Bureau for Private Postsecondary Education - Job Placement Rates 65
Council on Occupational Education - Graduate Employment Rate 67
Three - Year Cohort Default Rate 68

STUDENT COMPLAINT / GRIEVANCE PROCEDURE 68

TRADEMARK NOTICES 68

THE FAB SCHOOL GENERAL INFORMATION

Note to All Prospective Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

State Approval Disclosure Statement

The Fab School is a private institution, approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Fab School does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Fab School, will by operation of law, be approved until April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589; www.bppe.ca.gov. Copies of The Fab School's accreditations and approvals are available for inspection by contacting the school's Executive Director for the particular campus of interest.

Program Name	Total Clock Hours	Document Awarded at Graduation
Fundamentals of Fabrication	728	Certificate *
Digital Design and Manufacturing	728	Certificate *
Advanced Composites and Technologies	172	Certificate *

(The Advanced Composites and Technologies program is only offered at the "Extended Classroom" site at 11650 Mission Park Drive, Rancho Cucamonga, CA 91730)

* High School Diploma, G.E.D. or its equivalent documentation is required prior to enrollment.

Accreditation and Approvals

"The Fab School is accredited by the Council on Occupational Education (C.O.E.) and is entitled to the recognition and privileges resulting therefrom". C.O.E. is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Fab School's Accreditation is scheduled to expire April 30, 2021.The Fab School 's Approval to Operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is through April 30, 2021. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, www.bppe.ca.gov. Copies of The Fab School's accreditations and approvals are available for inspection by contacting the Executive Director at (909) 493-3761 ext. 226, or by email to david.hall@thefabschool.edu

Instructional Language

The institution does not offer English as a Second Language. All instruction is completed in English.

Completion of Program

California statute requires that a student, who successfully completes a program of study, be awarded an appropriate Diploma or Certificate verifying that fact. The Fab School awards its program graduates a "Certificate" as an acknowledgment of their successful program completion.

Declaration Per Federal Law

The Fab School has never filed a Bankruptcy Petition, has never operated as a debtor in possession and has never had a Petition for Bankruptcy filed against it under Federal Law. Prospective students are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently has available sponsored programs, government and otherwise, to provide grants and loans to pay for portions of tuition and fees for those who qualify.

Attestation Statement

All information and content in The Fab School Catalog is current and correct and is so certified as true to the best of my knowledge and belief by.

Troy Johnson

Founder / President / C.E.O.
January 6, 2020

THE FAB SCHOOL ADMINISTRATION

Troy Johnson	Founder / President / Chief Executive Officer
David K. Hall	Executive Director / Chief Operating Officer
Penney Vaughn	Operations Manager / Career Services Coordinator
Maritza Rocha	Office Manager
Angel Morfin	Lead Instructor / Chief Academic Officer
Kyle Roberts	Vice President of Marketing
Angela Morrow	Marketing Assistant – Social & Viral Media
Bridgett Hughes	Administrative Assistant
Victor Angon Jr.	High School Out-reach / Industry Events Coordinator
Patricia Baker	Student Services Coordinator
Christopher McDavis	Admissions Representative
Austin Cervantes	Admissions Representative
Noah Clements	Admissions Representative
Jennifer Mabini	Financial Aid Officer / VA Certifying Official
Heather Valdez	Financial Aid Officer / VA Certifying Official
Ernesto Rosas	Custodial / Maintenance
Jaime Melendez	Custodial / Maintenance

Faculty Members and Qualifications

All Instructors have a minimum of three years' field experience in their field of instruction. All faculty members attend continuing education in teaching methodology, professional development and other like topics. The Fab School employs instructors who are knowledgeable and well informed about teaching topics and applications used in the fabrication and welding industry, the digital design and manufacturing industry, or the carbon fiber technologies industry.

Ronald Warkentin, Jr.	Instructor – Fundamentals of Fabrication	25 years of field experience
Angel Morfin	Instructor – Fundamentals of Fabrication	12 years of field experience
Larry Hawkins	Instructor – Fundamentals of Fabrication	35 years of field experience
Ian Hettinga	Instructor – Fundamentals of Fabrication	30 years of field experience
Miguel Carrillo	Instructor – Fundamentals of Fabrication	16 years of field experience
Curtis Zamora	Instructor – Fundamentals of Fabrication	15 years of field experience
Blake Zeal	Instructor – Fundamentals of Fabrication	6 years of field experience
Keith O'Leary	Instructor – Fundamentals of Fabrication	17 years of field experience
Nicholas Berlanga	Instructional Assistant- Fundamentals of Fabrication	
Richard Holmes	Instructional Assistant – Fundamentals of Fabrication	
Jeff Hoskison	Instructor – Digital Design and Manufacturing	30 years of field experience
German Vazquez	Instructional Assistant – Digital Design and Manufacturing	
Luis Palacios	Instructor – Advanced Composites and Technologies	23 years of field experience
Ryan Moreno	Instructional Assistant – Digital Design and Manufacturing	

Educational Objectives

The Fab School's educational objectives are to provide an instructional program that utilizes instructional information and materials, along with access to technology with tools and equipment used by the industries; to develop personal and team/group project skills; to provide students with the occupational academic and skills training required for entry-level employment in the field of metal fabrication, welding, digital design for manufacturing, and composite materials technologies; and to provide students with sound methods to best evaluate, analyze, and synthesize information in order to develop critical thinking, problem solving and communication skills in an occupational career environment.

Method of Training

The Fab School does not offer any portion of any course or courses via distance education. All instructional and shop training is completed on-site at its main campus.

2020 Scheduled Time of Classes

- **Fundamentals of Fabrication program:**

  Days Classes – 28 clock hours per week

  Monday, Tuesday, Wednesday & Thursday - 8:00 a.m. – 4:00 p.m., (1-hour lunch break, 12:00 p.m. to 1:00 p.m.)

  Evening Classes – 16 clock hours per week

  Monday, Tuesday, Wednesday & Thursday - 6:00 p.m. – 10:00 p.m.

- **Digital Design and Manufacturing program:**

  Days Classes – 28 clock hours per week

  Monday, Tuesday, Wednesday & Thursday - 8:00 a.m. – 4:00 p.m., (1-hour lunch break, 12:00 p.m. to 1:00 p.m.)

- **Advanced Composites and Technologies:**

  Days Classes – 32 clock hours per week

  Monday, Tuesday, Wednesday & Thursday - 8:00 a.m. – 5:00 p.m., (1-hour lunch break, 12:00 p.m. to 1:00 p.m.)

  (The training of students for this program is provided at the following approved location: 11650 Mission Park Drive, Suite #101)

Clock Hour Measurement

The Fab School measures academic progression in clock hours. (1) A clock hour is a period of time consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period; or a 50 to 60-minute faculty-supervised laboratory or shop training experience in a 60-minute period.

This policy is consistent with that which is regulated/ approved by the U.S. Department of Education (U.S.D.O.E.) and the Council on Occupational Education (COE).

An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations, and that is a minimum of 900 clock hours and 26 weeks for students enrolled in full-time programs.

Full/Part Time Student Status

Enrollment in the daytime schedule of the 728 clock hour Fundamentals of Fabrication or the Digital Design and Manufacturing programs are considered a full-time program of enrollment by the Department of Education (28 clock hours per week), and as such, students enrolled in this daytime schedule are considered full-time students.

Enrollment in the evening schedule of the 728 clock hour Fundamentals of Fabrication or the Digital Design and Manufacturing programs are considered a part-time program of enrollment by the Department of Education (16 clock hours per week), and as such, students enrolled in this evening schedule are considered part-time students.

Students enrolled in the Advanced Composites and Technologies program are not eligible for Title IV funds, as this program is less than the required minimum clock hours for program eligibility by the Department of Education.

INSTITUTIONAL INFORMATION AND POLICIES

The Fab School's "Mission Statement"

The Fab School provides students with the technical and hands-on skills required to become marketable candidates for entry-level employment in metal fabrication, welding, digital design and manufacturing, and carbon fiber (composites) industries.

History of The Fab School

- The Fab School opened its doors to its first group of students in November of 2005 with the approval of the State of California Bureau for Private Postsecondary and Vocational Education (B.P.P.V.E.). The mission of the school has continued to train students to fill a void in the fabrication and welding industry of knowledgeable and skilled entry-level fabricators. During its now twelfth (12) year of training hundreds of entry-level fabricators and welders, the curriculum continues to embrace the hands-on approach to learning the trade. Now entering our 15th year, 2005 to 2020, the school has and continues to employ handpicked, top industry professionals as instructors, with each Instructor possessing years of field experience.
- In May of 2009, The Fab School received initial approval as an accredited school by the Council on Occupational Education (C.O.E.), a national accrediting agency, approved by the U. S. Department of Education.
- In July 2013, with the approval to participate in the U.S. Department of Education's Title IV Program, The Fab School began offering, to eligible applicants, assistance through the William D. Ford Direct Loan Programs (Subsidized Federal Direct Student Loans, Un-Subsidized Federal Direct Student Loans), and the Federal Direct Plus Loans program.
- In April of 2015, The Fab School received approval from the Council on Occupational Education to move the training facility location from Riverside, CAto its current location in Rancho Cucamonga, CA.

- The Fab School received its Renewal of Accreditation from the Executive Committee of the Council on Occupational Education, effective April 2015, extending its membership as an accredited school through April 2021.
- The Fab School received its Renewal to Operate as an Accredited Institution from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.) in April 2016 through April 30, 2021.
- The Fab School received approval from the Executive Committee of the Council on Occupational Education, effective January 30, 2018, to begin offering a 728 clock hour Fundamentals of Fabrication program.
- The Fab School received approval from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.), effective February 14, 2018, to offer a 728 clock hour Fundamentals of Fabrication program.
- The Fab School received approval from the Executive Committee of the Council on Occupational Education, effective June 27, 2018, to begin offering a new 728 clock hour Digital Design and Manufacturing program.
- The Fab School received approval from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.), effective July 10, 2018, to begin offering a new 728 clock hour Digital Design and Manufacturing program.
- The Fab School received approval from the Executive Committee of the Council on Occupational Education, effective February 19, 2019, to begin offering a new 172 clock hour Advanced Composites and Technologies program.
- The Fab School received approval from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.), effective March 8, 2019, to begin offering a new 172 clock hour Advanced Composites and Technologies program.
- The Fab School received approval from the Council on Occupational Education, effective January 23, 2020, to include an "Additional Space" approval, considered as part of the Main Campus, at 11650 Mission Park Drive, Suite #101, Rancho Cucamonga, California.
- The Fab School received approval from the State of California, Bureau for Private Postsecondary Education (B.P.P.E.), effective January 31, 2020, to include a "Satellite Location" approval located at 11650 Mission Park Drive, Suite #101, Rancho Cucamonga, California.

Physical Description of the School

The Fab School's Corporate Headquarters, Administrative Offices, and "Main Campus" is located at 9571 Pittsburgh Avenue, Rancho Cucamonga, CA 91730, and it's "Additional Classroom" is located at 11650 Mission Park Drive, Rancho Cucamonga, CA 91730.

The Main Campus facility occupies approximately 33,000 square feet in a traditional campus facility. The Fab School facility offers a unique learning environment consisting of administrative offices and staff, a spacious and relaxing student lounge, along with six (6) spacious air-conditioned classrooms where there is a focus on developing an academic perspective of fabrication and welding. Each classroom is also equipped with reference texts and information specific to the subject area(s) being taught. In addition, there are six (6) large workshops (labs), specific to each module of scheduled learning to include Sheet Metal, Chassis Design, MIG Welding, Advanced TIG welding, Machine Shop, and General Fabrication to name a few. The Fab School has equipped each workshop with the latest technology and tools required in the industry to prepare our students as they begin their careers in Metal Fabrication and Welding. During a student's training program, he or she will have use of a variety of tools and equipment that may include (but not limited to): welders, tube notchers, plasma cutter, laser cutter, mill, lathe, grinders, cold saw, chop saw, belt sander, disc sander, English wheel, drill, and other industry related machines and hand tools. In addition, shop equipment for the composites program includes but not limited to Mold (tooling), Curing oven, Vacuum Pump, Vacuum Ports, Vacuum Gauges, Knives, Die-Grinder, Cut-off Wheels, Data loggers, Drill press, Band Saw, Various measuring tools, abrasives, Thermal Couplers, and other various shop consumables, materials and adhesives.

The "Additional Classroom" represents approximately 6,000 square feet in a two-story building. The Fab School offers at this location, a unique training environment and program, Advanced Composites and Technologies. The facility combines both administrative offices, student lounge area, and a large classroom / shop area for training. This Additional Classroom training facility is located within walking distance (300 feet) from the Main Campus. The Fab School limits the Advanced Composites and Technologies class size to no more than eight (8) students in any one class.

The Fab School limits its typical student class sizes along with one to two attending qualified instructors, in order to provide each student with the maximum opportunities for supervised learning and hands-on skill building. By design, the combined classrooms and workshop facilities will accommodate approximately 134 students at any one time. All courses are held on-site, only at the Main Campus location in Rancho Cucamonga, California.

2020 Scheduled Class Start Dates and End Dates

Classes are not conducted on a standard term basis. Classes start approximately every four to eight weeks throughout the year. The following posted Day and Evening class start dates reflect those initialed scheduled for 2020. The Fab School reserves the right to modify this schedule as needed with appropriate prior notification to those previously enrolled and scheduled to start.

"**Fundamentals of Fabrication**" program

Day Classes **START** Dates	Day Classes **END** Dates	Evening Classes **START** Dates	Evening Classes **END** Dates
January 27, 2020	October 5, 2020	March 4, 2020	March 12, 2021
March 18, 2020	November 30, 2020	August 10, 2020	July 12, 2021
July 13, 2020	January 25, 2021	November 4, 2020	October 6, 2021
August 12, 2020	February 24, 2021		
October 6, 2020	April 19, 2021		
December 1, 2020	June 10, 2021		

"**Digital Design and Manufacturing**" program

Day Classes **START** Dates	Day Classes **END** Dates
March 9, 2020	November 17, 2020
August 25, 2020	March 9, 2020
November 18, 2020	June 1, 2021

"Advanced Composites and Technologies" program

Day Classes **START** Dates	Day Classes **END** Dates
August 25, 2020	September 21, 2020
October 6, 2020	November 12, 2020
November 18, 2020	January 6, 2021

The Fab School reserves the right to postpone training in the event of natural disasters, acts of God (such as fire, flood, and earthquake), labor disputes, or equipment failure, for a maximum of 30 days. Students will be duly notified and compensated within the school's sole discretion, if applicable. All program schedules are subject to change with respect to start and end dates. Students will be duly notified and offered the opportunity to consent as provided by law. In cases where such changes would cause undue hardship, a refund will be offered. Maximum postponement of class start date is 90 days.

2020 School Holiday Vacation Recess Schedule

The following **2020 Holidays** are observed:

New Year's Day - January 1, 2020
Day After New Year's Day – January 2, 2020
Memorial Day – May 25, 2020
Labor Day – September 7, 2020
Veteran's Day – November 11, 2020
Thanksgiving Day – November 26, 2020

Due to the Coronavirus, The Fab School was closed as per the Governor of California order to "stay at home", beginning Monday March 23, 2020 through Thursday, May 28, 2020. Classes resumed on Monday, June 1, 2020.

2020 Holiday Schedule *- Students will be on Winter Vacation Recess beginning Wednesday, December 23, 2020, through Thursday, December 31, 2020. Classes will resume on Monday, January 4, 2021. The Fab School reserves the right to modify this Holiday Vacation Recess Schedule with reasonable advance notice to students.*

Admissions Policies / Requirements for Enrollment

The vocational programs offered by The Fab School are open for regular enrollment to men and women who possess, at a minimum, a high school diploma or the equivalent, and the ability to benefit from the training offered. In addition, all applicants are required to:

1. Be at least seventeen years old (possessing a High School Diploma or its equivalent). If seventeen years of age, application for enrollment must include the approval and signature of a parent or eligible legal guardian.
2. Complete a personal interview with a school Admission's Representative in order to mutually determine whether the program meets the needs of the applicant.
3. Tour the facility in person prior to official enrollment.
4. Supply one of the following documents:
   - A High School Diploma or Official School Transcript, as recognized by the state of residency of the student, indicating the date of High School graduation. Diplomas and transcripts will be evaluated upon receipt and evaluated for validity/authenticity. The Fab School reserves the right not to accept documentation deemed invalid; or
   - A State-issued GED or equivalent; or
   - A copy of a DD214 military record indicating the applicant is a High School graduate or equivalent; or
   - Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an Official Transcript from the college); or
   - Evidence of successful completion of Home-Schooling, Certificate or Self-Certification, along with a copy of a Private School Affidavit as recognized by the state of original residence or an approved online High School Diploma.
5. Complete an Enrollment Agreement, provide a copy of government-issued identification with a picture, and all transcripts from other institutions attended for the student's academic file.

6. Have an approved financial plan prior to start of class.
7. Applicants applying for Title IV funding must have all required documents completed and processed prior to the start of class. All discrepancies or conflicting issues/information must be resolved before the program start date.
8. Speak, read, and write English fluently at the level of a graduate of an American High School as The Fab School's instructional setting necessitates the use of English for educational or communication purposes. If applicable, acceptable documentation of English proficiency includes graduation from a High School, GED, successful completion of the California High School Proficiency Exam, or successful completion of a postsecondary school that teaches all non-foreign language courses in English, or an acceptable Score on the TOEFL exam of 500. The Fab School does not provide English language services, such as translators or ESL classes.
9. The Fab School will consider a non-high school graduate and/or one who has not obtained the equivalent of a High School Diploma (such as a G.E.D.) for enrollment, provided that the applicant previously was enrolled in an institution of higher education with eligibility for Federal Financial Aid and passed an "Ability-to-Benefit" test authorized by the U.S. Department of Education.
10. Any applicant who chooses to disclose a history of being convicted of or pleading guilty/no contest to a violent crime, or another type of felony will be subject to further review by The Fab School Management Staff for enrollment consideration due to employment potential. This policy applies to those who have already enrolled and/or are active students. Conviction of a felony while attending and/or while awaiting your class to begin, is grounds for termination or denial.
11. Payment of Registration Fee, and payment arrangements for charges for books, equipment, uniform, and tools.

Please note: Any such partial or full payment of the Registration Fee and/or failure to establish arrangements for payment of charges for books, equipment, and tools will not hold or secure a prospective student's position in the program's next class. It is a requirement for enrollment that he/she must meet all of the above-aforementioned conditions and requirements.

The Fab School does not offer employment services as an incentive to enrollment. The school's Fundamentals of Fabrication, Digital Design and Manufacturing, and Advanced Composites and Technologies programs do not lead to positions in a professional, occupational, trade, or career field requiring licensing in this state.

Out-of-the-Area Student Enrollment

Prospective Students that are located more than 100 miles from the Rancho Cucamonga, CA Main Campus may be considered for "Provisional Enrollment Status" provided all enrollment requirements and financial requirements are satisfied, with the exception of the completion of a facility (school) tour and the acceptance of their Enrollment Agreement by a designated School Official, both of which must be completed on or before the first day of scheduled class.

Ability to Benefit

Effective July 1, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in a home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations. Under an "Ability-to-Benefit" condition, for eligibility to apply for admission to The Fab School and for Federal financial aid, those applicants without a high school diploma or the equivalent of a high school diploma (i.e., a G.E.D.), yet previously were enrolled in an institution of higher education with eligibility for Federal financial aid, along with having passed an "Ability-to-Benefit" test, will be considered for admission to the school.

Students no longer become eligible by only passing an approved "Ability to Benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work applicable to a degree or certificate offered by a postsecondary school.

Procedure for Enrollment

An applicant makes an appointment for an interview with an Admissions Representative. When the applicant first visits The Fab School facility, the applicant will complete a school application covering their personal, educational information and area of occupational interest. Following a brief introduction and explanation of the school tour they are about to take; the applicant is then taken on a thorough tour of the facilities. This tour includes an explanation of what goes on in each classroom and respective workshops (lab) along with a review of module subject areas, equipment, and materials.

Following the completion of the school tour, the Admissions' Representative will complete the initial portion of the Admissions' Interview, discussing the program's objectives and those of the applicant's Career Goals. Based upon the stated applicant's objectives, the Admissions' Representative will then have the applicant meet with a Financial Aid representative to complete a Financial Aid Prescreen Interview. At the completion of the Financial Aid Prescreen Interview, the applicant will be returned to the Admissions' Representative.

Following the Financial Aid Prescreen, the Admissions Representative will continue the admissions' interview, responding to any questions or comments the applicant may have in order for the applicant to make a well-informed decision about the school and the actual

enrollment process. The process may not continue until all questions and comments regarding the school, the facility, the program, etc., and/or any other related questions have been answered to the satisfaction of the applicant.

The interview may then culminate in the applicant enrolling in the Fundamentals of Fabrication program, or the Digital Design and Manufacturing program , or the Advanced Composites and Technologies program by completing the appropriate documents, to include the School Performance Fact Sheets, the Enrollment Agreement being completed, receiving a copy of the School Catalog, and the registration and equipment fees being paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, personal behavior/conduct, character references, and/or scholastic record. All fees are payable in advance unless other arrangements have been made prior to commencing classes.

Applicants residing outside of the local area or in another state, please call or write so we can send you the proper application forms. Applications must be submitted to The Fab School with the Registration Fee of $185.00 unless other arrangements have been made. This fee is fully refundable if the school does not accept the application. Processing an application normally takes one to two weeks, and early submission of an application is recommended. Out-of-area applicants will be notified by mail of The Fab School's acceptance or denial.

All applicants must arrange to be at The Fab School facility on the scheduled first day of classes for a brief New Student Orientation and class. All enrolled students are required to attend orientation. In the event a student is unable to be present during orientation, he or she must obtain provisional approval from the Executive Director. Tuition is due upon commencement of classes unless an arrangement for tuition payments are made under the various financial programs offered by The Fab School.

Re-Enrollment

A prior student who wishes to re-enroll (a previously terminated enrollment), must submit to the Executive Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new enrollment agreement at the current tuition rate. Any previously earned tuition balance due must be paid in full before they are allowed to re-enroll unless authorized by the Executive Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student's file. A student who has been approved for re-enrollment will receive credit for all prior payments received and coursework completed.

A prior student who canceled their enrollment agreement within the allowable seventh (7th) calendar day cancellation period, and wishes to re-enroll, must email or write to the Executive Director a letter requesting authorization to enroll. Students who previously canceled their enrollment will only be allowed to enroll one (1) additional time unless extenuating circumstances can be documented when submitting such request to the Executive Director for consideration at david.hall@thefabschool.edu .

Tuition and Financial Assistance

The Fab School participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. Applications and additional information may be obtained from The Fab School's Financial Aid Department.

- The "Advanced Composites and Technologies" program is not approved for Federal Financial Aid assistance due to its length in clock hours (172 clock hours).

For eligibility determination to apply for Federal financial aid, an applicant must possess/present a High School Diploma, or Official School Transcript, as recognized by the student's home state indicating the date of high school graduation, or a recognized G.E.D. or equivalent. Diplomas, transcripts, and or G.E.D.s will be evaluated upon receipt and evaluated for validity/authenticity. The Fab School reserves the right not to accept documentation deemed invalid. Applicants are required to submit the following:

- A State-issued GED or equivalent; or
- A copy of a DD214 military record indicating the applicant is a high school graduate or equivalent; or
- Successful completion of a degree program at the postsecondary level prior to July 1, 2012 (proven by submission of an official transcript from the college); or
- Successful completion of homeschooling officially recognized by the state of original residence or an approved online high school diploma.

Effective July 1st, 2012, applicants who do not possess a high school diploma or an equivalent, such as a GED, or who have not completed secondary school in an approved/authorized home-schooled setting, and who have never been enrolled in an institution of higher education with eligibility for Federal financial aid, will not be eligible to enroll at The Fab School, nor will they have access to Title IV funding according to federal regulations.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Act; and Trade Readjustment Act. All public and private agencies have certain requirements for eligibility.

Tuition assistance may also be available through private lending institutions, such as the applicant's personal bank or credit union. If a student's tuition is not covered by any of these sources, The Fab School may elect to utilize an agreed-upon Payment Plan for payment of the tuition balance with the student during their period of enrollment. However, should the Payment Plan not be adhered to, the School reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. Any student payment is due on or before the first of each month. Any payment not made on or before the first of each month and later than five business days following the first of the month, will be subject to a $75.00 "late payment fee". The student must sign a promissory note/loan document, including required disclosures as well as detailed terms and conditions. For more information, contact the School's Financial Aid Department.

Tuition must be paid in full before receiving an Official Transcript Certificate, Program Completion Certificate, or participation in formal Graduation Ceremony.

Students who fail to make prompt payments or fail to make a good-faith effort to keep their account current and in good standing may be subject to the school's disciplinary action which may include suspension or termination. Applicants and/or students who issue personal checks as a means of payment to The Fab School, which are returned by their bank for insufficient funds, are subject to an additional charge of $25.00 to cover both bank and school administrative costs.

Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. All credit balances over five dollars ($5.00) will be issued to students within fourteen (14) days after the credit balance occurs.

How to Apply for Financial Aid

All students applying for financial aid must either have been issued an FSA User ID and Password or must apply and receive your FSA User ID and Password to complete the required Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used by the Department of Education to calculate the Expected Family Contribution (EFC) that will determine eligibility for Aid. This can be done directly via FAFSA on the Web. You must have.

The FAFSA is then transmitted electronically for processing by the Central Processing System (CPS). The CPS will generate an Institutional Student Information Record (ISIR) that will provide the official EFC. The range of the EFC number will determine the student's eligibility for the Federal Pell Grant program.

A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30 in any one year, a new FAFSA application will be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

Besides the FAFSA, it is necessary to complete all required The Fab School's Financial Aid forms. This includes additional personal information and other data needed to verify eligibility.

Students receiving a Title IV, HEA loan and/or their parents are informed that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

- ***The "Advanced Composites and Technologies" program is not approved for Federal Financial Aid assistance due to its length in clock hours (172 clock hours).***

Please direct all of your questions to The Fab School Financial Aid Office by visiting or calling (1-877) 411-9353.

Cal Grant "C" Program

The Cal Grant "C" program assists eligible students in meeting the costs of a technical or career education postsecondary school. U.S. Citizens, Permanent Residents, or Other Eligible Non-Citizens must complete and submit the online Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADA), whichever is applicable. The FAFSA or CADA must be completed and filed with the federal processor to be considered for a Cal Grant. In addition, submission to the school of the applicants' High School and/or college academic records for verification of their Grade Point Average (GPA) by the school is part of one's eligibility requirement. Other documentation may be required by the school as a process of determining the eligibility and consideration status. The consequences of incomplete, incorrect or untimely submissions may result in a award delay or forfeiture. The Cal Grant Program

provides up to $576 for books, tools and equipment, and up to $2,592 more for tuition and fees based upon eligibility. Contact the school's Financial Aid Office for additional information and instructions to apply.

California "Chafee Grant" for Foster Youth

If you are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court, have not reached your 26th birthday as of July 1, have not participated in the program for more than five (5) years, and have financial need, you may qualify for up to $5,000 a year for career and technical training or college. If eligible, you don't have to pay this money back as its design is to help pay for college or career and technical training. You may also be able to use your grant to help pay for child care, transportation and rent while you're in school. You can use your Chafee Grant at any eligible California college or university or career or technical school, as well as schools in other states. Eligibility includes but not limited to: Enrolled in an eligible public or private college or university or technical school; Demonstrate financial need; Maintaining Satisfactory Academic Progress (SAP); and the school will verify payment eligibility and disburse the check to you. You must complete and submit the California Chafee Grant Program Application, the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA. Contact the school's Financial Aid Office for additional information and instructions to apply.

Verification

The Fab School verifies 100% of the financial aid applicants that the U.S Department of Education (U.S.D.O.E.) randomly selects for verification. Students may be selected for verification by either the U.S.D.O.E. or by the school. Verification means proving that what was reported on the FAFSA is correct. If selected, the student may be asked to verify any of the following information:

- Adjusted gross income;
- Federal income tax paid;
- Household size;
- The number of family members enrolled in postsecondary education at least half-time; and/or
- Certain untaxed income and benefits received.

The Financial Aid Representative may request certain documents in addition to a spouse's and/or parents Federal Income Tax Return. If at the time the application is processed, it is selected for verification, a Verification Worksheet will be received with the ISIR. This is to be completed and submitted to the financial aid office at the school. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. Failure to submit the needed verification information and documentation by the stated deadline may result in the cancellation of Federal Student Aid.

Private Alternative Loans

Currently, The Fab School does not participate in any private alternative loan programs.

Default Prevention

The Default Prevention team is available to answer any questions regarding the repayment of your student loans including but not limited to: alternate repayment schedules or reduced payment options such as income- based repayment, deferments/forbearance and in limited cases, loan discharge. Additionally, the Default Prevention team will be able to assist you with obtaining an In-school Deferment on any previous student loans. Please direct all of your questions to the Financial Aid Office by visiting or calling (1-877) 411-9353.

Transfer Students – Financial Aid

There are a number of steps you must take when transferring Financial Aid from one school to another during the same year.

- If you have a Federal Pell Grant, you must request a duplicate of your Student Aid Report (SAR) from the Central Processor.
- This SAR must be submitted to your school. This can be done via FAFSA on the Web with your PIN number.
- All Financial Aid packages at The Fab School will be dependent on what portion of Financial Aid funds have been used in the current Award Year.
- If you have a Direct Loan or a PLUS loan you will need to reapply. Contact your new Financial Aid Advisor as well as your Servicer.
- You cannot receive any Title IV funds at your new school until your Financial Aid History is reviewed on NSLDS or in certain circumstances an Overlapping Loan Period form is requested and received from the prior school.

Check with your school's Financial Aid Representative to find out what programs are available and what additional steps you must take when transferring your Financial Aid eligibility from one school to another.

Facilities and Services Available to Students with Disabilities

The Fab School does not discriminate on the basis of disability. Students with a disability as defined under applicable law may request reasonable accommodations. All requests for reasonable accommodations must be submitted in writing to the Executive Director using the Student Intake Form and Disability Verification Form. All requests for reasonable accommodation will be acted upon immediately by the School and the student will be notified promptly of the School's decision. The Fab School will not ask applicants or

current students if they have a disability. The disclosure of a disability is voluntary on the part of the applicant/student. If an applicant/student with a disability wishes to receive academic accommodations, it is the student's responsibility to inform the Executive Director of the disability and to follow the procedures to request the academic accommodations.

Veteran Students

The Fab School is designated by the Veterans' Administration as a Non-College Degree (NCD) school and classified as a Non-Standard Term School. As a supplement to the general policies and procedures for students listed in The Fab School Catalog, please refer to the "Veterans Administration – Addendum to The Fab School Catalog" for more specific information, available scholarships, and policies / procedures concerning Veterans and Active Service Members.

International Students

The Fab School is not authorized to issue the Form I-20, Certificate of Eligibility for Nonimmigrant (M-1) Student Status-For Vocational Students. The Fab School is also not authorized to accept students wishing to attend any of our training programs under an existing M-1 Student Visa. The Fab School recommends that interested international students (authorized to enter the United States) check their Visa eligibility condition(s) to enroll in vocational education under their permitted/temporary entrance to the U.S. for study at a vocational school before considering enrollment at The Fab School.

Acceptance of Credit for Prior Education or Experience

At the discretion of The Fab School, the school may accept the transfer of credit/hours for a postsecondary course or courses when comparable scope, time and content can be determined. The credits/hours earned at The Fab School are not considered at college-level; therefore, will not automatically transfer to other institutions. Our courses are unique and specific to this school's vocational program, thus any welding, fabrication, digital design for manufacturing, or composite technologies courses completed at The Fab School or other institutions will be evaluated as to transferability. However, as it has been often found in the past, while such training is helpful to the student, the academic and skill-set learning completed at other schools rarely meets the standards of performances required of the student during the training programs at The Fab School. However, any such comparable training/course with a grade of "C" (2.0) or better will be considered. No more than 75% of the credits required for a Non-degree (Certificate) program will be considered for transfer eligibility.

The School's established criteria for considering transfer credit is a systematic process of comparability, scope, time, and depth of learning application, the grade earned, and/or institutional accreditation status. Any transfer credits or clock hours will be counted as both attempted and earned credits or clock hours, if applicable.

If credit for prior experiential learning is to be granted, the experiential learning must meet the following criteria:

(1) (A) The prior learning is equivalent to a College or University Level of learning;
(B) The learning experience demonstrates a balance between theory and practice and;
(C) The credit c o ns id er ed/ awarded for the prior learning experience directly relates to the student's program and is applied in satisfaction of some of the program requirements.
(2) Each College or University Level learning experience for which credit is sought shall be documented by the student in writing.
(3) Each College or University Level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what College or University Level learning the student's prior experience is equivalent to in our program and (2) how many credits toward a Certificate of Completion may be granted for that experience.
(4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:
(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;
(B) The bases for determining that the prior experience (i) is equivalent to the school's Level of required learning and (ii) demonstrates a balance between theory and practice; and
(C) The bases for determining (i) to what level of the school's training the experience is equivalent to and (ii) the proper number of credits to be awarded toward the prospective program for that experience.
(5) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

Transferability of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits/clock hours you earn at The Fab School is at the complete discretion of another institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Fundamentals of Fabrication or Digital Design and Manufacturing or Advanced Composites and Technologies programs are also at the complete discretion of the other institution to which you may seek to transfer. If the clock hours or the Certificate that you earn at The Fab School are not accepted at the other Institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that Institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Fab School to determine if your clock hours or Certificate will transfer. An institution's accreditation does not guarantee that credits earned at that school or institution would be accepted for transfer by any other institution.

Transfer / Articulation Agreements

The Fab School has not entered into any transfer or articulation agreements with any other vocational school, college or university.

Statement of Non-Discrimination

The Fab School does not deny admission or discriminate against students currently enrolled at the school on the basis of race color, religion, sex, age, disabilities, financial status, national origin, marital status, sexual orientation, or any other legally protected status in any of the school's activities. The Fab School will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. The following person with The Fab School has been designated to handle inquiries regarding the non-discrimination policies including Title IX issues:

David Hall
Executive Director & Title IX Coordinator
9571 Pittsburgh Avenue
Rancho Cucamonga, California 91730
Tel: (951) 782-0567 x 226 david.hall@thefabschool.edu

For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at http://www2.ed.gov/about/offices/list/ocr/complaintintro.html for information and the address and phone number of the office that serves your area, or call the Customer Service Team Hotline at 1-800-421-3481.

Student Body Diversity

Men	99.8 %
Women	0.2 %

Breakdown by Ethnicity

American Indian or Alaska Native	0.3 %
Asian	2.3 %
Black or African American	1.5 %
Hispanic/Latino	30.7 %
Native Hawaiian or other Pacific Islander	0.4 %
White	58.6 %
Two or more races	3.5 %
Race/Ethnicity Unknown	2.3 %
Nonresident Alien	0.4 %

*Source: National Center for Education Statistics – **2018 / 2019***

Retention Rate, Completion / Graduation Rate and Aggregated Completion / Graduation Rate

Retention Rate: 94.5 %

Completion / Graduation Rate:

Men	96.2 %
Women	3.8 %

Breakdown by Ethnicity

American Indian or Alaska Native	0.6 %
Asian	1.3 %
Black or African American	0.6 %
Hispanic/Latino	30.2 %
Native Hawaiian or other Pacific Islander	0.6 %
White	62.9 %
Race/ethnicity Unknown	1.9 %
Two or more races	1.3 %
Non-Resident Alien	0.6 %

*Source: National Center for Education Statistics – **2018 / 2019***

Breakdown by Financial Aid Status (Based on "Student Body Diversity"):

Students receiving Pell Grant	66.0 %
Students receiving Subsidized Direct Loans	66.0 %
Students receiving neither Pell Grants nor Subsidized Direct Loans	34.0 %

Source: National Center for Education Statistics – 2017 / 2018

Suspension and Dismissal Policy

The Fab School reserves the right to suspend or terminate the enrollment of any student whose attendance, professional conduct, or academic performance at time, do not meet the school's standards and/or who fails to abide by the school's rules and regulations; including the Academic Review Policy and/or the Satisfactory Academic Progress Policy. Any combination of two consecutive Performance Reviews (25% and 75% Benchmarks) and/or Satisfactory Academic/Attendance Progress measurements (50% and 100% Benchmarks) may result in Suspension or Dismissal.

STUDENT SERVICES

Student Parking

Free parking for students is available on the north side of the Main Campus building, adjacent to the school facility. Free parking is also available on the south side of the Additional Classroom facility. The Fab School is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

Student Academic Counseling (Non-Professional)

The staff of The Fab School makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic counseling. All academic counseling is completed by instructors, the Director of Education and/or the Student Employment Advisor. For any academic related concerns, a student may request a private appointment with his or her instructor, or the Director of Education. In addition, the appointment will only be scheduled during an instructors' office hours. Instructors are unable to accommodate private appointments during classroom/workshop hours.

Referral Services

The Fab School does not employ a trained or licensed professional counselor. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office. In addition, any student with such special need(s) should visit or contact the school's Student Services Department for referral information. The Fab School in Rancho Cucamonga is located near major hospitals. Should the need arise, The Fab School will refer student(s) to an appropriate medical facility.

DEPARTMENT OF SOCIAL SERVICES

- San Bernardino County Social Services, 10825 Arrow Route,
  Rancho Cucamonga, CA 91730, Phone #: (877) 410-8829
- Riverside County Department of Public Social Services,
  11070 Magnolia Avenue, Suite "B",
  Riverside, CA 92505, Phone #: (951) 358-3555
- Department of Social Service, 1811 W. Lugonia Avenue,
  Redlands, CA 92374, Phone #: (888) 818-8988

Housing

Upon application to The Fab School, out-of-area applicants may request and will receive information about possible local housing locations. The Fab School does not offer any dormitories to students nor do they find housing for students. No housing is owned or maintained by The Fab School. There is available housing near the institution where a student(s) may choose to rent a room, apartment, or home based on their need and/or desire. If a student needs assistance in locating local areas for housing, he or she may contact the Student Services Office for information. The Fab School does not offer roommate matching with other students. If they are interested in shared housing with other students, he or she should speak directly to other students attending the facility. In Southern California, while it is not necessary, some form of transportation is often desirable, be it a personal vehicle or use of public transportation. The apartment availability is subject to location with typical rental costs ranging from approximately $1,200 for a I bedroom/1 bathroom to $3,300 for 3 bedroom/2 bathrooms, all within reasonable proximity of The Fab School, may be found by accessing the following websites and/or others:

http://www.apartmentguide.com/apartments/California/Rancho-Cucamonga/
http://www.apartmentguide.com/apartments/California/Ontario/
http://www.apartmentguide.com/apartments/California/Upland/

Change of Schedule

Students can request to change their class schedule from being full-time (day classes) to (evening classes) part-time status or vise-a-versa. Students are required to submit the Change of Schedule form to The Fab School's Student Service Office. The request will be reviewed for academic consistency from one session to another. Upon review, the Change of Schedule may be granted or denied (commonly concerning classroom available space and academics). This form will be returned to the student within 10 working days

of the request submission. Students must be maintaining Satisfactory Academic & Attendance Progress and have financial clearance in order to be considered for a change in class schedule. Be advised that a change in class attendance will only be granted if there is available space within a class population, as class sizes are limited to enhance student learning.

Refresher Training

Graduates who request refresher training within two (2) years of graduation must do so in writing to the Director of Education for consideration. The request must specify desired learning objectives and timeframe for the refresher training. Approval will be based on instructional availability, subject areas being taught in existing classes/workshops, and in consideration of the limited class population allowed by the School. Any charge for such training will be determined at the time of authorization for requested refresher training by the Director of Education.

Loitering / Disrupting Other Classes

Students are not permitted to loiter in classrooms or around the building at any time. If a student arrives early to class, he or she may not enter the classroom and/or workshops before his or her designated class time. Students will not be permitted in classrooms or workshops without instructor presence.

Student Entrance to Building

The Fab School "Student Entrance" to the Main Campus facility is located on the north side of the building. Students will not be permitted to enter or exit thru shop doors at any time, including but not limited to roll-up bay doors. Students entering the Additional Classroom facility, are to enter the facility through the south facing Entrance door.

Electronic Devices and Laptop Computers in Classrooms

The use of laptop computers is allowed during the Fundamentals of Fabrication and the Advanced Composites and Technologies program's classroom time for the purpose of note-taking only with advance administrative/instructional written approval. Laptops or any other electronic devices are not allowed during Tests or Quizzes. The use of laptop computers in the Digital Design and Manufacturing program classroom (student equipment as issued) is authorized for all purposes unless directed by the instructor. The use of laptop computers for the Digital Design and Manufacturing program is an integrated learning experience through its curriculum design. Please check with the Student Service Office for a copy of the Classroom Laptop Computer Usage Agreement for authorization prior to classroom usage.

Cellular phones and other electronic devices must be on silent and out of sight while students are in class and in the workshops. Cell phone usage is only allowed during official break times. It is recommended that in the event of an emergency, family or friends may call the Front Office to reach a student. After hours, the office phones are answered by an answering service that will notify us of any emergency calls.

Smoking / Chewing Tobacco / Vaping

Smoking, chewing tobacco (with a container), electronic cigarettes and vaporizers are not permitted inside the school facility. They are only allowed in the designated area outside the student lounge, on the south side of the facility. They are specifically prohibited in the classroom, workshop areas and parking lot.

Food & Liquids in the Classroom or Workshop

In order to maintain a clean, professional environment and avoid distraction, food and drinks are not allowed in the classroom (unless authorized by the instructor), labs, or workshop areas. However, students are permitted to bring bottled water with a screw-on top into the classrooms ONLY during class time. The Fab School provides a student lounge, where a refrigerator is available for students to store a meal during class and workshop hours.

Student Lounge

Students are encouraged to utilize the student lounge for breaks and lunch. Television, vending machines, microwave ovens, and a refrigerator are provided by The Fab School for your convenience. Students who use this area are expected to clean-up after themselves and keep the lounge area clear of trash at all times. If at any time a student finds that a piece of equipment isn't operational (i.e. vending machines, microwaves, etc.), the student will report it to The Fab School receptionist. Every Thursday the refrigerator will be cleared of its contents. Students must remember to remove their food and containers or these items will be disposed of. Students are also prohibited from using the TV and A/C controls, only instructors or staff are permitted to do so.

Student Personal Property

The Institution bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school's premises or during any school activities. Additionally, the school has no responsibility with respect to any disputes arising between students or for any damages or injuries arising from theft or damage, etc.

Classroom / Workshop Temperatures

Area temperatures may fluctuate between classroom and workshops environments due to their respective learning areas. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain moderate/average temperature throughout all areas of instruction and workshops. Students are also prohibited from modifying the thermostat controls, only instructors or staff are permitted to do so.

Vaccination Policy

The Fab School does not have a requirement for students to be vaccinated.

Career Development and Placement Assistance

The Fab School Career Services Department employs staff members who work directly with students and employers. Students participate in Career Development throughout the course of their training as part of the general curriculum. As a student nears program completion, they will meet on an individual basis with one of the Career Services staff members to finalize employment preparation and goals.

The Career Services Representative is the liaison between graduate and employer. They are in constant communication with various owners, managers, and supervisors who are new to and familiar with our training program and will refer the graduate for employment interviews. The Fab School provides placement assistance to all graduates in "Good Standing".

During Career Development training, students are assisted in the classroom with résumé preparation, filling out mock job applications, as well as tips on appropriate interviewing attire and presentation techniques to help them project a professional image during their employment interviews. They also learn how to conduct a self-directed job search strategy.

The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on parole may diminish or prohibit opportunities for employment with such an employer.

THE FAB SCHOOL DOES NOT GUARANTEE EMPLOYMENT FOR ITS GRADUATES

It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview. A successful job search is dependent upon a self-confident, well- prepared applicant with a pre-planned strategy. Those graduates who demonstrate strong determination in job searching, interviewing and follow-up are most often successful in reaching their goals of employment.

The Fab School is always available to assist an alumnus who contemplates a change in employment. Only graduates of The Fab School are eligible for placement assistance.

The Fab School has partnered with College Central Network in creating an added value to our students, alumni, and employers. Graduates can quickly apply to jobs posted exclusively for The Fab School by uploading their resume and a Career Portfolio to make available to The Fab School employers. Graduates can also access resources to help in their job searches such as advice information, podcasts, videos and much more. Industry employers are able to search through posted graduate resumes in order to readily fill employment positions, as well as post job openings for graduates to apply for. To find out more, contact The Fab School's Career Services Department by calling us directly at (909) 493-3788 or emailing to careerservices@thefabschool.edu. Visit our Web site for more information at http://thefabschool.com/services/career-services/.

Note: All graduates will be considered to need placement assistance unless the graduate submits a signed Student Waiver Form for placement assistance, along with a written explanation and supporting documentation. Graduates waiving placement assistance may still receive placement assistance by notifying the Career Services Department that they again wish to be an active participant in employment-seeking activities.

Student Learning Resources

The Fab School is devoted to providing current, safe, and adequate learning materials and resources that meets and/or exceeds industry standards. This may include both text and media services. While fabrication, welding, digital design for manufacturing, and composites technologies do not necessarily reflect a specific broad spectrum of media services, students are encouraged to work with their instructors on availability and descriptions of all DVDs, books, periodicals, internet resources, and reference materials related to their program which are located in one main classroom. The Fab School is committed to quality media services to their students.

Disclosure and Retention of Educational Records

The Fab School protects the privacy and confidentiality of all student records. The Family Rights and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third-party without the written consent of the student, with the exception of regulatory education agencies. However, The Fab School may disclose appropriately designated

directory information without written consent, unless you have advised the school to the contrary in accordance with The Fab School procedures. The primary purpose of directory information is to allow the school to include this type of information from your education records in certain school publications. Examples include:

- "Founder's Award" or other recognition lists; and
- Graduation Programs

If you do not want The Fab School to disclose directory information from your education records without your prior written consent, you must notify the school in writing. Students can prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Executive Director. The written request should be dated and signed by the student.

The Fab School has designated the following information as directory information: Student's name, photograph, the field of study, a period of enrollment and status, honors, and awards received.

The Fab School may also disclose student information to emergency personnel in the event of a significant health or safety emergency that presents an imminent danger or in a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Any release is temporarily limited to the period of the emergency.

Students have the right to inspect, review, and challenge information contained in their educational records file. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by The Fab School's Administration. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records. Hard copies of student records and transcripts are permanently retained by the school for a period of not less than five (5) years from the date the student graduates, withdraws or otherwise ceases to be enrolled. These same records are scanned and indefinitely retained electronically and will contain the awarded Certificate granted and the date on which such Certificate was granted, enrollment documents, financial aid documents, career services documents, coursework completed, and a transcript of all courses and respective earned grades on which the Certificate was based.

Student Transcript Records

Permanent transcripts of the student's progress are maintained by the School and are available upon written request by current and former students to the Student Records Coordinator. Students will receive a copy of their Official Transcript at graduation. Tuition must be paid in full or the student must be current with any payment plan before receiving official transcripts.

Child Care

The Fab School does offer referral assistance to students who are looking for childcare for their children while attending school. However, the Student Services staff have details of other childcare providers in the area, including nursery locations and registers of childminders. Students are asked to contact the Student Services Department for more information. The following list of local childcare facilities represents a sampling of those facilities in the area which may provide assistance to students who are in need of childcare services while attending school. These facilities are not for the purpose of endorsement or any other purpose. A student should complete their own due diligence into checking out the credibility/ certification/availability of any childcare facility.

Good Steward Day Care (Day Care Center) 9229 Utica Ave., #160 Rancho Cucamonga, CA (909) 948-0016	Ranch Cucamonga KinderCare (Day Care Center) 10191 E. Foothill Blvd. Rancho Cucamonga, CA (909) 989-6136	Little Bears State Preschool (Preschool) 8677 Archibald Avenue Rancho Cucamonga (909) 987-3120

Constitution and Citizenship Day (September 17th)

The Fab School complies with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day is held on September 17 of each year, commemorating the September 17, 1787, signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Website with a scan of the U.S. Constitution available online at http://www.archives.gov/national_archives_experience/charters/constitution.html.

Voter Registration

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements as outlined by their state, or for a downloadable version of the form, visit the U.S. Election Assistance Commission at http://www.eac.gov/ or a paper Voter Registration form can be obtained from the Financial Aid Department.

ATTENDANCE AND ACADEMIC POLICIES

Attendance Policy

It is important that The Fab School maintains a clock hour record of attendance for each student. Completion of all required 728 clock hours of attendance for the Fundamentals of Fabrication (FoF) or Digital Design and Manufacturing (DDM) programs, as well as the 172 clock hours of attendance for the Advanced Composites and Technologies (ACT) program, are a mandatory part of each program's graduation requirements.

At the 25% benchmark of the program, students must be maintaining an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all excused absence and made-up clock hours, divided by the scheduled hours of attendance) of the required 182 clock hours benchmark for the FoF and/or DDM programs.

At the 50 % clock hours benchmark, students must be maintaining an attendance (clock hours) rate of 100% (actual hours of attendance plus all excused absence and make-up clock hours, divided by the scheduled hours of attendance) of the required 364 clock hours FoF and/or DDM program benchmark or the required 86 clock hours ACT program benchmark.

At the 75% benchmark of the program, students must be maintaining an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all excused absence and made-up clock hours, divided by the scheduled hours of attendance) of the required 546 clock hours FoF and/or DDM program benchmark. Students must maintain an attendance (clock hours) rate of at least 95% (actual hours of attendance plus all make-up hours, divided by the scheduled hours of attendance) of the clock required program hours at the 75% benchmark.

At the 100% clock hours benchmark the students must be maintaining an attendance (clock hours) rate of 100% (actual hours of attendance plus all excused absence and make-up clock hours, divided by the scheduled hours of attendance) of the required 728 clock hours FoF and/or DDM program benchmark or the required 172 clock hours of the ACT program benchmark.

A failure to meet the required 728 clock hours or 172 clock hours of training at the 100% benchmark, will result in denial of graduation eligibility status. Students are expected to be **ON-TIME** to class every day/evening and complete the required work (academic and workshop/lab) to the best of their ability. Students cannot develop job skills when they are not in attendance. For circumstances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.

Attendance Review Policy

Each student's rate of progress and clock hours of attendance are monitored weekly throughout their period of enrollment. At the 25% and 75% incremental benchmarks for the FoF and DDM programs, a student's attendance shall be administratively reviewed. If a student's rate of attendance drops below the 95% minimum standard at the 25% and 75% incremental benchmarks of their program of enrollment, the student will be called in to meet with a student service advisor to discuss causes, impact, and possible solution to any attendance problem. Any student failing to maintain a minimum pace of completion of 95% or better, which is calculated by the total attended clock hours, plus any excused absence and/or made-up clock hours, divided by the total scheduled clock hours for that benchmark, shall be placed on Attendance Review Status at that time.

Satisfactory Attendance Progress Policy

If a student fails to complete 364 clock hours of attendance for the FoF or DDM programs, or the 86 clock hours of attendance for the ACT program at the 50% benchmark when the Satisfactory Attendance / Academic Progress (SAP) evaluation is measured, which shall include both actual, excused absences and/or made-up clock hours, he\she will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, placed on "Financial Aid Warning Status". The student will also be required to meet with the Student Services Representative to discuss the issues which may be giving cause to their less than acceptable clock hours of attendance and the respective impact it can have upon their eligibility for graduation. If necessary, a Plan of Correction will be developed and the student will be held accountable for adherence to such a plan, or the student will be subject to other disciplinary actions to include termination.

When the 100% clock hour benchmark of the SAP evaluation is made, if the student has then failed to achieve the required 728 clock hours of attendance or the required 172 clock hours, which shall include both actual, excused absences and/or made-up clock hours, the student will be placed on "Unsatisfactory Attendance Probation", or if participating in Title IV programs, "Financial Aid Suspension". The student will also be required to meet with the Student Services Representative, where a Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. A terminated student has the right to appeal within seven (7) calendar days of termination. If a current/former student wishes to appeal a decision made by The Fab School, an appeal must be made in writing to the Director of Education.

When a student, who is a financial aid Title IV program participant and has been placed on "Financial Aid Suspension", the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action or the appeal is denied, the student's financial aid eligibility will be terminated.

When a student must be absent from class, the student is expected to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in a class that day, and when the School can expect their return. Due to the nature and scope of the school's training, any absence is reviewed based upon a case-by-case condition. The institution shall determine as to whether or not the absence will be considered an excused or unexcused absence. But in no circumstance, may the total number of excused absences exceed 10% of the currently scheduled clock hours during any single payment period. Re-occurring absences by either excused or non-excused absences may result in disciplinary action, much as it would in an employment environment. It may also lead to dismissal. If at any time a student demonstrates 14 consecutive calendar days of unexcused absences, The Fab School will initiate a "withdrawal" of the student's enrollment. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module, subject area or program by following the prescribed steps as identified in this School Catalog.

Withdrawn from Modules

Student(s) who withdraw from The Fab School voluntarily or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry. The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

Student Appeal Procedures (Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of the notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances).

The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not file an appeal and will be placed on Academic or Attendance Probation Status.

Upon the direction of the Appeals Committee, the student will be placed on an Academic or Attendance Plan, to assist the student in achieving Satisfactory Academic or Attendance Progress. The Academic or Attendance Plan will be specifically tailored to the student's needs and circumstances at that time.

The length of any such probation status shall continue in place for the student's remaining enrollment period, up to a maximum timeframe of 150% of the student's original enrollment period. At the end of the period of Academic or Attendance Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic or Attendance Progress or meet the requirements of the Academic or Attendance Plan by the next benchmark, the student's financial aid eligibility shall be terminated and no appeal shall be allowed.

Early Departure from Class Policy & Procedure

If a student must depart early from a class, all such time missed shall be made up by the student within Ten (10) school days, unless other arrangements are made. Prior to departure, the student is to obtain from the Administrative Assistant, located in the school's front lobby, a Student Early Departure from Class Notification form. This form is to be completed by the student to include reason, time to be made-up, date to complete the make-up time, and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will then give the form copy to their instructor as a record of their early departure. All time missed from attending the class must be made-up unless other arrangements are made. Departing from class early includes, but not limited to, clocking out prior to the designated end of class, clocking out prior to the designated start of the lunch hour break, and/or other scheduled times.

Tardy (Late Arrival for Class) Policy & Procedure

If a student must arrive late for class, all such time missed shall be made up by the student within ten (10) school days. Prior to joining one's class, the student is to obtain from the Administrative Assistant, located in the school's front lobby, a Student Late Arrival Notification form. This form is to be completed by the student to include reason, time to be made up, date to complete the make-up time, and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form

will be provided to the student. The student will then give the form to their instructor as a record of their late arrival. All unexcused time missed from attending the class must be made up unless other arrangements are made. Arriving late for class, includes, but not limited to, clocking in late at the designated start of class, returning late from the designated lunch hour break, and/or other scheduled times.

Absent from Class Policy & Procedure

If a student knowingly will be unable to attend a future scheduled class or classes, PRIOR to the class or classes, the student is to obtain a Student Absent from Class Notification form from the Administrative Assistant, located in the school's front lobby. The form is to be completed by the student to include the date of absence, the reason for absence, date to complete the make-up time, and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will not be permitted to return from the known class absence until the instructor verifies prior to receipt of the form as a record of the student's future absence. All time missed from attending the class shall be made-up by the student within ten (10) school days of the day absent unless other arrangements are made.

Should a student be absent from a scheduled class or classes (entire day or evening class session) without prior documented notification to the school, PRIOR to joining one's class, the student is to obtain a Student Absent from Class Notification form from the Administrative Assistant, located in the school's front lobby entrance. The form is to be completed by the student to include the date of absence(s), the reason for absence(s), date to complete the make-up time(s), and the subject area of that day's work. The completed form is to be returned to the Administrative Assistant. A copy of the form will be provided to the student. The student will not be permitted to return to class until they submit the completed form to their instructor as a record of their absence and make-up schedule. All time missed from attending the class shall be made-up by the student within ten (10) school days of the day absent unless other arrangements are made.

Make-up Hours / Course Work Policy & Procedure

All the time missed from attending the class must be made up. All required make-up time will take place in the shop area only. Prior to making up any time, the Make-up Time Sheet must be obtained from the Administrative Assistant, located at the front desk or the instructor. The form is to be completed by the student as noted. The form is to be submitted to the instructor for review and approval once the make-up clock hours are completed.

Any required make-up clock hours necessary to meet graduation requirements that exceed beyond that of the originally scheduled 728 clock hours of the FoF or DDM program or 172 clock hours of the ACT program, at the discretion of the school, the student will be personally responsible for all financial costs for the period of make-up time. The cost will be based upon the agreed to timeframe required for instructional supervision/participation, at an established rate of $42.50 per hour, and paid in advance. All make-up time must be completed prior to consideration for eligibility to graduate.

It is critical that each student consistently attends all scheduled 728 clock hours (FoF or DDM) or 172 clock hours (ACT) of their respective program of enrollment, first and foremost in order to be eligible for graduation. In addition, maintaining their rate of attendance and academic work is also an important part of meeting graduation requirements. Students are requested to make every attempt to contact the School in the event they will arrive late, depart early, or not be in attendance for any scheduled school day/evening, just as they would a place of employment. Like many employers, The Fab School will determine the classification of all absences, be it excused or not excused. A combination of actual attendance, excused absence(s) (not to exceed 10% of each scheduled clock hours per payment period) and non-excused absent time(s) that were made-up will be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress and meeting the required 728 clock hours (FoF or DDM programs) or 172 clock hours (ACT program) of scheduled attendance for graduation.

Maximum Time Frame for Program Completion

A student must satisfactorily complete his/her program of enrollment within a maximum time frame, defined as one and one-half times the regularly scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

		Maximum Time Frames Allowed			
Program Name	Session	# of Weeks	# of Clock Hours	Maximum Time Frame in Weeks	Maximum Time Frame in Clock Hours
Fundamentals of Fabrication	Day	26	728	39	1,092
Fundamentals of Fabrication	Evening	45.5	728	68.25	1,092
Digital Design and Manufacturing	Day	26	728	39	1,092
Advanced Composites and Technologies	Day	5.5	172	8.25	258

The maximum time a student can take to complete their program of enrollment is defined as 150% of the clock hours of their program of enrollment and the regularly scheduled class hours. In addition to meeting the required program benchmark of clock hours, a student must have achieved an earned minimum grade point average (G.P.A.) of 70%, "C" or better.

Leave of Absence

A “Leave of Absence” (LOA) is considered a temporary interruption in a student’s program of study, with the reasonable expectation that the student will return. If a LOA is needed, a student must provide the Student Service Department with a signed written request/email communication, explaining the basis of the request, the date of the request, and the expected return date.

Submission of the request does not automatically reflect the school's approval. The School has discretion in determining whether to approve a LOA, the length of the LOA, the student’s return date, and any other conditions concerning the taking of the LOA that the School deems necessary. Leave of Absence requests will be considered, respective to the student’s current learning subject area, both prior to the beginning of a potential LOA and relative to when the student requests to return which can return based upon curriculum/program scheduling.

A student is ONLY eligible to utilize any combination of a LOA or multiples, up to a maximum of 180 calendar days within a 12- month period. The School will notify the student of the terms of any proposed LOA.

The School may grant a LOA to a student who is unable to provide the request prior to the LOA due to unforeseen circumstances if the School documents the reason for its decision and obtains the written request from the student at a later date. In this case, the School would determine the beginning date of the LOA to be the date the student was unable to attend School because of the unforeseen circumstances.

If the student’s Leave of Absence request is NOT approved or the student does not agree to the terms of the LOA as approved by the School, the student will have the option of continuing their program of enrollment or to be considered to have withdrawn from the school. If the Leave of Absence request is approved, the student may return prior to or at the end of the Leave of Absence and resume their training without paying any additional tuition for the specified period of the LOA. If a student does not resume attending class on or before the agreed to the date scheduled for the end of a leave of absence, the School must treat the student as a withdrawal.

A student requesting a Leave of Absence must understand that upon return, a revised course completion date will be established based upon class schedules, which may give cause for an extended period of enrollment. Students who fail to return from a Leave of Absence will be considered to have withdrawn from the School and will be dropped. A student wishing to re-enroll after a failure to return from a Leave of Absence must follow The Fab School’s re-enrollment procedures outlined in this School Catalog.

A subsequent LOA (second or more) to an original LOA previously approved may not exceed 30 days in length and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances and that any subsequent approved LOAs are supported by documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If the student is a Title IV, HEA program loan recipient, the School will explain to the student, prior to granting the Leave of Absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

Use of “Time Clock’ Requirement

The Fab School records all student daily attendance time using a computer-based “Hand-Reader” time clock. All students are required to clock in daily for all hours they are in attendance at the facility (defined as the building and parking area), as they would on most jobs. All students are required to clock out daily each time they leave the facility for all scheduled lunches or unscheduled breaks and/or reason to be away from the facility, and clock back in when they return, as they would on most jobs. Students will use their hand print to clock in and out.

If it is determined that a student is not following the time clock procedures. knowingly or unknowingly, he or she will receive an initial written “Warning”. If it is determined that a student is tampering with the time clock, falsifying their attendance time records, or any other related inappropriate action is determined, it will be considered a violation of the Student Conduct Policy, and subject to enrollment termination. The Fab School understands that sometimes students may forget to clock in and/or out. All clock issues dealing with the recording of time must be reported to the instructor immediately. In addition, if the time clock should temporarily fail, students must sign in and out on a manual sheet that placed adjacent to the time clock. Instructors will verify the posted time in or out should this situation occur. A student’s time cannot be corrected after 7 days of the occurrence unless it is a system error.

ACADEMIC POLICY

The Fab School adheres to a strict academic policy to ensure that students maintain academic progress and success. Failure by students to maintain academic progress may result in suspension or termination. The Fab School's Satisfactory Academic Progress Policy applies to all The Fab School students, regardless of whether they are receiving Federal Title IV funds or not. For instances where there is a difference between students receiving Title IV funds and those not receiving Title IV funds, such differences will be noted in this catalog.

Academic Review Policy

At the 25% and 75% incremental benchmarks of the program, a student's academic achievement shall be reviewed. Any student failing to maintain a cumulative Grade Point Average of 70%, "C" or better and a minimum pace of completion of 90% or better (which is the total attended clock hours divided by scheduled clock hours), shall be placed on Academic Review Status.

Students on Academic Review Status will be closely monitored and an action plan may be instituted to assist students in obtaining and achieving academic requirements towards graduation. The length of the Review Status shall be for the period of thirty (30) business days. The Review Status period may be lengthened to provide assurance that the student achieves and maintains the required rates of academic achievement.

Satisfactory Academic Progress Policy

For a student to be considered making Satisfactory Academic Progress (SAP) at the 50% and 100% benchmarks of their enrollment period, the student must maintain a cumulative Grade Point Average of 70%, "C" or better.

If at the 50% completion benchmark that Satisfactory Academic Progress (SAP) is measured, it is determined that the student is not achieving the minimum standard of academic performance, for the Title IV program participating student, he/she shall be placed on Financial Aid Academic Warning Status for one payment period. During the Financial Aid Academic Warning Status, the student s ha ll remain eligible for Title IV programs. Financial Aid Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average by the next payment period's Satisfactory Academic Progress evaluation. As a result of this status being imposed, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment.

For students who are not participating in Title IV programs, he/she shall be placed on Unsatisfactory Academic Warning Status. Should an Unsatisfactory Academic Warning Status occur, the student will meet with Student Services to discuss the issues which may be giving cause to their less than acceptable academic performance and the respective impact it can have upon their eligibility for graduation. A Corrective Plan of Action will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include possible termination from their program of enrollment. Unsatisfactory Academic Warning Status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative Grade Point Average is raised to the minimum required 70% average and the student satisfies the minimum pace of completion prior to the next evaluation benchmark (100% benchmark).

If at the time of the next payment period's Satisfactory Academic Progress (SAP) evaluation is measured (100% completion benchmark), it is determined that the Title IV Financial Aid participating student is still not achieving the minimum standard of academic performance required by way of a cumulative Grade Point Average, he/she shall be deemed to be ineligible for any financial aid disbursements and shall be placed on Financial Aid Suspension Status. While on Financial Aid Suspension Status, the student will be ineligible for any financial aid disbursements and any charges incurred by the student will be the sole responsibility of the student. The student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, financial aid eligibility will continue. If the student fails to appeal the action, or the appeal is denied, the student's financial aid eligibility will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

For students who are not participating in Title IV programs, when the 100% completion benchmark is reached, he/she will be placed on Unsatisfactory Academic Probation Status. The student will be required to meet with Student Services to discuss the issues which have given cause to their less than acceptable academic performance and the respective impact it will have upon their eligibility for graduation. A Corrective Plan of Action and schedule of required completion will be established, approved by both Student Services and the student. If the student fails to maintain compliance with the plan of action, further disciplinary action will be imposed to include the possibility of termination from their program of enrollment. If the student is terminated from his/her program of enrollment, the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, the student will be allowed to continue their program under strict probationary conditions. If the student fails to appeal the action or the appeal is denied, the student's enrollment will be terminated. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

Withdrawn from Modules

A student who withdraws from The Fab School voluntarily or otherwise, before the completion of their current module or subject area, the student will be required to repeat any such identified module or subject area upon re-entry**. The student will also be responsible for any charges for training materials used to repeat said module or subject area.**

A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

The student will also be responsible for any charges for training materials used to repeat said module or subject area. A student who is withdrawn by The Fab School may appeal the determination by the School to be withdrawn from a given module or subject area by following the prescribed steps as identified in this School Catalog.

Student Appeal Procedures ***(Relating to SAP Policy and the Financial Aid Suspension Status Policy ONLY)***

A student may appeal their placement on Financial Aid Suspension Status within three (3) business days of the notification of their placement on Financial Aid Suspension status. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet SAP (i.e. death in the family, injury or illness of the student or immediate family, or other special circumstances). The Appeal must detail and document the circumstances that caused the student to not make Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances.

A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether or not to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may then regain financial aid eligibility. Upon a successful Appeal, the student will be notified in writing within 48 hours and placed on Financial Aid Probation Status. Students not receiving Title IV funds need not to file an appeal and will be placed on Academic Probation Status.

Upon the discretion of the Appeals Committee, the student may be placed on an Academic Plan, if it is deemed necessary by the Appeals Committee to assist the student in achieving Satisfactory Academic Progress. Any Academic Plan will be specifically tailored to the student's needs and circumstances at that time.

The length of any such probation status shall continue in place for the student's remaining enrollment period, up to a maximum timeframe of 150% of the student's original enrollment period. At the end of the period of Academic/Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed. If the student does not achieve Satisfactory Academic Progress or meet the requirements of the Academic Plan by the next benchmark, the student's financial aid eligibility shall be terminated and no appeal shall be allowed.

Grading Policy

The purpose of vocational education is to prepare students for employment in a determined Career field. This purpose also parallels the mission of The Fab School. For this reason, consistent academic and skill-sets evaluation is administered throughout the program in order to measure and monitor a student's progress for developing and meeting the minimum knowledge and skills proficiencies expected by business and industry. The Fab School utilizes a grading method that is based on academic student learning, lab/shop work, and professionalism. Students are notified of their academic/lab/workshop grading at each designated point within a subject area and their program.

A numeric grade for each module or subject area of the program is determined by the combined classroom and lab/workshop earned grades from academic learning/projects as determined by the instructor and stated in the module or subject area of the program syllabi. Please refer to the "GRADING SCALE" noted on the following page:

The School's 'Grading Scale'

A	=	Excellent	=	90% - 100.0%
B	=	Above Average	=	80% - 89.9%
C	=	Satisfactory	=	70% - 79.9%
F	=	Failed	=	00% - 69.9%
I	=	Incomplete	=	00%
W	=	Withdrawn from Course or Program / No Credit / Grade Assigned		
N/A	=	Subject Area or Project Not Applicable		

- A student achieving a cumulative GPA of 97% - 100% and a 97% to 100% attendance performance at the time of program completion shall be given the status of "Founder's Honor Roll".
- Sponsoring agencies (third party) are mailed copies of Student Progress Reports, where permitted by the Family Education Rights and Privacy Act (FERPA), on a regular basis.

Re-occurring late coursework or make-up coursework may result in disciplinary action, to include suspension or termination.

Academic Learning Assistance in Core Subjects

It is the central objective of The Fab School to develop the hands-on skill-sets of the student in fabrication, welding, manufacturing design, and composite technologies for employment in these industries. If a student should request assistance in academic or shop tutoring, as they relate to their program studies, instructors will provide additional attention and instruction as needed, outside of regularly scheduled class time at a rate of $42.50 per hour charge, payable in advance. Students completing any such assistance are required to continue with their regular coursework and maintain Satisfactory Attendance and Academic Progress.

A Repeat of Failed Academic Subject Area(s) / Modules

Students may be required to repeat any incomplete subject coursework, lab work or failed subject area(s) or modules. The student will be given the opportunity to retest or submit a required project for academic credit ONLY once. (Once either the retest or submission of a required project has been made, with either resulting in a "failed" grade for the 2nd time, the highest grade will be used in calculating the cumulative G.P.A. for the purpose of determining graduation eligibility.) At the discretion of the school, the student will be responsible for any charges for training materials used to repeat such subject area(s) or modules.

Make-up Incomplete Subjects

It is important that students attend every scheduled class hour to ensure that he/she is able to stay current with required skill-sets learning toward meeting graduation requirements. Students are requested to make every attempt to contact the School in the event they will not be in attendance for any such school day/evening class, just as they would a place of employment.

A student may be given an opportunity, at the discretion of the instructor and/or Director of Education, and subject to the availability of space, to make up incomplete academic/shop coursework. The responsibility of establishing a timeframe to complete any outstanding or incomplete coursework prior to the end of a subject area or module is the responsibility of the student in cooperation with the instructor.

It is required that if a student receives an "I" (Incomplete) on any required coursework, that he/she completes the make-up coursework prior to the current module's completion. If the student does not make-up the incomplete coursework by the end of the current module, the incomplete module coursework grade will be considered an "F" and will reflect the value of "0" when calculating the student's GPA at the conclusion of the module. Students must check with their instructor to arrange all make-up (incomplete) module coursework. Students are expected to complete all scheduled/required module coursework, prior to the conclusion of each module in order to receive an appropriately earned cumulative grade for that module's work, which in turn, contributes toward graduation eligibility.

In the event that a student will not meet graduation requirements due to an academic grade issue, the student will be permitted to make-up any such work in the workshop area only. In such case(s) a schedule of make-up clock hours/shop work must be established and approved by the student, instructor, and the Director of Education. When make-up clock hours/shop work is required in order to meet graduation requirements beyond that of the scheduled benchmark of 728 clock hours or 172 clock hours of a given program, at the discretion of the school, the student will be personally responsible for all financial costs for the period of make-up time. The cost will be based upon the agreed to timeframe required for instructional supervision/participation, at an established rate of $42.50 per hour, and paid in advance.

Once a student has repeated a module or subject area in which he/she received an original failed grade, the revised final grade will replace the original grade. (If the repeated module or subject area is graded lower than the original grade earned, then that original grade will stand.) The overall cumulative grade point average is then recalculated. The time needed to repeat the module, or modules, must be within the maximum timeframe for the original program of enrollment. The student will be given an opportunity, at the discretion of the Director of Education and instructor, subject to the availability of space, to repeat, or makeup failed coursework/shop work.

The student will be given the opportunity to retest or submit a required project for academic credit ONLY once. (Once either the retest or submission of a required project has been made, with either resulting in a "failed" grade for the 2nd time, the highest grade will be used in calculating the cumulative G.P.A. for the purpose of determining graduation eligibility.) However, any revised module/course grade where make-up coursework/shop work has occurred will result in an earned grade no greater than that of a "C" or 79.9%. The cumulative grade point average is then recalculated. This work shall be given full standing and credit with respect to the evaluation of the student achieving/maintaining Satisfactory Progress and meeting graduation requirements.

Students, who have been dismissed for lack of Satisfactory Academic Progress from their program of enrollment, may apply to the Executive Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this Catalog.

A student may appeal the determination of Unsatisfactory Academic Progress and/or their dismissal, based upon extenuating circumstances by following the Student Appeals Procedure outlined in this Catalog.

SCHOOL POLICIES AND REGULATIONS

FOOD IS NOT ALLOWED IN THE CLASSROOMS OR SHOP AREA
BEVERAGES ARE ALLOWED CLASSROOMS **ONLY** IN A CAPPED CONTAINER/BOTTLE
FAMILY MEMBERS ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES. THIS POLICY IS FOR THEIR SAFETY

Graduation Requirements

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- To be eligible for graduation consideration, all specified program subject areas, to include modules, and/or courses of required evaluation, must result in a minimum overall/cumulative program G.P.A. of 70.0% or better;
- Must have attended the scheduled 728 clock hours or 172 clock hours for attendance for their respective program of enrollment, based upon the required actual classroom/shop training attendance, for that program;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;
- All students who have received financial aid must complete a Financial Aid Exit Interview;

The Fundamentals of Fabrication, or Digital Design and Manufacturing, or the Advanced Composites and Technologies program Completion Certificate will be available to graduates during The Fab School's 'Graduation Ceremony', provided the above-noted requirements (as applicable) are completed and documentation submitted.

Student Dress Code for Classroom and Workshop Environments

Due to the nature of The Fab School's training, safety issues and requirements within the classrooms and workshops, the following student dress code is enforced.

Instructors and Administrators have the final say as to what apparel is acceptable for classroom or shop environments. If attire is found to be unacceptable at any time, any such inappropriate attire will have to be replaced with appropriate approved clothing or shoes.

- **Shoes** - must be closed toe shoes only, no open toe allowed due to hazardous area/material in the workshop area (safety precaution). Work boots preferred but thick soled tennis shoes are allowed. Please make sure the tennis shoes have a solid grip on the sole;
- **Pants** - All students (male or female) must wear black colored pants, not faded, frayed, tight fitted or excessively baggy. Pant legs are to be worn over the shoe or boot and not touching the ground. Undergarments must be covered at all times. No baggy or saggy pant appearance with belt loops maintained at waist level. "Dickies" pants are preferred.
- **Shirts** - All students (male or female) must wear long or short sleeve shirts only which have been issued by The Fab School (black in color) with the school's logo, are permitted to class each day;
- **Skirts/Dresses/Shorts** – are not permitted at any time while attending The Fab School;
- **Piercings** - ONLY non-dangle earrings/piercings are permitted (safety precaution);
- **Jewelry** – no dangling and/or bulky jewelry of any type is not permitted due to equipment used in the workshops (safety precaution);
- **Non-Fab School Issue** – students are not permitted to wear shirts that do not have The Fab School logo on them;
- **Baseball style caps** - are permitted at the discretion of the instructor as long as no visible offensive or inappropriate statements, insignias, pictures, etc. type presentations. Black knit skull caps are permitted during winter months for warmth.
- **No drug or gang-related** clothing or accessories may be worn or carried onto The Fab School campus;
- **No drug or gang-related** tattoos can be visible. If a student has one, it must be covered by clothing while on campus.
- **Student Haircuts** - must comply with safety and professional standards as determined by The Fab School. Hair is expected to be neatly groomed and off the collar. Hair must be clean, neat and contained away from the face and eyes or pulled back from the face and eyes so it does not pose a safety threat. Generally, this means the hair must be fastened securely to the back of the head or held away from the face in all shop situations.
- **Facial Hair** - is to be neatly trimmed and groomed at all times. Individual hair style must be professional, trimmed and/or tied back for safety reasons. No scalp or hair etchings. The Founder, Director of Education, and/or Executive Director will review unresolved disputes concerning the hairstyle policy on a case-by-case basis and make a final determination.
- **Personal hygiene** - All students must maintain proper hygiene.

Students who are dressed inappropriately will be asked to return home (an unexcused absence from class) and change into the appropriate attire as permitted and noted above. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to maintain student safety while completing work in the workshop as well as to enable our students to become comfortable with the type of work-related apparel expected by most of the employers who interview and hire our graduates.

Telephones

The Fab School business telephones are not intended for personal use by students. Students are allowed to use the school's phones for emergency purposes only, and only when authorized by a staff member. Student's cell phones are to be turned off during class hours to avoid any classroom or lab/workshop disruption.

Office Equipment

Students are not allowed to use any of The Fab School's office equipment, including the copy/fax machines, without authorization from the Director of Education.

Copyright Infringement / Illegal Downloading / Computer Use Policy

Network and computing resources at The Fab School are provided primarily to support the school's mission of educating and training its students. Students may not use The Fab School network and computer resources in violation of The Fab School's Network and Computer Use Policy. A copy of which is available upon request by contacting the Director of Education. In addition, students may not use The Fab School's network and computing resources nor may they use their own resources on The Fab School's property that would in any way violate the Copyright Act (Title 17 United States Code); this includes illegal Peer-to-Peer (P2P) file sharing. Violations of The Fab School's Network and Computer Use Policy or any acts of copyright infringement or illegal downloading are considered grounds for disciplinary action.

Student Behavior / Conduct

The Fab School's success depends on many factors, including the quality of its instruction, the employment achievement of its graduates and the image its student's project. The effectiveness of any training program is dependent upon the full cooperation between students, faculty and administrative staff. The Fab School has created a professional "work-like" shop environment in which students can increase their knowledge and develop employment skills according to their professional expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and school administrators. Students must adhere to high standards of scholarship and conduct at all times when attending The Fab School.

In the event where students discredit themselves through their behavior, conduct, or coursework or discredit the School, they may be subject to disciplinary action(s) up to and including dismissal. Learning how to communicate and dealing with a variety of people, coping with frustration, time management, problem- solving, disciplining one-self professionally are just a few of the components that go into the makeup of a professional. In these and like areas, The Fab School has high standards of performance requirements because of the school's commitment to preparing our students for the highest expectations of employers.

Beginning with the first day a student starts at The Fab School, he or she becomes part of a proud tradition and, as part of that tradition, we expect that students will want to share in the benefits of that reputation for years to come. There is more to being a successful welder, fabricator, or digital manufacturing designer than learning the skills in class. Qualities such as dependability, appearance, a positive attitude, and good attendance are as important to any employer as well as the knowledge the employee possesses.

In order to help build upon the personal qualities necessary to becoming a successful student and employee, the school has identified, when necessary to apply, specific Grounds for Disciplinary Action(s). These actions are listed below and not to be considered limited to. The Fab School reserves the right to impose a variety of disciplinary actions, including suspension or termination from The Fab School, on any student whose behavior on campus violates a professional behavior. Any such action(s) may result in the application of any one of the Grounds for Disciplinary Action conditions as noted, but not limited to. In the event an incident of unprofessional behavior or conduct is displayed by a student, the School's officials will determine, in their sole discretion, any such disciplinary action, defined or otherwise, may be appropriately imposed regardless of whether that conduct also involves an alleged or proven violation of the law.

Grounds for Disciplinary Action

The administration of The Fab School reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

1) Failure to abide by the Rules and Regulations of "The Fab School";
2) Breach of The Fab School Enrollment Agreement;
3) Defacing any part of The Fab School facility and/or parking areas. This includes all classrooms and shop areas.
4) Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class;

5) Disruptive behavior, which includes but is not limited to, obscene language, profanity, drawings, pictures, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission;
6) Unsatisfactory Academic Performance;
7) Failure to meet the attendance requirements at each measured benchmark (25%, 50%, 75%, and 100%) of the program;
8) Excessive tardiness/early departure;
9) Use of Drugs, Narcotics, Alcohol (or under the influence);
10) Gambling or use of Profanity;
11) Any action in violation of federal, state or local laws on The Fab School campus;
12) Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed towards The Fab School staff;
13) Vandalism of The Fab School or personal property of students or staff on The Fab School campus;
14) Stealing or possessing stolen property on The Fab School campus;
15) Failure to meet Career Services Department requirements;
16) Failure to meet Financial Aid Department requirements;
17) Inappropriate professional clothing is worn during training (classroom/workshop), i.e. black pants & The Fab School shirt;
18) Failure to pay tuition (or any other charges) when due;
19) Cheating and/or Plagiarism;
20) Falsifying "The Fab School" records;
21) Carrying a concealed or potentially dangerous weapon of any kind, to include but not limited to a knife with a blade longer than two (2) inches, or use thereof on The Fab School campus;
22) Instigation and/or the participation in rebellious activities against The Fab School and/or its student(s);
23) Solicitation, which reflects unfavorably upon The Fab School and/or its students;
24) Violation of The Fab School's Network and Computer Use Policy including copyright infringement and illegal downloading;
25) Sexual Harassment/Sexual Violence;
26) Misuse and/or the unauthorized use of The Fab School's tools and/or equipment;
27) Remaining in the Workshop/lab area WITHOUT the supervision of a qualified instructor;
28) Loitering / Disrupting other classes;
29) Eating & drinking (other than bottled water) in the Classroom and/or Workshop;
30) Speeding / Reckless Driving / Excessive Noise in the parking area and/or around The Fab School facility;
31) Unauthorized photography, use of audio or video recording equipment, computers, cell phones and/or pagers in and about The Fab School facility;
32) Failure to utilize the designated area by the Fab School for smoking/chewing tobacco / electronic cigarettes and vaporizers;
33) Use of and/or storage of skateboards, mini and/or pocket bikes on The Fab School grounds (to include parking area) prohibited;
34) Test drives/test rides in any The Fab School training vehicles requires instructor supervision.
35) Display of gang-related hats, caps, headgear, jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire, visible gang-related tattoos, or gang-related vehicle stickers or decals are not permitted;
36) Adherence to Dress Code and Hair Grooming requirements as stated in this catalog is required due to the safety issue in the training program.

A student dismissed for any reason, including unsatisfactory or unprofessional behavior or conduct as noted above, may request reinstatement as an active student into their program by following the procedures set forth under Student Appeal Procedure and Reinstatement sections in this Catalog. There are special procedures for acts involving sexual harassment/sexual violence, please contact The Fab School's Executive Director for more information: Email: david.hall@thefabschool.edu

David K. Hall
Executive Director &Title IX Coordinator
9571 Pittsburgh Avenue
Rancho Cucamonga, California 91730
Tel: (909) 493-3761 x 226 david.hall@thefabschool.edu

Student Appeal Procedures ***(Not related to the Satisfactory Academic or Attendance Progress Policies)***

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or School Administration (for an appeal of Financial Aid Suspension Status, see the Satisfactory Academic Progress Policy), must submit a written letter to the Executive Director to be reviewed by an Appeals Board within seven (7) days of the school's disciplinary action and/or decision. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of not less than three (3) attending members. The Appeals Board shall be chaired by a School Administrator and consist of, but not be limited to, a representative from the Education Department, Financial Aid Department, and Student Services Department.

The student will be notified of the Appeals Board decision within fourteen (14) business days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

Reinstatement

A prior student requesting to be reinstated as an active student, based on a positive Appeals Board decision, must do so in writing to the Executive Director for consideration. A copy of the Appeals Board decision must be included in or attached to the reinstatement request. The Executive Director will review the request and issue a Reinstated Status declaration within five (5) business days of having received the student's request, along with providing a revised schedule of classes.

A student who has been approved for reinstatement will do so with an Enrollment Agreement Addendum, if necessary, and will receive credit for all prior The Fab School payments received, clock hours of attendance, and coursework completed. Any increase in the tuition, books and/or supplies will be included in the addendum agreement, if applicable.

Controlled Substance, Alcohol and Drug Abuse Policy

School Policy:

It is the goal of The Fab School to maintain an academic and work environment free from the use and influence of alcohol and unlawful drugs, and fully comply with the Drug-Free Schools and Communities Act Amendment 1989 and Drug-Free Workplace Act of 1988. As such, the following is The Fab School's policy and awareness program.

Being under the influence of any illicit drug or alcoholic beverage while on the job or in school poses serious risks to individuals' health and safety. Accordingly, all students and employees are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or enrollment in school.

Alcohol and Drug Abuse Prevention:

The Fab School is committed to assisting members of our community in facing the challenges of alcohol and drug abuse; EDUCATION AND PREVENTION IS THE KEY. Please visit the following website: http://www.adp.ca.gov/ for valuable information on the dangers of alcohol and drug abuse and how to prevent it in the first place.

Assistance / Programs Available:

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. The following represent only a few of the local agencies that provide assistance to employees, students, and their families with alcohol and drug-related issues.

Drug Information Hot-Line	(800) 662-HELP
National Institute on Drug Abuse	(301) 443-1124
National Clearinghouse for Drug Information	(800) 729-6686

The foregoing agencies are available for drug-free awareness programs and detailed information regarding:

1) Dangers of drug and alcohol abuse;
2) Assistance with drug and alcohol abuse counseling;
3) Penalties for the abuse of alcohol or drugs;
4) Rehabilitation programs.

Health Risks Associated with Alcohol and Drug Abuse:

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can lead to illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtle and long-term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise;
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure motor vehicle accident injuries, and reduced job performance;
- Repeated use of alcohol can lead to dependence.

The following are more specific health risks associated with other specific drugs:

Cocaine: a central nervous system stimulant is very addictive. The odorless, white powder comes in various forms, "crack" being one of the most popular. Cocaine creates a high in the user, which causes alertness, excitement, talkativeness, overconfidence and a lessened need for sleep. After the high, the "crash" occurs including depression, restlessness, anxiety, and impaired concentration. Repeated use of cocaine will lead to addiction and other complications which may include heart failure, family, school and financial problems.

Hallucinogens: include LSD (D-lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, mushrooms (psilocybin), Ecstasy, angel dust and PCP. They cause increased pulse rate and blood pressure, tearing of the eyes, visual hallucinations, illusions, sensory confusion, and altered time perception. The most common adverse effect is a panic reaction or a "bad trip." Extreme agitation or delirium may occur. Some people have psychotic episodes or flashbacks, which may occur long after use. The major danger from this group of drugs is markedly impaired judgment with hallucinations, predisposing the individual to accidents and bizarre behavior that can result in death.

Marijuana: can cause psychological dependence. It produces a feeling of relaxation, mild euphoria and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, making driving a substantial risk. An adverse effect of the drug is an acute panic reaction. High doses may cause hallucinations, paranoia, and delirium. Male chronic users can experience the impaired production of male hormones, causing breast enlargement and a reduced sperm count. Female chronic users can have egg damage, suppression of ovulation, disrupted menstrual cycles and altered hormone levels. The tars and other gasses in the smoke increase the risk of respiratory diseases and lung cancer, similar to those related to nicotine.

Opiates: include heroin, morphine, Demerol, and Percodan, among other drugs. They produce euphoria, drowsiness and respiratory depression. Over-dosage causes coma, respiratory arrest, and death. The physiological addiction is very strong; tolerance and dependence develop quickly, requiring higher doses to produce an effect. Because these drugs are often injected, use of shared or unclean needles and syringes may result in Hepatitis B infection and HIV/AIDS, as well as endocarditis, an infection of the heart muscle; all which result in death.

Prescription drugs: such as tranquilizers, barbiturates, and depressants are legal and can often be the first abused drugs. Even in small amounts, these drugs slow reaction time and interfere with judgment. Alcohol use greatly increases the effects of these drugs and can cause a fatal overdose when combined with prescription drugs.

Steroids: are used by some people to increase their body's performance. Although performance is temporarily increased, the side effects are very harmful to the body. Long-term effects include heart, kidney and liver trouble, high blood pressure, diabetes, poor healing after injury, muscle and tendon tears and psychological problems with aggression and depression. Short-term effects include impotence, balding, acne, decreased hormone levels and psychological problems such as increased aggressive behavior. Steroids may temporarily enlarge the body muscles, but without constant use and exercise, the muscles will decrease quickly.

Tobacco is illegal to purchase if under age 18. Nicotine, the active ingredient in tobacco stimulates the central nervous system and is physically and psychologically addictive. Nicotine irritates lung tissues and increases blood pressure. The most common cause of cancer deaths is cigarette smoking. Smoking is the major cause of chronic bronchitis and emphysema and also causes pneumonia, coronary heart disease, and blood vessel disease and stomach ulcers.

Reporting Standards:

In addition to termination or expulsion, individuals in possession or distributing drugs to employees or students on school grounds will be reported to the local authorities.

Employees and students are required to notify The Fab School (Executive Director, or Human Resources) in writing of any conviction of a criminal drug statute violation occurring in the workplace no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the School must notify the U.S. Department of Education in writing of the conviction, and within thirty (30) days take appropriate disciplinary action with regard to the employee or student.

Legal Penalties:

Aside from The Fab School action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first-time convictions for the use of a controlled substance or alcohol abuse may or may not be referred to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows: Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to $4 million. Marijuana trafficking carries penalties of up to five years to life, depending on the drugs involved and fines up to $4 million for the first offense. Possession of controlled substances under federal law carries sentences of up to one year and fines up to $100,000 for first offenses, with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to $250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to expectant women. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

Institutional Security Policies

Federal regulations require every school that participates in federal Student Financial Assistance programs to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The Report is prepared every year by the Executive Director &Title IX Coordinator. The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1st of the subsequent year. The Fab School must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agency. The Fab School has designated the Executive Director &Title IX Coordinator and/or the Director of Education as the appropriate security personnel to report, either any criminal actions or other emergencies occurring on campus. The Executive Director &Title IX Coordinator may be contacted in person, by telephone, or by email, at 9571 Pittsburgh Avenue, Rancho Cucamonga, CA 91730; the telephone number and e-mail address for the Executive Director &Title IX Coordinator is (909) 493-3761 x226 and david.hall@thefabschool.edu Reports to the Executive Director must be made in person at the campus location or by telephone at (909) 493-3761 x226. Any student witnessing or being a victim of any criminal offenses on campus is to report those actions to the Executive Director &Title IX Coordinator or the Director of Education immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely warning reports to members of the campus community.

The Fab School allows victims or witnesses to report crimes on a voluntary, confidential basis please contact The Fab School's student & staff hotline at (909) 493-3711. The Fab School does not offer regularly scheduled programs to address security awareness or crime prevention for its students or employees.

The Fab School requires all criminal offenses that occur on campus be reported in person to the Executive Director immediately, but not later than forty-eight (48) hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the Executive Director, to ensure accurate and prompt reporting. The Executive Director will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at The Fab School's next staff meeting or at an emergency meeting, if necessary. The Fab School will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification to students will take place by bulletin on the bulletin board and by general notice distribution throughout the campus. Although the School does not offer regular scheduled crime awareness or prevention programs, this policy, which is published in The Fab School's Catalog and is disclosed by general notice distribution every October 1st is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The Fab School Main Campus Office is open every Monday through Thursday from 8:00 a.m. until 6:00 p.m., and 8:00 a.m. to noon on Friday. The facility is accessible during regularly scheduled class hours of 8:00 a.m. to 10:00 p.m. Monday through Thursday. The Fab School Office is accessible to designated staff and visitors on Friday, 8:00 a.m. to noon. The Fab School does not have on-campus housing, nor does The Fab School employ pastors or professional counselors. Security of the campus is under the supervision of the State and local police. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages its students, employees, and visitors to immediately report suspected criminal activity or other emergencies to the designated school officials and/or, in the event of an emergency, directly to local law enforcement or other emergency response agencies by dialing "911." The school assists in notifying authorities of incidences of a criminal offense, and State and local police agencies have the right to make arrests. There is no written Memorandum of Understanding between The Fab School and state or local police.

The Fab School offers periodically scheduled educational programs to promote the awareness and prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Fab School has developed policies and procedures to follow if a sex offense occurs. As stated above, The Fab School encourages accurate and prompt reporting of all crimes to campus security personnel and to the appropriate police agencies and has designated the Executive Director &Title IX Coordinator and the Director of Education as the appropriate security personnel to report, either in person, by telephone, or by email, any criminal actions or other emergencies occurring on campus. The student has the option to notify appropriate law enforcement authorities, including campus security personnel and local police. Institutional personnel will assist the student in notifying the authorities if the student requests the assistance of institutional personnel. The School does not offer on-campus professional counseling for victims of sex offenses. However, off-campus professional counseling options such as off-campus counseling, mental health, or other services for victims of sex offenses are available to students and staff by contacting the San Bernardino Sexual Assault Hotline at (909) 895-8884 or the San Bernardino Sexual Assault Services 24-Hour Crisis Hotline (800) 656-4673. The institution will change a victim's academic situation after an alleged sex offense if those changes are requested by the victim and are reasonably available. Procedures for campus disciplinary action in cases of an alleged sex offense include a formal hearing to determine facts and disciplinary action if warranted. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. The school will upon written request, disclose to the alleged victim of a crime

of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Compliance with this does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). Sanctions may include probation, suspension, or dismissal.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling "Crimes Against Children and Sexually Violent Offender Registration Act", the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, The Fab School is providing a link to the San Bernardino County Registered Sex Offender Registry http://www.homefacts.com/offenders/California/San-Bernardino-County/San-Bernardino.html . This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of California, convicted sex offenders must register with the "Sex Offender and Crimes Against Minors Registry" maintained by the California Department of Justice. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1misdemeanor.**

The California Department of Justice is responsible for maintaining this registry. Follow the link below to access the California Department of Justice website: http://www.meganslaw.ca.gov/

The school will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and /or staff occurring on the campus using The Fab School Alert System.

Activation of The Fab School Alert System shall be initiated by any one of the following "Designated Emergency Personnel:

1. Angel Morfin - Instructor
2. David Hall – Executive Director
3. Penney Vaughn – Operations Coordinator
4. Troy Johnson – School Founder
5. Victor Angon, Jr. - High School Out-reach / Industry Events Coordinator

In the event that none of the above-named personnel are present at the time of the emergency then the person designated in their absence shall initiate activation of The Fab School Alert System.

Emergencies shall be divided into two categories (1) Priority 1 Emergencies; and (2) Priority 2 Emergencies.

Priority 1 Emergencies:

*Priority 1 Emerge*ncies are emergencies where there is a possible or known situation that poses an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School campus.

Examples of Priority 1 Emergencies: active shooter, shooter, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat, suspicious device found, fire, gas leak, chemical spill, biological hazard, geological hazard, extreme weather (such as earthquake, thunderstorm, tornado, or flood).

Priority 2 Emergencies:

Priority 2 Emergencies are emergencies where there is a known situation that does not pose an immediate threat to the health or safety of students or employees at or near the immediate vicinity of The Fab School Campus.

Examples of Priority 2 Emergencies: Power outages, leaks or broken water pipes causing flooding in a classroom/office, emergencies occurring outside The Fab School campus but within the vicinity such as fires, police activity, minor traffic situations, weather warnings from the National Weather Service affecting the area such as thunderstorm and flash flood warnings.

EMERGENCY NOTIFICATION PROCEDURES

Priority 1 Emergencies:

Initiation of Notification Procedures

The Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 1 Emergency. Confirmation of a Priority 1 Emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 1 Emergency; or

- There is a reported situation that would constitute a Priority 1 Emergency.

The Designated Emergency Personnel shall assume the situation to be a Priority 1 Emergency and initiate The Fab School Alert System immediately; only after initiating The Fab School Alert System shall the "Designated Personnel" or other campus staff confirm the accuracy of the reported situation. If the reported situation is confirmed, then The Fab School Alert shall continue in effect until the situation is resolved; if the reported situation is found not to be accurate, then The Fab School Alert may be canceled by the Designated Emergency Personnel.

Contemporaneous with initiating The Fab School Alert System, School staff shall immediately notify 911 of the situation(s). Except where it is immediately necessary to evacuate the premises or otherwise protect the health and safety of employees and students, the Designated Emergency Personnel and/or campus staff shall not leave their office/classroom and allow any emergency responders to address and investigate the situation. The Designated Emergency Personnel, campus staff, and students shall comply with any and all directions made by emergency responders.

Contemporaneous with or after initiating The Fab School Alert System and notifying 911 of the situation(s), the Designated Emergency Personnel and/or campus staff shall contact and brief the Director of Education and/or the Executive Director regarding the emergency situation.

Only upon confirmation by the emergency responders that the emergency situation has been resolved and there is no longer an immediate threat to the health or safety of students or employees the Designated Emergency Personnel may cancel The Fab School Alert. Dissemination of Information for The Fab School Alerts shall be disseminated by any one or combination of the following methods:

- Campus Alarm System
- Telephone Intercom

Recipients of Information:

The following persons are to receive The Fab School Alerts:

- All staff and currently attending students of the campus who are experiencing the emergency on campus;
- Designated members of the Executive Staff

Priority 2 Emergencies:

Initiation of Notification Procedures

Designated Emergency Personnel must initiate The Fab School Alert system upon confirmation of a Priority 2 Emergency. Confirmation of this emergency occurs when the Designated Emergency Personnel has:

- Actual knowledge of a situation that constitutes a Priority 2 Emergency

If the "Designated Personnel does not have actual knowledge that a situation what would constitute a Priority 2 Emergency exists, then the "Designated Personnel must first determine whether the situation is actually occurring. Upon confirmation that the situation is actually occurring then the "Designated Personnel may initiate The Fab School Alert System.

Contemporaneous with initiating The Fab School Alert System, campus staff shall immediately notify 911 of the situations, if necessary. Contemporaneous with or after initiating The Fab School Alert System and/or notifying 911 of the situations, the Designated Emergency Personnel and/or campus staff shall contact and brief the school's Founder, Lead Instructor, and/or the Executive Director regarding the emergency situation.

Only upon confirmation that the emergency situation has been resolved the Designated Emergency Personnel may cancel The Fab School Alert.

Dissemination of Information

The Fab School Alerts shall be disseminated by the following Methods:

- Campus Alarm System
- Telephone Intercom

The following persons are to receive The Fab School Alerts:

- All campus staff and currently enrolled students of the campus experiencing the emergency, whether on campus or off campus
- Designated members of the Executive Staff

Testing Procedures

At least twice a year the campus shall test The Fab School Alert System. At least one test shall be announced and at least one test should be unannounced. All announced tests shall be publicized to the campus community.

All Tests shall be documented on The Fab School Alert System Test form and shall be kept in a binder located in the Executive Director's office.

Sexual Harassment / Sexual Violence Policy and Procedure

The Fab School takes seriously issues pertaining to sexual harassment/sexual violence. If you believe that you have been the victim of sexual harassment/sexual violence that occurred on campus or was perpetrated by another The Fab School student or employee, please contact The Fab School's Executive Director/Title IX Coordinator to begin the process of investigating and hearing your claim:

David K. Hall
Executive Director &Title IX Coordinator
9571 Pittsburgh Avenue
Rancho Cucamonga, California 91730
Tel: (909) 493-3761 x 226 david.hall@thefabschool.edu

The Fab School prohibits any offenses of sexual harassment/violence including but not limited to: domestic violence, dating violence, sexual assault, and stalking.

Programs for Prevention and Awareness

The Fab School educates the student community about sexual harassment/violence including sexual assault and date rape through the mandatory orientation prior to the start of each student's program. The literature regarding date rape education, risk reduction, and The Fab School response is available through the Executive Director.

Preventing and Responding to Sexual Offenses

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Fab School strongly advocates that a victim of sexual assault, report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Executive Director. Filing a police report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and The Fab School, or only the latter. The Fab School representative (Executive Director) will guide the victim through the available options and support the victim in his or her decision. The Fab School does not offer on-campus counseling services, but The Fab School will help victims identify counseling and support services outside of The Fab School.

Definition of Consent

California has adopted the principle of "affirmative consent" when addressing issues of sexual violence. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

The Fab School Procedures and Proceedings Pertaining to Claims of Sexual Harassment/Violence

Preamble

The following sets forth The Fab School's procedures for handling alleged charges of sexual harassment/sexual violence that occur between students, faculty, and staff in any combination thereof whether the alleged act occurred on-campus or off-campus or between students, faculty, or staff and third parties if the act occurred on-campus.

A. Definitions:

1. Charge: means an alleged act(s) of sexual harassment/sexual violence.
2. Charging Letter: a document issued by The Fab School alleging that a respondent has committed an act of sexual harassment/sexual violence.

3. Complainant: the person who alleges that an act of sexual harassment/sexual violence has occurred and may include: students, faculty, and the staff. A complainant may also include a third party if the alleged act of sexual harassment/sexual violence occurred on-campus and the respondent was/is a The Fab School student, faculty, or staff member.
4. No Findings Letter: a document issued by the school, finding that there is not sufficient evidence to proceed with a charge.
5. The Preponderance of the Evidence: standard of evidence used to determine whether an act of sexual harassment/sexual violence has occurred. A person may be found to have committed an act of sexual harassment/sexual violence if the evidence presented shows that it is "more likely than not" (51% true) that the alleged act occurred.
6. Respondent: the person who is charged with committing an alleged act of sexual harassment/sexual violence against the complainant.
7. Response: The Respondent's formal written response to the Charging Letter submitted pursuant to the procedures outlined below; or if a No Findings Letter is issued, then the Complainants formal written response to the Charging Letter submitted pursuant to the procedures below.
8. Acts of Sexual Harassment/Violence is not limited to acts constitution sexual harassment, domestic violence, dating violence, sexual assault, stalking and all other similar acts.
9. Title IX: Title IX of the Higher Education Act which prohibits discrimination based upon gender. Gender discrimination includes acts of sexual harassment/sexual violence.
10. Title IX Coordinator: employee designated by The Fab School to oversee compliance with Title IX rules and regulations including overseeing the processing of charges of sexual harassment/violence.
11. Title IX Case Packet: a file specific to each case involving charges of sexual harassment/ sexual violence that includes but is not limited to:
    a. The Charging Letter;
    b. The Response (if any);
    c. Witness statements and other written/photographic evidence (if any);
    d. Written findings and decision of the Title IX Committee;
    e. Any other documentation deemed necessary by the Title IX Committee.

B. Alleged Violations:

An alleged violation of the Student Code of Conduct that relates to sexual harassment/sexual violence shall be forwarded to The Fab School's Title IX Coordinator:

David K. Hall
Executive Director &Title IX Coordinator
9571 Pittsburgh Avenue
Rancho Cucamonga, California 91730
Tel: (909) 493-3761 x 226 david.hall@thefabschool.edu

All alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be subject to a fair and impartial process in determining whether or not a violation has occurred.

C. Investigation:

1. Alleged violations of the Student Code of Conduct involving sexual harassment/sexual violence shall be investigated in a prompt, thorough, impartial, and reasonable manner.
2. The investigation will be conducted by the Title IX Coordinator or designee who receive training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. The investigation shall gather relevant evidence, including, but not limited to, pertinent documents and statements from witnesses. Investigations will be conducted within 60 days barring any unusual complexity.
4. While an alleged violation is being investigated, a student may be removed from class, campus sanctioned events, and other The Fab School functions pending the investigation.
5. Both parties will be given the opportunity to present written or verbal statements to the Title IX Coordinator or designee who is conducting the investigation.

D. Preliminary Decision/Notification:

1. After the investigation is completed, both parties will be promptly notified of the results of the investigation in writing by certified mail United States Postal Service (USPS) and/or by any additional means which may validate proof of receipt.
2. If a violation is found to have occurred a Charging Letter will be issued detailing the charges and recommending possible sanctions or other action.
3. If a violation is not found to have occurred a No Findings Letter will be issued, both parties will be so notified in writing.

E. Response / Final Decision

A student who is charged with a violation of the Student Code of Conduct involving sexual harassment/sexual violence shall be given ten (10) calendar days to submit a written response to the Title IX Coordinator. Failure of a student to respond to the Charging

Letter shall result in The Fab School continuing with processing the charge of alleged sexual harassment/sexual violence without input from the charged student.

If no violation is found, the Complainant may submit a response in writing within ten (10) calendars days of the date of the No Findings Letter.

1. A Response shall be in writing and must be submitted within ten (10) calendar days of the date of the Charging/No Findings Letter. The Title IX Coordinator may grant additional time to respond if a written request is received prior to the expiration of the ten-day deadline.
2. Any written, photographic, or other evidence (including witness statements) must be attached to the Response; evidence not included with the Response will not be considered. Additional evidence not included with the Response may be considered if a written request to consider additional evidence is submitted to the Title IX Coordinator before the time set for any hearing in this matter.
3. The Parties shall be notified of any grant of additional time for filing a Response and/or the grant of any request to submit additional evidence.
4. Within five (5) calendar days of receiving a Response, a final decision by the Title IX Coordinator or designee shall be issued. Notice of the final decision shall be promptly issued to all parties. If no Response is received within the time required by this procedure, then the Preliminary Decision shall become final.

F. Title IX Committee:

Upon conclusion of the investigation and the rendering of a Final Decision, either party may request a hearing before a Title IX Committee as set forth below within five (5) calendar days of the date of the Final Decision.

1. The Title IX Committee composition shall be at least three impartial individuals who have no prior involvement with the parties or the investigation and shall consist of any mix of The Fab School faculty or staff.
2. The Title IX Committee shall use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and determine whether a violation occurred and what sanction, if any, is warranted.
3. Upon convening, the Title IX Committee shall designate a member as the Committee Chair.
4. The Title IX Coordinator shall not be a member of the Committee, nor shall any individual who may have conducted or participated in the investigation. If the Committee Chairperson should determine, the Title IX Coordinator or the designee who conducted the investigation, either or both, may be called before the Committee to answer any questions about the investigation.

G. Committee Process:

1. Students shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. Opposing parties shall separately address the committee to make a statement without the presence of the other party.
2. Students are not entitled to representation by an attorney or any other third party at any point in the process. However, in accordance with the Higher Education Opportunity Act (HEOA), in cases of an alleged sex discrimination/harassment, opposing parties are entitled to have third parties present during the committee process. (Note: The third party cannot be an attorney).
3. Any audio/digital or video-recording of the committee meeting is not permitted.
4. The Committee members are given a Title IX Case Packet with all relevant information for the committee meeting, including any written response received from the student. In Title IX cases, the Case Packet will include opposing parties' statements, all evidence discovered during the investigation, and any written witness statements the parties have submitted.
5. The Committee members sign a standard Confidentiality Statement for Committee Members and, after the Committee's deliberations; the Case Packets are collected and destroyed in order to maintain confidentiality.

H. Decision:

After considering all the evidence, the Title IX Committee shall deliver written findings and decision.

Any decision rendered by the Title IX Committee shall be pursuant to the Preponderance of the Evidence Standard. The decision shall be delivered by United States Postal Service certified mail and/or by additional means which may validate a proof of receipt. Opposing parties will receive notice of the outcome within thirty (30) calendar days of the close of the hearing.

In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, The Fab School will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student(s) who is/are the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, The Fab School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

In accordance with the requirements under the HEOA, in cases of an alleged sex discrimination/harassment, opposing parties will be informed of the Committee's findings, including any sanction that will be imposed.

I. Sanctions:

If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to: suspension, expulsion, or that the Respondent attends sexual harassment/sexual violence training at the Respondent's expense as a precondition to continued attendance at The Fab School.

Campus Crime Statistics

The following reported crime statistics occurred at The Fab School for the designated calendar years of 2016. 2017, and 2018. As of May 2016, through December 2018, The Fab School wants you to know that any reported offenses noted occurred at or adjacent to The Fab School's **Main Campus** current located in Rancho Cucamonga, California.

ANNUAL CRIME STATISTICS Rancho Cucamonga Main Campus						
	On Campus			**Public Property**		
CRIMINAL CRIMES	**2016**	**2017**	**2018**	**2016**	**2017**	**2018**
Criminal Offense:						
Murder and non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests for:						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Referred for Disciplinary Action:						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Total Unfounded Crimes:						
Unfounded Crimes	0	0	0	0	0	0

ANNUAL CRIME STATISTICS
Rancho Cucamonga Main Campus

		Race	Religion	Sexual Orientati	Gender	Disability	Ethnicity / National Origin			Race	Religion	Sexual Orientati	Gender	Disability	Ethnicity / National Origin
Hate Crimes	**On Campus**								**Public Property**						
Murder and non - negligent manslaughter	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Forcible sex offenses	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Non-forcible sex offenses: Incest	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Non-forcible sex offenses: Statutory Rape	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Robbery	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Aggravated assault	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Burglary	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle)	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Arson	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Simple assault	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Larceny-theft	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0

Intimidation	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0
Destruction / damage / vandalism of property	**2016**	0	0	0	0	0	0		**2016**	0	0	0	0	0	0
	2017	0	0	0	0	0	0		**2017**	0	0	0	0	0	0
	2018	0	0	0	0	0	0		**2018**	0	0	0	0	0	0

A copy of the most current, completed Annual Crime Statistics actual report may be obtained from the Executive Director.

The Fab School does not officially recognize any student organizations; likewise, the school does not monitor and record through local police agencies any criminal activity in which students engage in at off-campus locations.

Possession of alcohol and illegal drugs on campus is prohibited, and possessions of alcohol and/or illegal drugs are grounds for disciplinary action and are subject to discipline as stated in The Fab School Catalog. Please refer to The Fab School Catalog for The Fab School's Drug and Alcohol Abuse Prevention Program.

The Fab School will collect information prescribed in Section 485 (a) and (f) of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) and (f)), from all internal available resources including but not limited to filed campus crime reports and from local law enforcement agencies to compile and disseminate crime statistics. Data from the previous calendar year (January through December) will be collected for inclusion in the annual crime statistics for publication and disclosure beginning on October 1st of the subsequentyear.

Student Grievance / Complaint Procedures

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Director of Career Services. If the matter is still not resolved, it should be brought to the attention of the Director of Education for resolution.

Should the grievance not be resolved, the formal procedure is as follows: A written grievance must be submitted to the Executive Director within forty-eight (48) hours of the incident. The Executive Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or another staff member. If the student has followed the above steps, the Executive Director will call a Grievance Committee Hearing within seventy-two (72) hours of receipt of the report.

All documentation must be submitted with the report that is to be signed and dated. The Executive Director will chair a committee meeting that will consist of not less than three representatives of the following departments, including but not limited to:

A. Education Department
B. Financial Aid Department
C. Student Services Department

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within twenty-four (24) hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable to the Executive Director. All complaints will be resolved within thirty (30) business days from the receipt date of the written grievance.

The aforementioned Student Grievance/Complaint Procedures do not apply to complaints involving sexual harassment/sexual violence; for procedures for acts involving sexual harassment/sexual violence, please see The Fab School's Institutional Security section.

Policies and Crime Statistics contained in this catalog or at the following URL for specific procedures in the handling of claims of Sexual Harassment / Sexual Violence.

http://thefabschool.com/wp-content/uploads/2016/12/COMPLAINT-GRIEVANCE-APPEAL-POLICIES-PROCEDURES.pdf

A student or any member of the public may file a Complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a Complaint form, which can be obtained on the Bureau's Internet Website: www.bppe.ca.gov.

Schools accredited by the Council on Occupational Education must have a published procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a Complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the Complaint to the school for a response. A copy of the Commission's Complaint Form is available at the school and may be obtained by a request to the Executive Director. The complainant(s) will be kept informed as to the status of the Complaint as well as the final resolution by the Commission. Please direct all inquiries or concerns to Council for Occupational Education (C.O.E.); 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; Telephone (770) 396-3898 or (800) 917-2081; fax (770) 396-3790; or visit their website at www.council.org.

PROGRAMS OF STUDY

Fundamentals of Fabrication

PROGRAM DESCRIPTION

The "Fundamentals of Fabrication" program is a 728 Clock Hour program, requiring 26 weeks of class attendance (four days per week) during the day, and 45.5 weeks of class attendance (four evenings per week) during the evening. The Fundamentals of Fabrication program design is to provide students with the occupational training, knowledge, and skill-sets required by employers for employment in the field of metal fabrication and welding. The curriculum embraces the hands-on approach to student learning, and the class size is designed to provide individualized instruction as well as group project work. Students attending either day or evening classes will develop the knowledge and a full range of fabrication skill-sets necessary for entry-level employment, using the most current welding and fabrication technology.

PROGRAM OBJECTIVES

Upon successful completion of the Fundamentals of Fabrication program, graduates will have developed the basic fundamentals of workspace and shop safety, tape measure reading, design work calculations, and industry math practices. In addition to the classroom learning objectives, students will develop hands-on skill-sets used in actual shop environments which include, and are not limited to the use of MIG welding on flat and round materials, TIG welding on flat and round materials, rosette splice, fluff and buff, sheet metal, notching and bending, part construction, forming, pattern layout drilling, shocks, suspension basics, aluminum shaping and forming, mill and lathe operations, blocking and smoothing, chassis engineering, advanced project front suspension, rear suspension, static, along with work on a "team" project.

OCCUPATIONAL OBJECTIVES

Graduates of the Fundaments of Fabrication program will be qualified for entry-level positions with the knowledge and skill-sets to readily meet the increasing needs of the fabrication industry. Graduates of the program will be qualified for various positions in fabrication and/or welding occupations. These include but are not limited to: Metal Fabricators; Welders and other related fabrication and welding career job titles. Be advised that various employers' policies will differ as to required personal backgrounds, training, and/or experience which can contribute to employability.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #619.361-014; #809.381-010;#819.361-010; #810.684-010; #811.684-014;#810.384-014; #819.384-010, and other related fabrication and welding D.O.T. Codes. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O*Net S.O.C.: #51-4122.00; #51-4121.06; #51-2041.00; #51.2099.00 and other related fabrication and welding Career related S.O.C. Codes.

******This program prepares students for the American Welding Society (AWS) Welding Certification Test******

The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on parole may diminish or prohibit opportunities for employment with such an employer.

CLASSES ARE CONDUCTED:

Days:

Monday, Tuesday, Wednesday, and Thursday per week, 7 clock hours per day, 8:00 a.m. to 4:00 p.m., 104 Days, 26 weeks, 728 Clock Hours

Evenings:

Monday, Tuesday, Wednesday, and Thursday per week, 4 clock hours per evening, 6:00 p.m. to 10:00 p.m., 182 Evenings, 45.5 weeks, 728 Clock Hours

TYPICAL SHOP EQUIPMENT AND MACHINERY:

TIG and MIG welders, manual lathe, manual mill, band saws, chop saws, fence post notchers, cold saws, tube notchers, tube benders, English wheel, CNC plasma cutter, CNC laser cutter, CNC brake press, blocking, smoothing, and shrinking tools, bead roller, leaf brake, stomp shear, electric shear, belt/disc sanders, and pneumatic material removal tools that includes 3-inch sander, 6-inch orbital, 3 inch cut-off, barrel sanders, and other typical equipment used in the industry.

CURRICULUM OVERVIEW:

	MODULE TITLE	TOTAL CLOCK HOURS
101	MIG Welding	28
102	TIG Welding	28
103	Production / Manufacturing Project	28
104	Aluminum I	35
105	Bending	28
106	Notching	21
107	Part Forming and Construction	56
108	Advanced Welding	28
109	Aluminum II Projects	35
110	Mill and Lathe Operations	35
111	Sheet Metal Shaping	28
112	Plasma Cutting	14
113	Bend-Tech Design Operations	28
114	Group Chassis Project	49
115	Group Motorcycle Project	28
116	Headers	14
117	Blue Print Machining I	14
118	Front Suspension Design	63
119	Welding Operations	7
120	Steering Design	56
121	Blue Print Machining II	21
122	Rear Suspension Design	56
123	CAD / CNC Introduction	21
124	Project Wrap-up and Final Exam	7
TOTAL PROGRAM CLOCK HOURS:		**728**

GRADUATION REQUIREMENTS:

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- The student must successfully achieve an overall cumulative G.P.A. of 70.0% or better;
- Must have attended the required 728 classroom/shop clock hours;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;
- All students who have received financial aid must complete a Financial Aid Exit Interview;

MODULE DESCRIPTIONS

101 MIG Welding ***28 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with the basic fundamentals of welding using the MIG Welding method. Students will perform both continuous and pulse welds on both flat as well as round-tubing. During this time, the students will learn basic measuring skills and basic math involving fractions. Students are introduced to the cold saw and will learn how to make precise production type cuts. Students will be evaluated on the precision, technique, and quality of their MIG welds.

During this initial module, student learning will be introduced for the required knowledge involved with general shop safety. ***Student learning and training will also include safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this module. Safety is an ongoing learning and demonstrated exercise throughout all modules within the program.***

102 TIG Welding ***28 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with instruction on basic TIG welding skills. The student will perform welds on both square and round tubing and will learn how to properly disassemble and reassemble a TIG torch. Students will also be working and welding using sheet metal. Students will be evaluated on the precision, technique, and quality of their TIG welds.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

103 Production / Manufacturing Project 28 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student utilizing precise tape measurements, cuts, and welds while building a welding bench. Students will be evaluated on the precision, technique, and quality of their MIG welds along with their completed workbench project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

104 Aluminum I 35 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module focuses on the student developing the knowledge and skill-sets involved with welding thin gauge aluminum sheet metal, as well as safety and proper operation of a bead roller, stomp shear, electric shears and basic hand tools used in working with thin gauged aluminum sheet metal are explained and practiced. Students will be evaluated on their construction, precision and finishing techniques along with the overall quality of their completed trash can project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

105 Bending 28 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with how to properly use the Hossfeld Bender. Students are introduced to drafting and scaling in preparation for completing their corner gusset project. Students will also utilize hydraulic draw benders in completing their bending project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

106 Notching 21 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with tube notching. Students will also be instructed in the use of the hole saw notcher as well as how to notch tubing by hand using the belt sanders in conjunction with the band saws. Students will be evaluated on their completion of the Rosette Splice Fluff and Buff Project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

107 Part Forming and Construction 56 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module focuses on the student developing the knowledge and skill-sets involved with learning pattern layout, precision measuring, drilling techniques, proper use of leaf, box pan beaks, efficient steps to constructing a part, and an interactive shock rebuild. Students will use basic hand tools for pattern layout and the band saw to cut out all patterns. Students will use a variety of tools for finish work on all parts before bending and tacking parts together. Students will be evaluated on the completion of their A-Arm project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

108 Advanced MIG & TIG Welding 28 Clock Hours

The designated advanced student learning experience, as a result of both classroom and shop training during this module focuses on the student developing advanced level knowledge and skill-sets involved with MIG and TIG welding. Student learning will also go further in depth on the functionality of the MIG and TIG machines and their different capabilities. Student

learning will involve expanding their knowledge of welding symbols and functions along with A-Arm welding and both MIG and TIG welding using round steel. Students will be evaluated on their skill-sets in welding round steel.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

109 Aluminum II Projects 35 Clock Hours

The designated advanced student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing advanced level knowledge and skill-sets involved with welding on thin sheet aluminum. Students will use the bead roller, stomp shear, electric shears and required hand tools. Students will learn how to create inside and outside contours. Students will learn proper fitment, tack welding, welding, rough and finish sanding while they complete the project. Students will be evaluated on their construction, precision and finishing techniques, along with the overall quality of their completed Vase Project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

110 Mill and Lathe Operations 35 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with hands-on experience working on a manual mill and lathe machines. Proper safety and operation of the manual machines will be both discussed and demonstrated. Students will learn to use dial calipers, micrometers and other precision measuring devices obtaining accuracy down to thousandths of an inch. Facing, turning, surfacing, drilling and tapping skills will be used to create the various projects in this module such as the wheel spacer, tube transfer, and tapping block. Students will be required to identify all parts of the mill and lathe using comprehensive diagrams. Students will also be evaluated on a Wheel Spacer and Tube Transfer project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

111 Sheet Metal Shaping 28 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing advanced level knowledge and skill-sets are involved in shaping and forming thin sheet aluminum. Students will use the English wheel, bead roller, stomp shear, electric shears, and other required hand tools. Students will learn how to get precise contours while completing their project. Students will be evaluated on their design, precision and finishing techniques, along with the overall quality of their completed bowl Project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

112 Plasma Cutting 14 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing introductory knowledge and skill-sets involved with using a plasma cutter. Students will use a handheld plasma torch, learn how it works and develop skill-sets using the handheld plasma torch while completing their project. Students will be evaluated on their design, precision presentation and finished the project of a metal rose.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

113 Bend Tech Design Operations 28 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved in the use of Bend-Tech software program. Bend-Tech takes on an approach of designing from 3d parts for tubing design. Students will learn the uses of the Bend-Tech software in designing tubing and pipes, roll cages, hand rails, bumpers, etc., which will also be the basis of their evaluation.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

114 Group Chassis Project 49 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with different vehicle frame types, safety, and rules associated with different sanctioning bodies. Students will use Bend Tech software to aide in the design, engineering and the production of a chassis. The group chassis project is an interactive group project and the student's participation and contributions will be the basis of their evaluation.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

115 Group Motorcycle Project 21 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with different motorcycle frame types, safety, and rules associated with different sanctioning bodies. Students use Bend Tech software to aide in the design, engineering and the production of a motorcycle chassis. Students will use the mill and lathe to create parts for mounting the motor and transmission on the motorcycle chassis. The group motorcycle chassis project is an interactive group project and the student's participation and contributions will be the basis of their evaluation.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

116 Headers 14 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with the use of IC Engine Works' Header Legos in developing exhaust systems for motorcycles. Students will be evaluated on the basis of their Header Lego Project for motorcycles.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

117 Blue Print Machining I 14 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with reading blueprints and parts machining. Students will be evaluated on the basis of their completed Tapping Block Project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

118 Front Suspension Design, and Drafting & Forming 63 Clock Hours

<u>Front Suspension Design</u>

The Front Suspension Design segment is dedicated to primarily to the student developing the knowledge and applicable skill-sets involved with suspension theories, basic suspension terms, and suspension design to better prepare them for the advanced level suspension projects. Students will be evaluated on their suspension designs and drawings.

Heavy emphasis is placed on suspension theory, alignment setups, and suspension geometry. The students will learn the steps and knowledge to create front suspensions from the ground up. The student will start by developing their list of "Knowns", then design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their designed suspensions. Students will also then encounter problems and learn what needs to be done to correct or better their designs.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

Drafting & Forming

The designated student learning experience called for in this segment, and as a result of both classroom and shop focuses on the student developing knowledge and skill-sets involved with the drafting, use of leaf brake and box pan brake machine, forming, and construction of their project. The student will be evaluated on their design, drawing, and completed Battery Box Project.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

119 Welding Operations 7 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with practical welder set and evaluated on a timed test.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

120 Steering Design, Drafting & Tab Construction, and Bead Rolling 56 Clock Hours

Steering Design

The Steering Design segment of this module is dedicated to the student developing the knowledge and applicable skill-sets involved with understanding the structure and mechanics of steering design. Students will be evaluated on their Steering Design Project at the conclusion of this segment of training.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

Drafting & Tab Construction

The Drafting & Tab Construction segment of this module is dedicated to the student developing the knowledge and applicable skill-sets involved with Tab Construction and project. The student will be evaluated on their drafting, their use of the band saw, sanding, and precise fitment in their Tabs Construction Project at the end of this segment of training.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

Bead Rolling

The Bead Rolling segment of this module is dedicated to the student developing the knowledge and applicable skill-sets involved with understanding the various techniques used in Bead Rolling. Bead rolling can be used for design, fitment, and art. Students will be evaluated on their Bead Rolling Project at the conclusion of this segment of training.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

121 Blue Print Machining II 21 Clock Hours

The designated advanced student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets involved with a broader and more technical reading of blueprints and parts machining. Students will use the lathe and mill to machine parts to precise tolerances in order to fit parts together. Students will Students will be evaluated on the basis of their completed their Machining Project based upon blueprint drawings.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

122 Rear Suspension Design, and Sheet Metal Paneling 56 Clock Hours

Rear Suspension Design

The Rear Suspension Design segment of this module is dedicated to the student developing the knowledge and skill-sets involved with designing and creating rear suspensions. Heavy emphasis is placed on suspension theory, alignment setups, and suspension geometry. The students will learn the steps and knowledge to create rear suspensions from the ground up. The student will start by developing their list of "Knowns", then design their suspension in half scale drawings that later turn into multiple layered drawings that they can physically move to cycle their suspension and get a much better understanding of the dynamics and workings of their designed suspensions. Students will also then encounter problems and learn what needs to be done to correct or better their designs. Students will be evaluated on the basis of their completed their Rear Suspension Design Project at the conclusion of this training segment.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

Sheet Metal II

The Sheet Metal II segment of this module is dedicated to the student developing the knowledge and skill-sets involved in how to skin a panel or vehicle with aluminum, how to use and install quick release fasteners such as Dzus tabs and buttons, and how to use bead rolling techniques to make the aluminum panel a spring-loaded structure to eliminate rattling and vibration. Students will be evaluated on their completed Body Panel Project at the conclusion of this training segment.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

123 CAD / CNC Introduction 21 Clock Hours

The introductory student experience during this module, in both a classroom and shop training environments, focuses on an introduction to Computer Aided Drafting (CAD) / Computer Numerical Control (CNC) automated machines. Students will receive basic introductory learning/training in operations to 2D Drafting, Plasma Laser, and Press Brake Operations. Students will develop basic knowledge and understanding of these machine operations.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

124 Project(s) Wrap-up and Final Exam 7 Clock Hours

This module functions as an opportunity for students to complete any previous projects, review the program's academic learning and shop experiences, all in preparation for the program's Final Exam. Students will be evaluated based upon completion of the Fundamentals of Fabrication Final Exam.

Digital Design and Manufacturing

PROGRAM DESCRIPTION

The "Digital Design and Manufacturing" program is a 728 Clock Hour program, requiring 26 weeks of class attendance (four days per week) during the day. The Digital Design and Manufacturing program design is to provide students with the occupational training, knowledge, and skill-sets required by employers for employment in the use of CAD (Computer Aided Design) software for 3D part modeling, machining, and sheet metal cutting and forming. The curriculum embraces the hands-on approach to student learning, and the class size is designed to provide individualized instruction as well as group project work. Students attending day classes will develop the knowledge and a full range of digital designing and manufacturing skill-sets necessary for entry-level employment, using the most widely used software design technology.

PROGRAM OBJECTIVES

Upon successful completion of the Digital Design and Manufacturing program, graduates will have a greater understanding, based upon shop experiences, of the machine shop, cutting tools, measuring tools, lathe tooling, and milling tooling. Graduates will complete best-practice set-up techniques for both manual and CNC machinery which will provide them with a broader understanding, knowledge, and skills experience employers are looking for in a prospective applicant. Through hands-on learning experiences, graduates will have successfully demonstrated skill-sets and capabilities in digital part design, planning, assembly modeling, blueprints and 3D modeling using CAD (Computer Aided Design) software and CAM (Computer Aided Machining) software for CNC machining and sheet metal cutting and forming. Graduates will have demonstrated a successful proficiency in the use of CAD as a design and manufacturing tool, which results in a top down, bottom up and layout part and product design methods. Graduates will have developed, through instruction and practical experiences, to conceive, design parts and assemblies while planning the machining or fabrication process through a typical workflow shop environment. Graduates will have completed a team project, that required a working collaborative with fellow students, working in a 3D environment. As a result of student learning throughout this program, students will be capable of taking the Certified Solidworks Associate Certification Test, if they elect to do so as it is not a component of this program.

OCCUPATIONAL OBJECTIVES

Graduates of the Digital Design and Manufacturing program will be qualified for entry-level positions with the knowledge and skill-sets to readily meet the increasing needs of the fabrication industry. Graduates of the program will be qualified for various positions in digital design & manufacturing-related occupations. These Career occupations include but are not limited to: Product Designer; CNC Machine Programmer / Operator; Laser and/or Press Brake Programmer / Operator; Additive Part Manufacturing Designer / Technician and other related Career job titles. Be advised that various employer policies will differ as to required personal backgrounds, training, and/or experience which can contribute to employability.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #609.362-010; #604.362-010; #804.281-010; #616.260-010; #690-685-014; #809.381-010, and other associated and/or related titles to Digital Design & Manufacturing D.O.T. Codes. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O*Net S.O.C.: #51-4012.00; #51-4121.06; #51-4031.00; #51.4035.00; #51-4011.00: #51-4034.00 and other associated and/ or related Career titles to Digital Design & Manufacturing related S.O.C. Codes.

****The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on Parole may diminish or prohibit opportunities for employment with such an employer****

CLASSES ARE CONDUCTED:

Days:

Monday, Tuesday, Wednesday, and Thursday per week, 7 clock hours per day, 8:00 a.m. to 4:00 p.m., 104 Days, 26 weeks, 728 Clock Hours

TYPICAL SHOP EQUIPMENT AND MACHINERY:

Manual lathe, CNC lathe, manual mill, CNC mill, CNC sheet & tube laser, CNC press brake, 3D printers and other typical equipment used in the industry, along with a personal Laptop Computer issued after seven (7) calendar days, installed with industry-related software for classroom and shop learning, and a 3D Printer

CURRICULUM OVERVIEW:

	MODULE TITLE	TOTAL CLOCK HOURS
101	Introduction to CAD	7
102	Measuring / Precision	14
103	2D Drawing	28
104	3D Modeling	112
105	Assemblies	126
106	Drafts / Blueprints	49
107	3D Printing	49
108	Scan Based Design / Reverse Engineering	49
109	Manual Machining	35
110	CNC Lathe	49
111	CNC Mill	56
112	Sheet Metal	42
113	CNC Plasma	3
114	CNC Laser	39
115	CNC Press Brake	45
116	Finite Element Analysis	14
117	Career Services	7
118	Solidworks CSWA Practice Test	3
119	Final Exam	1
TOTAL PROGRAM CLOCK HOURS:		**728**

GRADUATION REQUIREMENTS:

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- The student must successfully achieve an overall cumulative G.P.A. of 70.0% or better;
- Must have attended the required 728 classroom/shop clock hours;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;
- All students who have received financial aid must complete a Financial Aid Exit Interview;

MODULE DESCRIPTIONS

101 Introduction to CAD ***7 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module focuses on the student developing the knowledge and skill-sets involved with becoming familiar with what CAD (Computer Aided Drafting) is, its benefits and how it is used in the industry, the different types and applicational uses of CAD in the industry, and the basic functionality of the systems and file types.

During this initial module, student learning will be introduced for the required knowledge involved with general shop safety. ***Student learning and training will also include safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this module. Safety is an ongoing learning and demonstrated exercise throughout all modules within the program.***

102 Measuring / Precision ***14 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved with identifying and applying the many precision measuring tools used in the industry, past, and present and how they are used. Students learning will discover how they are applied in the design process and the inspection of the final manufactured part(s).

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

103 2D Drawing ***28 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing a level of proficiency in CAD software in the 2D (Dimensional) environments. Using various exercises and practical applications, students will learn how to use different units of measurement to adjust the geometry of their project accordingly. Students will be required to complete various digital and practical projects using a 2D environment.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

104 3D Modeling ***112 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the skill-sets necessary in demonstrating the working knowledge and applications of 3-dimensional concepts to create models and parts in a CAD environment. Students will be required to complete practical and digital projects along with preparing models for manufacturing.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

105 Assemblies ***126 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student achieving a level of proficiency in the assembly environment using CAD software. Student learning will include using different approaches and methods to design, create, and assemble projects, both digitally and practically. The student will also utilize CAD software to create different appearances of the assembly for ease of part distinction.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

106 Drafts / Blueprints ***49 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets trough the practicality of creating Drafts and Blueprints for all projects used throughout the program. The student will develop and demonstrate skill-sets in creating simple, yet detailed technical drawings. Students will demonstrate their knowledge and skills involving the setup of sheets, dimensioning and tables containing important information related to models.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

107 3D Printing ***49 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge and skill-sets involved in the use of 3D printing systems used in the various segments of this industry. By applying student knowledge and skills involved in 3D modeling, students will print projects in 3D as they observe their model(s) come to life.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

108 Scan-Based Design / Reverse Engineering ***49 Clock Hours***

The designated advanced student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets using both old techniques and new scan-based design for reverse engineering, students will learn how to recreate previously produced parts for manipulation of evolution and restoration.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

109 Manual Machining 35 Clock Hours

The designated advanced student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge and skill-sets using manual machining methods, students will become proficient with machine processes in order to understand the metrics of CNC machines. Using various practical projects, students will use manual machines to create what will later be produced through CNC.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

110 CNC Lathe 49 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge of manufacturing using the CNC Lathe. Students will develop skill-sets involved with hands-on experience working on the CNC Lathe and discovering how it can be used to create parts in a manufacturing setting. The student will also develop know and skill-sets using the various cutting tools, and software along with experiencing the manual method of machining. The students will complete various practical projects.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

111 CNC Mill 56 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge of manufacturing using the CNC Mill. Students will develop skill-sets involved with hands-on experience working on the CNC Mill and discovering how it can be used to create parts in a manufacturing setting. The student will also develop know and skill-sets using the various cutting tools, and software along with experiencing the manual method of machining. The students will complete various practical projects.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

112 Sheet Metal 42 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing their knowledge and skill-sets involved with sheet metal type environments in CAD. Students will be required to complete various practical projects along with digitally designed projects using single part and assembly environments.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

113 CNC Plasma / Waterjet 3 Clock Hours

The designated student learning experience, as a result of classroom training during this module, focuses on the student developing knowledge involved in CNC Plasma and Waterjet Systems and their uses within the various manufacturing industries.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

114 CNC Laser 39 Clock Hours

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge of manufacturing using the CNC Laser. Students will develop skill-sets involved with hands-on experience working on the CNC Laser and discovering how it can be used to create parts in a manufacturing setting. The student will also develop knowledge and skill-sets using the various cutting settings and software application.

The student will focus on developing their skill-sets in cutting techniques and the CNC Laser programming operations. The students will complete various practical projects.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

115 CNC Press Brake ***45 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing the knowledge of manufacturing using the CNC Press Brake. Students will develop skill-sets involved with hands-on experience working on the CNC Press Brake and discovering how it can be used to create parts in a manufacturing setting. The student will also develop knowledge and skill-sets using the CNC Press Brake software for manufacturing. The students will complete various practical projects.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

116 Finite Element Analysis ***14 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module, focuses on the student developing knowledge of exactly what Finite Element Analysis (FEA) is and how it is applied in the industry. The student will discover, using previously modeled parts, how to apply FEA to determine the practicality of parts to be manufactured.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this program.

117 Career Services ***7 Clock Hours***

During this classroom learning experience, students will develop the skill-sets in order to properly and appropriately create their resume. Students will also gain insight as to developing interviewing skills. In addition, students will acquire important employment search techniques, as well as tracking methods commonly used during successful job search.

118 Solidworks CSWA Practice Test ***3 Clock Hours***

The designated student learning experience during this three (3) hour specific module is a result of the collective learning experiences from the program. Throughout the program, the student has been preparing to take a non-required (optional) exam, CSWA (Certified Solidworks Associate). This "Practice Test" is an approved exact replica of what the actual CSWA Test will look like in an actual timed test setting should they choose to pursue this certifying test outside the school's designed curriculum. Students will be evaluated on their timed Practice Test outcome as a result of completing this test.

119 Final Exam ***1 Clock Hours***

The designated student learning experience, a final exam, is a collection of both their classroom and shop training during the entire program. The student will be subjected to most all components and subject areas completed to ensure training was retained and the student is best prepared for the true work environment.

Advanced Composites and Technologies

PROGRAM DESCRIPTION

The "Advanced Composites and Technologies" program is only offered at the "Extended Classroom" site at 11650 Mission Park Drive, Rancho Cucamonga site and consists of 172 Clock Hours, requiring 5.5 weeks of class attendance (four days per week) Monday through Thursday. The Advanced Composites and Technologies course is designed to provide students with the occupational training, knowledge, and skill-sets required by employers for entry-level employment in the use of Composites Manufacturing, Tool Preparation, Lamination, Wet-Layup, Trim/Finish, Blueprints, Oven Curing, Repairs, Mix Ratios, and Sandwich panels consisting of core materials. The curriculum embraces the hands-on approach to student learning, and the class size is designed to provide individualized instruction as well as group project work. Students will attend the day class to develop the knowledge and full range of composites manufacturing skill-sets necessary for entry-level employment, using the most widely used software design technology. *Safety is an ongoing learning and demonstrated exercise throughout all segments within the course. As such, student learning will include general shop safety along with safety precautions utilized when using / operating each individual tool / machine they may have the occasion to use during this program.*

COURSE OBJECTIVES

Upon successful completion of the Advanced Composites and Technologies course, graduates will have a greater understanding of the entire Composites Manufacturing process. Through hands-on learning experiences, graduates will have successfully demonstrated skill-sets and capabilities in composites manufacturing, tool preparation, lamination, wet-layup, trim/finish, blueprints, oven curing, repairs, mix ratios, and sandwich panels consisting of core materials. Graduates will complete best shop practice for both manufacturing and repairs while completing individual projects as well as designed team projects that require a working collaborative with fellow students.

OCCUPATIONAL OBJECTIVES

Graduates of the Composites Manufacturing and Technologies program will be qualified for entry-level positions with knowledge and skill-sets to readily meet the increasing needs of Aerospace, and Automotive manufacturing industry. Graduates of the program will be qualified for various positions in Composites Manufacturing and related occupations. These career occupations include but are not limited to: Composite Assembler/Composite Bond Worker/Composite Laminator/Composite Layup/Composite Trim and Drill/Composites Technician/Composite Worker/Composite Fabricator/Composite Inspector/Oven Attendant/Composite Repairer. Be advised that various employer policies will differ as to required personal backgrounds, training, and experience which can contribute to employability.

These common job titles and other associated title descriptions can be found in the Dictionary of Occupational Titles, U.S. Department of Labor; D.O.T.: #807.381-014; #754.684-042; #754.381-018; #806.261-046; #754.684-050; #590.685-090 and other associated and/or related career titles to Composite Manufacturing related D.O.T. Codes. The Standard Occupational Classifications for these job titles and other associated titled descriptions can be found in the U.S. Department of Labor's O*Net S.O.C.:51-2010; 51-2041; 51-2091; 51-2098; 51-4000; 51-4020; 51-4061; 51-4071; 51-4192; 51-9022; 51-9023; 51-9031; 51-9050; 51-9060; 51-9191;49-3021; 49-9071

****The Fab School wants you to know that due to the employment requirements of some industry employers, any previous misdemeanor conviction(s), previous felony conviction(s), or period(s) on parole may diminish or prohibit opportunities for employment with such an employer****

CLASSES ARE CONDUCTED AT "EXTENDED CLASSROOM" - *11650 Mission Park Drive, Suite #101 Rancho Cucamonga, CA 91730*

Days:

Monday, Tuesday, Wednesday, Thursday per week, 8:00 a.m. to 5:00 p.m., 8 clock hours per day, 21.5 Days, 5.5 weeks, 172 Clock Hours

TYPICAL SHOP EQUIPMENT AND MACHINERY:

Mold (tooling), Curing oven, Vacuum Pump, Vacuum Ports, Vacuum Gauges, Knives, Die-Grinder, Cut-off Wheels, Data loggers, Drill press, Band Saw, Various measuring tools, abrasives, Thermal Couplers, and Various shop consumables, materials and adhesives.

CURRICULUM OVERVIEW:

	MODULE TITLE	TOTAL CLOCK HOURS
101	Introduction to Composites	8
102	Blueprint Reading	16
103	Composite Materials	48
104	Composite Factors	80
105	Repairs	20
TOTAL PROGRAM CLOCK HOURS:		**172**

GRADUATION REQUIREMENTS:

To be eligible for graduation consideration, each student must satisfy the following requirements (where applicable):

- The student must successfully achieve an overall cumulative G.P.A. of 70.0% or better;
- Must have attended the required 172 classroom/shop clock hours;
- Make satisfactory arrangements for any remaining financial obligations to The Fab School;

MODULE DESCRIPTIONS

125 Introduction to Composites ***8 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module will focus on the student developing the knowledge and skill-sets involved with becoming familiar with what Composites is, its benefits and how it is used in the industry.

During this initial module, student learning will be introduced for the required knowledge involved with general shop safety. ***Student learning and training will also include safety precautions utilized when using/operating each individual tool/machine they may have the occasion to use during this module. Safety is an ongoing learning and demonstrated exercise throughout all modules within the program.***

126 Blueprint reading ***16 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module will focus on the student developing the knowledge and skill-sets involved with reading and identifying, Ply Schedule, Symmetry, Orientation, Rosette, EOP, Flag notes and General notes. Students will discover how they are applied during the manufacturing process.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using / operating each individual tool / machine they may have the occasion to use during this program.

127 Composite Materials ***48 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module will focus on the student developing the knowledge involved in various types of composite reinforcements, various weaves patterns, carbon fiber, woven cloth, and chopped strand mat (bagging materials/release agents), Adhesives (film, foam, and liquid), and various cores and ribbon direction.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using / operating each individual tool / machine they may have the occasion to use during this program.

***128* Composite Factors** **76 Clock Hours**

The designated student learning experience, as a result of both classroom and shop training during this module will focus on the student developing the knowledge and skill-set for manufacturing terms and application process which involves overlaps, vacuum bagging techniques and process, Mix, Ratios, proper storage, shelf life, pot life, cure schedule (oven, room temp), wet lay-up, vacuum bagging of wet lay-up, sealing molds, surfacing, mold preparation.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using / operating each individual tool / machine they may have the occasion to use during this program.

129 Repairs ***24 Clock Hours***

The designated student learning experience, as a result of both classroom and shop training during this module will focus on the student developing the knowledge and skill-set involving repairs which will consist of damage detection (voids, delamination, indentations, FOD), determine type of repair, scarfing plies, identifying ply schedule, Mixing Ratios, and restore back to original design.

Safety is an ongoing learning and demonstrated exercise throughout all modules within the program. As such, student learning will include general shop safety along with safety precautions utilized when using / operating each individual tool / machine they may have the occasion to use during this program.

TUITION AND FEE POLICY

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes.

PROGRAM NAME	TUITION COST	REGISTRATION FEE	BOOKS, EQUIPMENT & TOOLS	TOTAL COST *
Fundamental of Fabrication	**$30,940.00**	**$185.00**	**$375.00**	**$31,500.00**
Digital Design and Manufacturing	**$29,355.00**	**$185.00**	**$1960.00 ****	**$31,500.00**
Advanced Composites and Technologies	**$7,310.00**	**$185.00**	**$375.00**	**$7,870.00**

* You are responsible for this total amount. If you obtain a student loan to pay for this educational program, you are responsible for repaying the full amount of the loan amount plus any interest, less the amount of any refund, and that, if you receive federal student financial aid funds, you are entitled to a refund of the money not paid from federal financial aid funds.

** Should a student possess a personal Laptop Computer and/or 3D Printer which meets at a minimum, the required operating system(s) of that installed on the laptop computer, charged as part of the equipment costs and provided to the student by The Fab School, as well as the operable 3D Printer and it/they are presented to the school's Program Coordinator prior to or on the first day of class, The Fab School will credit the Books, Equipment & Tools charge in the amount of $1,960.00. Also, the student must provide written authorization to The Fab School in order to install on the student's personal laptop computer, all such software used throughout their program of training. In addition, The Fab School is not responsible for any damage(s) to any personal (student's) Laptop Computer and/or 3D Printer.

- The "Total Cost" includes Tuition Cost, Registration Fee, and all Books, Equipment, Supplies, and Tools.
- For the Fundamentals of Fabrication program, $560.00 (Registration Fee and Books/Equipment/Tools, which are part of Total Cost) is due at time of enrollment unless other financial arrangements are made. Students do have the right to "Op-Out" of any equipment provided by the school, and approved.
- For the Digital Design and Manufacturing program, $2,145.00 (Registration Fee, a Laptop Computer with industry software install and a 3D Printer (provided to student following the 7th calendar day from their start date), and other books/supplies which are part of Total Cost) is due at time of enrollment unless other financial arrangements are made.
- For the Advanced Composites and Technologies program, $560.00 (Registration Fee and Books/Equipment/Tools, which are part of Total Cost) is due at time of enrollment unless other financial arrangements are made.
- Monthly attendance and/or academic progress reports are provided upon request.
- Job placement assistance is provided to graduates, which includes resume preparation, job seeking and employment search support.

ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

PROGRAM TITLE	TOTAL CHARGES FOR 1st PERIOD OF ATTENDANCE	TOTAL CHARGES FOR 2nd PERIOD OF ATTENDANCE
Fundamentals of Fabrication	**$16,030.00**	**$15,470.00**
Digital Design and Manufacturing	**$16,822.50**	**$14,677.50**
Advanced Composites and Technologies	**$ 4,215.00**	**$ 3,655.00**

The Fab School's policy of Title IV disbursements for eligible students are as follows:

- The first disbursements are made 30 days following a student's start of a given program;
- The second disbursement is based upon verification and documentation that the student has successfully met Satisfactory Academic and Attendance Progress (SAP), reflecting a G.P.A. minimum of 70.0% or better and completion of 364 clock hours of actual attendance. No funds are disbursed for the second period of enrollment, as noted above, until such time as the student successfully meets SAP;
- The projected scheduled dates of the two disbursements are stated on the student's Enrollment Agreement.

Statement Regarding the Availability of Comparable Programs Information

Information regarding tuition, fees, and length of comparable programs may be obtained by contacting the Council on Occupational Education at (770) 396-3898 or (800) 917-2081, or by mail to C.O.E., 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or are enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CANCELLATION, WITHDRAWAL, AND REFUND

Cancellation

Fundamentals of Fabrication, Advanced Composites and Technologies, and Digital Design and Manufacturing Programs

An applicant requesting cancellation of his/her Enrollment Agreement after signing such agreement and making an initial payment but prior to the first day of classes is entitled to a full refund of all monies paid. All monies paid by an applicant must be refunded within thirty (30) calendar days after receipt of cancelation document and making an initial payment.

Cancellation shall occur when the student gives written notice of cancellation to the school at the campus of original enrollment. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

A student has the right of requesting cancellation on or after attending their program's initial class session through midnight of the seventh (7th) consecutive calendar day, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges and equipment charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first-class session, through the seventh day after enrollment, whichever is later.

Withdrawal

After the end of the cancellation period, the student has the right to withdraw from the school at any time and has the right to receive a pro rata refund if the student has completed sixty percent (60%) or less of the program. The amount of that refund is to be "pro- rated" according to the portion of the program not completed (period of time between first day of class through last day of attended class), less the cost of any equipment not returned in good condition and less a registration fee of one hundred eighty-five dollars ($185), if applicable. If a Student withdraws from a program of instruction after the period allowed for cancellation of the Agreement, the School shall remit a refund within 45 days following the Student's withdrawal.

Any student wishing to officially withdraw must notify the school's Executive Director's Office or the school's Registrar's Office of their intent to withdraw from school. The student may inform either office by mail, telephone, fax, or e-mail.

For the purpose of determining the amount you owe, a Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

(1) The Student notifies the school of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later;
(2) The Fab School terminates the Student's enrollment as provided in the agreement;
(3) The Student failed to attend classes for a three-week period, 21 consecutive calendar days;
(4) The Student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Date of Withdrawal / Date of Determination

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the student violates academic policy. If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

Institutional Refund Policy

When a student withdraws, the school must calculate a State of California pro-rata refund, which is used to determine allowable charges the school is allowed to retain. If the student has received Title IV student financial assistance funds, a "Return of Title IV Aid" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs.

Students who withdraw from their program up to and including sixty (60%) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV Aid and all other aid is viewed as one hundred (100%) percent earned after that point in time.

All amounts that the student has paid, shall be deemed to have been paid for instruction unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the school specifies in the agreement a separate charge for equipment which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

For Military Service Members receiving Tuition Assistance (TA) funding, please refer to The Fab School's "Veteran Addendum to the School's Catalog" for a definition of the school's policy for the "Return of Unearned Tuition Assistance Funds to the Government".

FEDERAL RETURNS OF TITLE IV POLICY

This policy shall apply to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their programs.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Direct loans, Subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, Federal SEOG.

Return of Title IV Funds: When a student officially withdraws prior to completing at least sixty percent (60%) of the payment period, the student has not "earned" all of their federal financial aid, and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the 20% payment period remaining) of the aid is returned to the lender or aid program. For example, if a student completes only 20 percent of the payment period, then he or she has failed to earn eighty percent (80%) of the Federal financial aid that was disbursed or could have been disbursed, prior to the withdrawal. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

Students who withdraw from their program up to and including sixty percent (60%) of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid and all other aid is viewed as one hundred percent (100%) earned after that point in time.

The return amount will be calculated using the number of days the student attended in the given payment period and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student divided by the total number of days in the payment period equals the percentage of the payment period completed;
- Total number of days in the payment period*;
- The percent of the payment period completed equals the percentage of Title IV Aid earned by the student.

* The total number of calendar days in a payment period shall exclude any scheduled breaks of more than five days and any approved leave of absence.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

Unearned Aid to be returned by the institution is the lesser of:

A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
B. Total institutional charges multiplied by the percent of unearned aid

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the school determined the student withdrew:

(1) Unsubsidized Direct Stafford Loans (other than PLUS loans);
(2) Subsidized Direct Stafford Loans;
(3) Federal Perkins Loans;
(4) Federal Parent (PLUS) Loans;
(5) Direct Plus Loans;
(6) Federal Pell Grants; and
(7) Federal Supplemental Opportunity Grants (SEOG).

If the student did not receive all of the funds that they earned, they may be due to a post-withdrawal disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the school will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grant(s) funding that is/are the responsibility of the student to return, may be reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file with Student Services Department following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

PROGRAM DISCLOSURES

Department of Education Gainful Employment Information

Pursuant to 34 C.F.R. § 668.6 the following information is to be disclosed in all material provided to students: (1) Occupational information listed by name and SOC code; (2) links to the occupational information as listed on the Department of Labor's O*Net; (3) program costs including: tuition and fees, books and materials, and housing; (4) median loan debt; (5) on-time completion rate; and (6) placement rate. The following table displays this information by the program, as required by the Department of Education for the 2019 Gainful Employment Reporting, for the enrollment period of July 1, 2018 – June 30, 2019:

"FUNDAMENTALS OF FABRICATION" Program

For more information on this program concerning Gainful Employment, visit
http://thefabschool.com/wp-content/uploads/2018/09/48.0508-GedtPrint-FUNDAMENTALS.html

(*Based on "Title IV" students graduated between July 1, 2018, through June 30, 2019*)

OCCUPATIONAL INFORMATION	O*NET LINKS	COSTS	MEDIAN LOAN DEBT	COMPLETION RATE (Title IV Students Only)	PLACEMENT RATE (Title IV Students Only)
Machine Setters, Operators, and Tenders #51-4122.00 Metal Fabricator: Welding, Soldering, and Brazing #51-2041.00 Welders, Cutters, Welder Fitters #51-4121.06	https://www.onetonline.org/link/summary/51-4122.00 https://www.onetonline.org/link/summary/51-2041.00 https://www.onetonline.org/link/summary/51-4121.06	Tuition and Fees: $31,500.00 (included in cost are: Fees, Books, Equipment, and Tools On-campus room and board: N/A	Federal Loans: $4,449.00 Private Educational Loans: $0 Institutional Financing Plans: $0	Weeks to complete: Day: 26 Evening: 44.5 (July 1, 2018 – June 30, 2019) Title IV students who received loans, completed the program on time was: 98.0%	The job placement rate for this program's graduates with Title IV loans, based upon enrollments between July 1, 2018, to June 30, 2019, was: 94.1%

- ***The Fundamentals of Fabrication program prepares students for the American Welding Society (AWS) Welding Certification Test.***
- ***The Fab School is not aware of any specific metropolitan area(s) for which licensure is required for employment in Career fields industry.***
- ***You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Career Services Office.***
- ***Students successfully completing this program are awarded a "Certificate of Completion".***
- ***Between July 1, 2018, and June 30, 2019, the number of Title IV students (only) who enrolled in the Fundamental of Fabrication program (50), 46 or 92.0% completed the program on time.***
- ***While the U.S. Department of Education has not yet provided the median earnings for this program, The Fab School wants you to know that during the period of July 1, 2018, through June 30, 2019, of the 46 Title IV graduates with loans, the median yearly earnings reported by the graduates of the Fundamentals of Fabrication program earned $35,460.00.***

"Digital Design and Manufacturing" Program

For more information on this program concerning Gainful Employment, visit
http://thefabschool.com/wp-content/uploads/2018/09/48.0508-GedtPrint-FUNDAMENTALS.html

(*Based on "Title IV" students graduated between July 1, 2018, through June 30, 2019*)

OCCUPATIONAL INFORMATION	O*NET LINKS	COSTS	MEDIAN LOAN DEBT	COMPLETION RATE (Title IV Students Only)	PLACEMENT RATE (Title IV Students Only)
Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic #51-4012.00 Cutting, Punching, an Press Machine Setter Operators, and Tenders, Metal and Plastic #51-4031.00 Computer-Controlled Machine Tool Operators, Metal and Plastic #51-4011.00	https://www.onetonline.org/link/summary/51-4012.00 https://www.onetonline.org/link/summary/51-4031.00 https://www.onetonline.org/link/summary/51-4011.00	Tuition and Fees: $31,500.00 (included in cost are: Fees, Books, Equipment, and Tools On-campus room and board: N/A	Federal Loans: $4,449.00 Private Educational Loans: $0 Institutional Financing Plans: $0	Weeks to complete: Day: 26 Evening: 44.5 (July 1, 2018 – June 30, 2019) Title IV students who received loans, completed the program on time was: 100.0%	The job placement rate for this program's graduates with Title IV loans, based upon enrollments bet9een July 1, 2018, to June 30, 2019, was: 100.0%

- ***The Fab School is not aware of any specific metropolitan area(s) for which licensure is required for employment in this Career fields industry.***
- ***You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Career Services Office.***
- ***Students successfully completing this program are awarded a "Certificate of Completion".***
- ***Between July 1, 2018, and June 30, 2019, the number of Title IV students (only) who enrolled in the Digital Design and Manufacturing program (5), 5 or 100.0% completed the program on time.***
- ***While the U.S. Department of Education has not yet provided the median earnings for this program, The Fab School wants you to know that during the period of July 1, 2018, through June 30, 2019, of the 5 Title IV graduates with loans, the median yearly earnings reported by the graduates of the Fundamentals of Fabrication program earned $35,360.00.***

STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

"On-Time Completion Rates"

The following are The Fab School's official "On-Time Completion Rates" for the Fundamentals of Fabrication, and the Digital Design & Manufacturing, and the Advanced Composites and Technologies programs for the reporting period, January 1, 2017, through December 31, 2017, and for the period January 1, 2018, through December 31, 2018. The school's official completion rates are that which is used to determine compliance with the Bureau's requirements.

Fundamentals of Fabrication

(Program Length - 600 Clock Hours)

Enrollments in this 600-clock hour program were discontinued as of March 2018.

(As reported to the Bureau for Private Postsecondary Education in May 2019)

Calendar Year	Number of Students Who Began Program [1]	Students Available for Graduation [2]	Number of On-time Graduates [3]	On-time Completion Rate [4]
January 1, 2017 – December 31, 2017	75	75	72	96.0%
January 1, 2018 – December 31, 2018	32	28	27	96.4%

**** This 600-clock hour program, was discontinued as of March 2018. A Bureau approved modified version (728 Clock Hours), held its first class in April 2018.***

[1] "Number of Students Who Began Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who canceled during the cancellation period.

[2] "Students Available for Graduation" is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

[3] "Number of On-time Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.

[4] "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

**** Fundamentals of Fabrication***

(Program Length - 728 Clock Hours)

Calendar Year	Number of Students Who Began Program [1]	Students Available for Graduation [2]	Number of On-time Graduates [3]	On-time Completion Rate [4]
January 1, 2017 – December 31, 2017	N/A *	N/A *	N/A *	N/A *
January 1, 2018 – December 31, 2018	44	44	42	95.45%

**** This approved program of 728 clock hour program, a modified version of our original 600-clock hour program, held its first class in April 2018. Therefore, "On-Time Completion Rates" statistics were not available for 2017.***

* Digital Design and Manufacturing

(Program Length - 728 Clock Hours)

Calendar Year	Number of Students Who Began Program [1]	Students Available for Graduation [2]	Number of On-time Graduates [3]	On-time Completion Rate [4]
January 1, 2017 – December 31, 2017	N/A *	N/A *	N/A *	N/A *
January 1, 2018 – December 31, 2018	N/A *	N/A *	N/A *	N/A *

***2017 Calendar Year - This program was new, and not offered in 2017. Therefore, "On-Time Completion Rates" statistics were not available.**

***2018 Calendar Year – This program began its first class in November 2018 with its first graduating class in May of 2019. Therefore, program performances (starts and completers fall outside the calendar year of reporting.**

* Advanced Composites and Technologies

(Program Length - 172 Clock Hours)

Calendar Year	Number of Students Who Began Program [1]	Students Available for Graduation [2]	Number of On-time Graduates [3]	On-time Completion Rate [4]
January 1, 2017 – December 31, 2017	N/A *	N/A *	N/A *	N/A *
January 1, 2018 – December 31, 2018	N/A *	N/A *	N/A *	N/A *

***This program is new and not offered during the required reporting years. Therefore, "On-Time Completion Rates" statistics are not yet available. The first class held was in for July 2019.**

COUNCIL ON OCCUPATIONAL EDUCATION

Graduation Rate

(As reported to C.O.E. December 2019)

The following is The Fab School's official graduation rate for the Fundamentals of Fabrication program (600/728 Clock Hours) for the reporting period, July 1, 2018, through June 30, 2019. The school's official graduation rate is that which is used to determine compliance with accreditation requirements.

Fundamentals of Fabrication

(Program Length – 600/728 Clock Hours)

CAMPUS	PROGRAM	Time Frame [1]	TOTAL NUMBER OF AVAILABLE STUDENTS [2]	TOTAL GRADUATES [3]	GRADUATION RATE
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2018 – June 30, 2019	158	149	94.37%

[1] Timeframe for cohort of starts that were measured for this reporting period

[2] Total number of available students that were enrolled and scheduled to graduate during the reporting period

[3] Total number of actual graduates during the reporting period

[4] Graduation Rate = The Total Number of Available Students who were scheduled to graduate during the reporting period (divided by) the Total Number of actual students who graduated

Digital Design and Manufacturing

(Program Length – 728 Clock Hours)

CAMPUS	PROGRAM	Time Frame [1]	TOTAL NUMBER OF AVAILABLE STUDENTS [2]	TOTAL GRADUATES [3]	GRADUATION RATE
Main Campus	DIGITAL DESIGN AND MANUFACTURING	July 1, 2018 – June 30, 2019	6	6	100.0%

[1] Timeframe for cohort of starts that were measured for this reporting period
[2] Total number of available students that were enrolled and scheduled to graduate during the reporting period
[3] Total number of actual graduates during the reporting period
[4] Graduation Rate = The Total Number of Available Students who were scheduled to graduate during the reporting period (divided by) the Total Number of actual students who graduated

Advanced Composites and Technologies

(Program Length – 172 Clock Hours)

CAMPUS	PROGRAM	Time Frame	TOTAL NUMBER OF AVAILABLE STUDENTS	TOTAL GRADUATES	GRADUATION RATE
Main Campus	ADVANCED COMPOSITES AND TECHNOLOGIES	July 1, 2018 – June 30, 2019	N/A *	N/A *	N/A *

****This program is new. Therefore, "Job Placement Rates" statistics are not yet available. The initial starting class was scheduled for July 2019.***

STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Job Placement Rates

(As reported to the Bureau for Private Postsecondary Education in November 2019)

The following is The Fab School's official graduate employment rate for the programs listed for the reporting period, January 1, 2017, through December 31, 2017, and for the period January 1, 2018, through December 31, 2018. The school's official graduate employment rate is that which is used to determine compliance with the Bureau's requirements.

Fundamentals of Fabrication

(Program Length - 600 Clock Hours)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	75	72	61	59	96.72%
2018	32	28	28	26	92.85%

**** This 600-clock hour program, was discontinued as of March 2018. A Bureau approved modified version (728 Clock Hours), held its first class in April 2018.***

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

* Fundamentals of Fabrication

(Program Length - 728 Clock Hours)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	N/A *	N/A *	N/A *	N/A *	N/A *
2018	44	42	42	39	92.85%

The 728 clock hour Fundamentals of Fabrication program was not offered in 2017, therefore, "Job Placement Rates" statistics for the calendar year 2017 were not available. However, the school held its first scheduled class in April 2018.

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

* Digital Design and Manufacturing

(Program Length - 728 Clock Hours)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	N/A *	N/A *	N/A *	N/A *	N/A *
2018	N/A *	N/A *	N/A *	N/A *	N/A *

In 2017, this program was not available. In 2017, this was a new program, with the first class held November 2018. Therefore, "Job Placement Rates" statistics are not yet available.

* Advanced Composites and Technologies

(Program Length - 172 Clock Hours)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	N/A *	N/A *	N/A *	N/A *	N/A *
2018	N/A *	N/A *	N/A *	N/A *	N/A *

In 2017 and 2018, this program was not offered. Therefore, "Job Placement Rates" statistics are not available. The initial start date for the first class was scheduled for July 2019.

COUNCIL ON OCCUPATIONAL EDUCATION

Graduate Employment Rate

(As reported to C.O.E. December 2019)

The following is The Fab School's official graduate employment rate for the Fundamentals of Fabrication program for the reporting period, July 1, 2018, through June 30, 2019. The school's official graduate employment rate is that which is used to determine compliance with accreditation requirements.

Fundamentals of Fabrication

(Program Length – 600/728 Clock Hours)

CAMPUS	PROGRAM	Time Frame[1]	TOTAL AVAILABLE GRADUATES FOR EMPLOYMENT [2]	TOTAL NUMBER OF ELIGIBLE "IN-THE-FIELD" EMPLOYED	EMPLOYMENT % RATE [4]
Main Campus	FUNDAMENTALS OF FABRICATION	July 1, 2018 – June 30, 2019	150	142	94.66%

[1] Timeframe for cohort of graduates that were measured for this reporting period
[2] Total Available Graduates for Placement during the reporting period
[3] Total Number of Eligible "In-the-Field" Placements during the reporting period
[4] Employment Rate = The Total Number of Eligible "In-the-Field" Employment (divided by) the Total Available Graduates for Employment during the reporting period.

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

Digital Design and Manufacturing

(Program Length – 728 Clock Hours)

CAMPUS	PROGRAM	Time Frame[1]	TOTAL AVAILABLE GRADUATES FOR EMPLOYMENT [2]	TOTAL NUMBER OF ELIGIBLE "IN-THE-FIELD" EMPLOYED	EMPLOYMENT % RATE [4]
Main Campus	DIGITAL DESIGN AND MANUFACTURING	July 1, 2018 – June 30, 2019	5	5	100.0%

[1] Timeframe for cohort of graduates that were measured for this reporting period
[2] Total Available Graduates for Placement during the reporting period
[3] Total Number of Eligible "In-the-Field" Placements during the reporting period
[4] Employment Rate = The Total Number of Eligible "In-the-Field" Employment (divided by) the Total Available Graduates for Employment during the reporting period.

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

Advanced Composites and Technologies

(Program Length – 172 Clock Hours)

CAMPUS	PROGRAM	Time Frame[1]	TOTAL AVAILABLE GRADUATES FOR EMPLOYMENT [2]	TOTAL NUMBER OF ELIGIBLE "IN-THE-FIELD" EMPLOYED	EMPLOYMENT % RATE [4]
Main Campus	ADVANCED COMPOSITES AND TECHNOLOGIES	July 1, 2018 – June 30, 2019	N/A	N/A	N/A

****This program is new. Therefore, "Graduate Employment Rates" statistics are not yet available. The scheduled first class was held in July 2019.***

You may request a list of employment positions determined to be within the field for which a student received education and training from The Fab School's Placement Office.

THREE-YEAR COHORT DEFAULT RATE

The Fab School's most recent reported three-year cohort default rate, as reported by the U.S. Department of Education is:

2014	2015	2016
7.5%[1]	14.6%[1]	5.6%[1]

DEFINITION:

[1] The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three (3) years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Additional information may be found at the College Navigator website at http://nces.ed.gov/collegenavigator/.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste 225, Sacramento, California 95834 (P.O. Box 980818, West Sacramento, California 95798-0818, or phone (888) 370-7589 or fax (916) 263-1897, or the Bureau's website: www.bppe.ca.gov .

Persons seeking to resolve problems or complaints should first contact either the instructor, Director of Education and/or Executive Director. A student or any member of the public may file a Complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a Complaint form, which can be obtained on the Bureau's website: www.bppe.ca.gov.

A student or any member of the public may file a Complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a Complaint form, which can be obtained on the Bureau's Internet Website: www.bppe.ca.gov.

Schools accredited by the Council on Occupational Educations (C.O.E.) must have a procedure and operational plan for handling student complaints. If the student does not feel that the School has adequately addressed a Complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the Complaint to the School for a response. The complainant(s) will be kept informed as to the status of the Complaint as well as the final resolution by the Council. Please direct all inquiries to Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3898, (800) 917-2081, fax (770) 396-3790 or visit their website at www.council.org. A copy of the Council's Complaint Form is available at the School and may be obtained by contacting the Executive Director.

TRADEMARK NOTICES

The Fab School "Administrative and Educational Materials" are protected by privacy restrictions, copyright, trademark, and other Intellectual Property Laws and all rights in the said Materials are reserved by The Fab School or their respective owners.