

# THE FAB SCHOOL CATALOG

## Veterans' Addendum



### School Catalog

Main Campus & Administrative /  
Corporate Headquarters

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# U.S. Department of Veterans' Affairs

## “Principles of Excellence”

As an approved institution by the Veterans' Administration, The Fab School proudly participates in the **Principles of Excellence** program, by agreeing to abide by the following guidelines:

- *Provide students with a personalized form covering the total cost of an education program.*
- *Provide educational plans for all military and Veteran education beneficiaries.*
- *End fraudulent and aggressive recruiting techniques and misrepresentations.*
- *Accommodate Servicemembers and Reservists absent due to service requirements.*
- *Designate a point of contact to provide academic and financial advice.*
- *Ensure accreditation of all new programs prior to enrolling students.*
- *Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.*

## “Military Student Bill of Rights”

All military student populations have basic rights to satisfactory college marketing, admissions, and student services practices including the right to:

- *Accurate information about a school's programs, requirements, accreditation, and its potential impact on course transferability.*
- *Access basic college/university information and fees without disclosure of student personal information.*
- *Educational planning and career guidance without high-pressure registration and enrollment efforts from institutions.*
- *A clear and complete explanation of course/program enrollment procedures and all resulting financial obligations.*
- *Explore, without coercion, all financial aid options before signing up for student loans or other financial assistance.*
- *Accurate scholarship information, free of misleading 'scholarship' offers based on military tuition assistance.*
- *Appropriate academic screening and course placement based on student readiness.*
- *Appropriate, accessible academic and student support services.*
- *Clearly defined institutional “drop/add” and withdrawal policies and procedures including information about the impact of military duties (e.g., mobilization, activation, temporary duty assignments) on their academic standing and financial responsibilities.*
- *Clearly defined grievance/appeals processes.*

# ***“8 Keys to Veterans’ Success”***

The Fab School is proud to support service members, veterans and military families, and thus affirms support for the 8 Keys to Veterans’ Success. The Fab School recognizes the significant value that student veterans bring to our campus and believe that it is important that we ensure that veterans receive the best possible educational experience. We are committed to implementing, and sharing, promising practices such as:

1. *Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.*
2. *Ensure consistent and sustained support for veterans from campus leadership.*
3. *Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.*
4. *Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space (even if limited in size).*
5. *Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans.*
6. *Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention and degree completion.*
7. *Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.*
8. *Develop systems that ensure sustainability of effective practices for veterans.*

## **Veterans’ Addendum Acknowledgement**

As part of the Veterans’ Administration policies, this “Veterans’ Addendum” is part of and incorporates by reference The Fab School Catalog. In the event of any conflict between The Fab School Catalog and this Veterans’ Addendum, the provisions of this Veteran’s Addendum shall prevail. All other provisions of The Fab School Catalog that are not expressly modified by this Veterans’ Addendum shall remain in full force and effect.

***The law requires that educational assistance benefits to Veterans’ and other eligible persons be discontinued when the student ceases to make satisfactory academic and/or attendance progress, to include violations of conduct toward completion of his or her training objective.***

### **Approvals**

The Fab School is recognized by the Veterans’ Administration as Non-College Degree (NCD) institution of learning and approved for the training of Veterans’ and eligible persons under the provisions of Title 38, United States Code.

#### **The Fab School Main Campus of Administrative Capability**

The Main Campus in Rancho Cucamonga, CA, maintains “Administrative Capability”.

#### **“Principles of Excellence”, and “Memorandum of Understanding” (M.O.U.)**

The Fab School is a proud participant in the Principles of Excellence Program and the Department of Defense Memorandum of Understanding.

#### **“Military Student Bill of Rights”**

The Fab School is a proud supporter of the Military Student Bill of Rights.

#### **“8 Keys to Military Success”**

The Fab School is a proud supporter of its service members, veterans and military families, and thus affirms support for the 8 Keys to Veterans’ Success.

### **Veteran Students**

The Fab School is designated by the Veterans' Administration as a Non-College Degree (NCD) school and is designated as a Non-Standard Term School. This "Veterans Administration – Addendum to The Fab School Catalog" is a supplement to The Fab School's Catalog. This School Catalog Addendum addresses specific general policies, procedures, and opportunities relating specifically to Veteran or Active Service Members only.

Enrollment in either the daytime schedule of the 728-clock hour Fundamentals of Fabrication, or the Digital Design and Manufacturing, or Advanced Composites and Technologies programs are considered a full-time program of enrollment by the Veterans Administration (28 clock hours per week). As such, veteran / active duty students enrolled in this daytime schedule are considered full-time students. Enrollment in the evening schedule of the 728-clock hour Fundamentals of Fabrication program is considered a  $\frac{3}{4}$  time program of enrollment by the Veterans Administration (16 clock hours per week). As such, veteran / active military duty students enrolled in this evening schedule are considered  $\frac{3}{4}$  time students.

### **Requirements for Employment Licensure**

At the present time, The Fab School is not aware of any specific metropolitan area(s) State, Federal, or commercial entities specifically requiring Welding Licensure, or any other licensure directly related requirement for the career fields which training is provided by The Fab School. The Fab School does want you to know that the **Fundamentals of Fabrication program does prepare students for the American Welding Society (AWS) Welding Certification Test**. This test is administered periodically by a third-party, authorized by the American Welding Society, on The Fab School campus site and is NOT part of the curriculum. The test is a separate charge, independent of the school's tuition charges and paid directly by the student/graduate to the third-party representative of the American Welding Society.

### **The Fab School's Veterans' Certifying Official and School Staff**

The Fab School has on campus, four approved VA Certifying Officials and other staff members available to assist any Veteran and/or Active Service Member concerning access to VA Educational Benefits, the Tuition Assistance program, and institutional services that include academic counseling assistance, financial aid (Title IV) assistance, job placement assistance and any other needs or services which the Veteran or Service Member may be in need of. Each VA representative has received training and approval by the VA and all individuals are trained to assist Veterans as well as other students in responding to their individual needs. Those to contact directly are as follows.

- David Hall – Approved VA Certifying Official and Executive Director (909) 493 - 3761
- Jennifer Mabini – Approved VA Certifying Official and Financial Aid Officer (909) 493 - 3782
  
- Patricia Baker – Student Services Coordination (909) 493 - 3789
- Penney Vaughn – Operations Manager / Academic Advising (909) 493 – 3788

### **Facilities and Services Available to Veteran/Active Service Member Students with Disabilities**

The Fab School does not discriminate on the basis of a disability. Veteran/Active Service member students, with a disability as defined under applicable law or otherwise, 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 determination. The Fab School will not ask the Veteran/Active Service member applicants or current students if they have a disability or the nature of their specific need. 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 assistance, it is the student's responsibility to inform the Executive Director in writing of the need and to follow the procedures to request the academic assistance.

The Fab School does not employ a "Licensed Counselor". Therefore, any Veteran/Active Service member in need of "help" for the purpose of a counseling need, shall confidentially speak with the school's Executive Director (if they so choose to) who will assist in directing the student to an appropriate professional counseling service or the Veterans' Administration.

**Tuition Assistance (TA) Program and Financial Aid**

Eligible active duty DoD personnel may use this Montgomery or Post-9/11 G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the Service member that exceed the amount of TA paid by his or her Service. RC members who qualify for Montgomery G.I. Bill benefits may use those benefits concurrently with TA. Therefore, the combination of VA education benefits and TA will not exceed 100 percent of the actual costs of tuition.

If an eligible Service member decides to use Tuition Assistance (TA), The Fab School will direct the eligible Service member to speak with and obtain written approval from an Educational Service Officer (ESO) or counselor within their Military Service prior to enrolling at The Fab School. Service members will be solely responsible for all tuition costs without this prior approval. The Fab School may pre-registering (Conditional Enrollment) a Service member in a program in order to temporarily hold a chair for the class. If the school enrolls the Service member before the appropriate Service approves Military TA, then the Service member could be responsible for the tuition. All Military TA must be requested and approved prior enrollment at The Fab School (documentation of approval is required). If a military student “self-identifies” their eligibility and the Service has not approved the funding, then the Service member will be solely responsible for all tuition costs, not the Service.

Service members identified as eligible DoD TA recipients, and who qualify for Pell Grants through the Federal Student Aid program, will have their TA benefits applied to their educational institution’s account prior to the application of their Pell Grant funds to their account. Unlike TA funds, which are tuition-restricted, Pell Grant funds are not tuition-restricted and may be applied to other allowable charges on the account.

**ESTIMATED SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE**

All Service members, to include Veterans, Active Service members, the National Guard and Reservists, along with enrollments from the general public are charged the same program costs as noted below. Charges are the same regardless of Service component.

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

Included in the Total Charges for 1<sup>st</sup> Period of Attendance are the following:

<b><u>Program Title:</u></b>	<b><u>Tuition Charge</u></b>	<b><u>Registration Fee</u></b>	<b><u>Books/Supplies/Equipment</u></b>
Fundamentals of Fabrication	\$30,940.00	\$185.00	\$375.00
Digital Design and Manufacturing	\$29,355.00	\$185.00	\$1,960.00 *
Advanced Composites and Technologies	\$7,310.00	\$185.00	\$375.00

\* Books/Supplies/Equipment costs for the Digital Design and Manufacturing program includes a Laptop Computer, a 3D Printer, and project materials.

**ADMISSIONS POLICY**

**Veteran Student Enrollment Process**

The Fab School adheres to a strict set of recruitment (admissions) policies as self-established and by its accrediting agency, the Council on Occupational Education. This includes the policy that each applicant visiting the school shall be free to ask any and/or all questions they may have about the school, its accreditation, school policies, student/graduate performances, and any other needed information prior to making any decision to either enroll or not to enroll. The Fab School does not apply any pressure upon any applicant to enroll and strives to make sure that every applicant makes a personal decision, free of any high-pressure admissions efforts. It is the policy of The Fab School that any visitor to the campus leave having been fully informed about the school and all of its requirements prior to their consideration for enrollment.

The Veteran applicant, like all other applicants, will need to meet with one of The Fab School's Main Campus Admissions Representatives, and complete a "School Questionnaire", interview, and campus tour. As School Certifying Officials, the Financial Aid Department staff will then assist the Veteran Applicant through the application for Education Benefits using the "VONAPP" online process, along with any other financial aid needs. The Veteran applicant will also need to meet all other enrollment requirements as stated in The Fab School's Catalog.

Prior to the enrollment in a class, the Veteran applicant will need to provide their Admissions Representative with the following:

- Photo Identification (Driver's License or State ID)
- Social Security Card
- VA Form DD-214
- Proof of High School Graduation (If not stated on DD-214), G.E.D. or its equivalent.
- VA Form 28-1905 (Chapter 31 Voc Rehab Only)
- VA "Certificate of Eligibility of Educational Benefits"
- Transcripts from any enrollment/attendance at a postsecondary school (beyond that of High School)
- Signed Certification page (last page of this Veteran's Addendum)

### **The Fab School Veteran/Active Service Member Scholarship**

Eligibility for The Fab School's Veteran Scholarship is as follows. 1) Eligibility is for the Veteran himself/herself and is not transferable; 2) the Veteran has a 100% Educational Benefits Approval from the VA. Each of the aforementioned criteria must be met in order to be eligible to apply for The Fab School Veteran Scholarship. Applications are available in the Financial Aid Office at The Fab School. Up to 10% of the tuition cost is available for qualifying Veteran/Active Service Members.

### **"Yellow Ribbon" Program**

As a "Non-College Degree" (NCD) school, The Fab School is unfortunately not eligible to participate in the Yellow Ribbon Scholarship Program.

### **Iraq and Afghanistan Service Grant Program**

Eligibility for the Iraq and Afghanistan Service Grant is as follows. 1) A student who is not eligible for a Federal Pell Grant on the basis of their Expected Family Contribution (EFC) but meets the remaining Federal Pell Grant eligibility requirements; 2) whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after Sept. 11, 2001; 3) individual was under the age of 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death. Each of the aforementioned criteria must be met in order to be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Pell Grant for the current federal award year, minus a reduction of 5.9%, disbursed on or after October 1, 2019, and before October 1, 2020, as per the Grant guidelines.

### **Acceptance of Credit for Prior Education or Experience**

Due to Veterans' Administration ("VA") directives, The Fab School is required to evaluate all possible transfer credit/clock hours for application towards a program of enrollment. Therefore, it is necessary to obtain and review any/all transcripts from prior attendance at a Postsecondary Educational Institution for possible credit of clock hours towards a vocational training course or courses at The Fab School when comparable scope and content can be determined.

While it is the ultimate responsibility is of the Veteran/Active Service Member to obtain any such transcript, The Fab School will assist you in obtaining any such transcripts if needed.

At the discretion of The Fab School, the school may accept the transfer of credit for a postsecondary course or courses when comparable scope and content can be determined. The credits earned at The Fab School are not 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 courses or fabrication courses enrolled in at 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 rarely meets the standards of performances required of the student during the training program 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, and depth of learning application, the grade earned, and/or institutional accreditation status. Any transfer credits will be counted as both attempted and earned credits, 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 considered/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 you earn at The Fab School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Fundamentals of Fabrication program is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or the Certificate that you earn at this institution are not accepted at the 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.

### **Rounding Out**

A VA student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her certified term only. This allows students to continue to receive benefits at the full-time rate in their term of enrollment, even though fewer clock hours are required to complete the program. This procedure can be done only once per program of enrollment.

In rounding out a full-time schedule, VA students may use any clock hour subject, including a subject that has previously been successfully completed (received a passing grade).

**EXAMPLE:** A claimant needs to complete 60 credit hours to obtain a B. A. degree. After passing 57 credit hours, the claimant enrolls in four 3-credit-hour courses. VA may pay the veteran educational assistance for full-time training during this specific term.

## **ATTENDANCE POLICY**

The law requires that educational assistance benefits to Veterans be discontinued when the student ceases to make satisfactory attendance / academic progress (SAP) toward completion of his or her training objective.

**Title 38, Chapter 1, Part 21, Subpart D, Sub Section 21.4277:**

***"If the veteran person does not maintain satisfactory progress, educational benefits will be discontinued by the Department of Veterans' Affairs. Progress is unsatisfactory if the Veteran does not satisfactorily progress according to the prescribed standards and practices of the institution he or she is attending."***

***The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory academic and/or attendance progress, to include violations of conduct toward completion of his or her training objective.***

The Fab School adheres to a strict attendance policy to ensure that all students maintain satisfactory attendance progress towards graduation. Failure by any student to maintain satisfactory attendance progress may ultimately result in suspension or termination. The Fab School's Satisfactory Attendance Progress Policy applies to all The Fab School students, regardless of whether they are receiving Federal Title IV funds or not.

All Veteran students who are also participating in any Title IV Financial Aid program(s), please refer to The Fab School's Catalog for additional policies concerning satisfactory and unsatisfactory attendance performances and evaluations.

### **Attendance Policy**

It is important that The Fab School maintains a clock hour record of attendance for each Veteran student. Completion of all required 728 clock hours of attendance is a mandatory part of graduation requirements. Failure to meet the required 728 clock hours of training at the 100% completion 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. At the 100% clock hours benchmark, Veteran students, like all other enrolled 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 benchmark. ***(Please refer to The Fab School Catalog for additional information concerning The Fab School's Attendance Policy.)***

### **Attendance Review Policy**

Each Veteran student's clock hours of attendance are monitored weekly throughout their period of enrollment. At the 25% and 75% incremental benchmarks of the program, a Veteran student's attendance shall be administratively reviewed. If a Veteran student's attendance has dropped below the minimum standard at the 25% and 75% incremental benchmarks of their program of enrollment, the Veteran student will be called in to meet with a student service advisor to discuss causes, resulting impact, and possible solution to any attendance problem. Any Veteran student failing to maintain a Satisfactory Attendance status, the Veteran student shall be placed on Attendance Review Status at that time. The length of the Attendance Review Status shall remain in effect until the next Attendance Satisfactory Progress evaluation (50% benchmark). ***(Please refer to The Fab School Catalog for additional information concerning The Fab School's Attendance Review Policy.)***

***Continued failure by the Veteran student to meet any of The Fab School's Attendance/Academic Satisfactory Progress standards will result in further disciplinary action to include the loss of your Veteran Educational Benefits (to include Tuition, Housing, Books and Supplies Stipend) at the next progress measurement benchmark.***

### **Satisfactory Attendance Progress Policy** (50% Progress Benchmark)

If a Veteran student's attendance drops below the minimum Satisfactory Attendance standard at the 50% benchmark when the Satisfactory Attendance Progress (SAP) evaluation is completed, he/she will be placed on "Unsatisfactory Attendance Progress Probation" and will meet with a Student Services staff member 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 the Veteran 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. The length of the Academic Review Status shall remain in effect until the next Satisfactory Progress evaluation (100% benchmark). ***(Please refer to The Fab School Catalog for additional information concerning The Fab School's Satisfactory Attendance Progress Policy.)***

***When a Veteran student has failed to maintain the prescribed standards of progress by The Fab School, the VA will be notified and any benefit payments will be discontinued (to include Tuition, Housing, Books and Supplies Stipend) in accordance with the law. When a Veteran student's benefits have been discontinued, the Veteran student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the Veteran student fails to appeal the action, or the appeal is denied, the Veteran student's VA benefits will remain discontinued.***

### **Satisfactory Attendance Progress Policy** (100% Progress Benchmark)

When the 100% benchmark of the SAP evaluation is completed, if the Veteran student has then failed to achieve a required standard of 100% attendance in clock hours, the student will be placed on "Unsatisfactory Attendance Progress Probation" and meet with a Student Services staff member where a Corrective Plan of Action will be established, approved by both Student Services and the student. If the Veteran 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 Veteran student has the right to appeal within 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. ***(Please refer to The Fab School Catalog for additional information concerning The Fab School's Satisfactory Attendance Progress Policy.)***

**When a Veteran student has failed to maintain the prescribed standards of progress by The Fab School, the VA will be notified and any benefit payments will be discontinued (to include Tuition, Housing, Books and Supplies Stipend) in accordance with the law. When a Veteran student's benefits have been discontinued, the Veteran student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the Veteran student fails to appeal the action, or the appeal is denied, the Veteran student's VA benefits will remain discontinued.**

Veteran students, please refer to The Fab School Catalog for additional information and/or conditions concerning The Fab School's Satisfactory Attendance Progress Policy when participation in Title IV Financial Aid programs are involved.

### **"Withdrawn" from Modules**

A veteran student who withdraws from The Fab School or is terminated by The Fab School will be considered as having been withdrawn from their current module of training, and, upon return, will be required to repeat any such identified module. A status change will be communicated to the Veterans' Administration. The student will also be responsible for any charges for training materials used to repeat said module. **(Please refer to The Fab School Catalog for additional information concerning The Fab School's Withdrawn from Modules Policy.)**

If the Veteran student submits a copy of Military Orders which require him/her to go Active Duty for a period of time amounting to greater than 180 days (exceeding an allowable time limit by the Department of Education), the Veteran student will be considered as having withdrawn from their enrollment. The Veterans' Administration will be so notified. Should the Veteran student elect to return from their Active Duty Service, training will resume at the point of their departure and no additional charges will have been charged during their time away from their enrollment at The Fab School.

### **Make-up Hours / Course Work Policy & Procedure**

All 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 anytime, 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 enrollment of 728 clock hours of the 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 Veteran student consistently attends all scheduled 728 clock hours of their program, 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 of scheduled attendance for graduation.

### **Maximum Time Frame for Course Completion**

A Veteran student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one-half times the regularly scheduled program length. If the Veteran student does not complete his/her program of study within the maximum time frame, the Veteran student will be dropped from their training program, and a status change will be communicated to the Veterans' Administration. The Veteran's Administration will also be notified. **(Please refer to The Fab School Catalog for specific information concerning the maximum allowed number of weeks/clock hours available to complete the program of enrollment.)**

### **Leave of Absence**

A "Leave of Absence" (LOA) is considered for school enrollment as a temporary interruption in a Veteran student's program of study, with the reasonable expectation that the Veteran student will return. HOWEVER, for the Veteran student, an LOA also represents a termination of Educational Benefits until such time as the Veteran student returns to the school as an active student. The Fab School is required to notify the Veterans' Administration of a status change involving a Veteran student taking an LOA, in order that the Educational Benefits being paid are terminated. When the Veteran student returns to class, The Fab School will re-certify the Veteran student for the remaining class time and any Educational Benefits scheduled for payment will resume.

**(Please refer to The Fab School's Catalog for all additional conditions and procedures involved in a student applying for and receiving a school approval or denial of a LOA.)**

## ACADEMICS POLICY

The law requires that educational assistance benefits to Veterans be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective.

**Title 38, Chapter 1, Part 21, Subpart D, Sub Section 21.4277:**

***If the veteran person does not maintain satisfactory progress, educational benefits will be discontinued by the Department of Veterans' Affairs. Progress is unsatisfactory if the Veteran does not satisfactorily progress according to the prescribed standards and practices of the institution he or she is attending.***

***The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory academic and/or attendance progress, to include violations of conduct toward completion of his or her training objective.***

The Fab School adheres to a strict satisfactory academic progress policy to ensure that all students maintain academic progress and success. Failure by any student, Veteran or otherwise, to maintain satisfactory academic progress may ultimately 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 Veterans, private paying or receiving Federal Title IV funds.

***(For all Veteran students who are also participating in any Title IV Financial Aid program(s), please refer to The Fab School's Catalog for additional policies concerning satisfactory and Unsatisfactory academic performances and evaluations.)***

### **Academic Review Policy**

At the 25% and 75% incremental benchmarks of the program, a Veteran student's academic achievement and attendance shall be reviewed. Like that of the Attendance Review Policy, any Veteran student failing to maintain a minimum cumulative academic Grade Point Average of 70%, "C" or better shall be placed on Unsatisfactory Academic Review Status.

Veteran students on Unsatisfactory Academic Review Status will be closely monitored and an action plan may be instituted to assist the Veteran student in obtaining and achieving minimum academic requirements towards graduation. The length of the Academic Review Status shall remain in effect until the next Satisfactory Progress evaluation (50% benchmark).

***Continued failure by the Veteran student to meet The Fab School's Academic Satisfactory Progress standard of a cumulative academic Grade Point Average of 70%, "C" or better will result in further disciplinary action to include the loss of your Veteran Benefits (to include Tuition, Housing, Books and Supplies Stipend) at the next progress measurement benchmark.***

### **Satisfactory Academic Progress Policy**

For a Veteran student to be considered making Satisfactory Academic Progress (SAP) at the 50% benchmark of their enrollment period, the Veteran student must maintain a minimum cumulative academic Grade Point Average of 70%, "C" or better, or have their VA benefits discontinued.

If at the 50% completion benchmark that Satisfactory Academic Progress (SAP) measurement, it is determined that the Veteran student is not achieving the minimum standard of academic performance, the Veteran student, shall be placed on Unsatisfactory Academic Warning Status. 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. If the Veteran 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 and/or loss of Educational Benefits. The length of the Unsatisfactory Academic Warning Status shall remain in effect until the next Satisfactory Progress evaluation (100% benchmark) is measured.

***When a Veteran student has failed to maintain the prescribed standards of progress by The Fab School, the VA will be notified and any benefit payments will be discontinued (to include Tuition, Housing, Books and Supplies Stipend) in accordance with the law. When a Veteran student's benefits have been discontinued, the Veteran student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the Veteran student fails to appeal the action, or the appeal is denied, the Veteran student's VA benefits will remain discontinued.***

***(Please refer to The Fab School Catalog for additional information and/or conditions concerning The Fab School's Satisfactory Academic Progress Policy at the 50% 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 Veteran student is still not achieving the minimum standard of academic performance required by way of a cumulative Grade Point Average, he/she shall be placed on Unsatisfactory Academic Probation Status. 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 unsatisfactory academic performance and the respective impact it now has upon their eligibility for graduation. At the discretion of the school, a Corrective Plan of Action will be established, approved by both Student Services and the student or the Veteran student's enrollment will be terminated. If a Corrective Plan of Action has been agreed to, and the Veteran student fails to maintain compliance with the plan of action, the Veteran student will be immediately terminated from their 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 Veteran student's program of enrollment will continue under specific conditions to be determined at that time. If the student fails to appeal the action, or the appeal is denied, the Veteran student's enrollment termination will remain in effect. Failure of the student to improve their academic status during this or any additional imposed period will result in termination. ***(Please refer to The Fab School Catalog for additional information and/or conditions concerning The Fab School's Satisfactory Academic Progress Policy at the 100% Benchmark.)***

***When a Veteran student has failed to maintain the prescribed standards of progress by The Fab School, the VA will be notified and any benefit payments will be discontinued (to include Tuition, Housing, Books and Supplies Stipend) in accordance with the law. When a Veteran student's benefits have been discontinued, the Veteran student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the Veteran student fails to appeal the action, or the appeal is denied, the Veteran student's VA benefits will remain discontinued.***

#### **"Withdrawn" from Modules**

A Veteran student who withdraws from The Fab School or terminated by The Fab School will be considered as having been withdrawn from their current module of training, and, upon return, will be required to repeat any such identified module. A status change will be communicated to the Veterans' Administration. The student will also be responsible for any charges for training materials used to repeat said module. ***(Please refer to The Fab School Catalog for additional information concerning The Fab School's Withdrawn from Modules Policy.)***

If the Veteran student submits a copy of Military Orders which require him/her to go Active Duty for a period of time amounting to greater than 180 days (exceeding an allowable time limit by the Department of Education), the Veteran student will be considered as having withdrawn from their enrollment. The Veterans' Administration will be so notified. Should the Veteran student elect to return from their Active Duty Service, training will resume at the point of their departure and no additional charges will have been charged during their time away from their enrollment at The Fab School.

#### **A Repeat of Failed Academic Subjects / Modules**

Veteran students will be required to repeat any incomplete subject coursework, lab work or failed modules. As such, the student will be responsible for any charges for training materials used to repeat such subjects/modules. A status change will be communicated to the Veterans' Administration. ***(Please refer to The Fab School Catalog for specific information concerning The Fab School's Repeat of Failed Academic Subject / Modules Policy.)***

#### **Make-up Incomplete Subjects**

It is important that each Veteran student understands the importance of successfully completing all academic and/or lab coursework as it is a critical part of meeting graduation eligibility requirements. A Veteran student will 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 coursework. A status change will be communicated to the Veterans' Administration. ***(Please refer to The Fab School Catalog for specific information concerning The Fab School's Make-up of Incomplete Subjects Policy.)***

A Veteran 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 The Fab School's Catalog.

## SCHOOL POLICIES AND REGULATIONS

***The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory academic and/or attendance progress, to include violations of conduct toward completion of his or her training objective.***

### **Student Behavior/Conduct**

The Fab School has created a professional "work- like" shop environment in which all 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 the school administrators. All students must adhere to high standards of scholarship and conduct.

In the event where Veteran students or any student discredits themselves through their behavior, conduct, or coursework or discredit The Fab School, they will be subject to disciplinary action(s) up to and including dismissal. In addition, The Fab School is required to notify the Veterans' Administration of a status change involving a Veteran's failure to abide by the school's Behavior and Conduct Policy, which in turn will cause the Veteran student's Educational Benefits being discontinued.

### **Suspension and Dismissal**

The Fab School reserves the right, in the exercise of their administrative judgment and presence of evidence, and in order to facilitate the continued eligibility of a Veteran student for graduation, to suspend, place on probation, or dismiss a Veteran student based upon any school policy. This shall include, but not limited to, attendance, academics, and/or appropriate student behavior/conduct as noted in The Fab School Catalog. The Veterans Administration will also be notified of the disciplinary action which will result in the student's educational benefits being discontinued. Any Veteran student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in The Fab School's Catalog.

### **Veteran Student "Cancellation of Enrollment" Policy**

The "Cancellation of Enrollment" of a Veteran student is defined as follows.

- The Fab School reserves the right to "Cancel" the enrollment of a Veteran student based upon any failed attendance and/or academic performance, for a specified period of time as determined by the school;
- The Veterans' Administration will be notified of any such action;
- Any coursework completed and/or attendance will be deleted from the Veteran's school record;
- The Veteran student will not be subject to any tuition charges by The Fab School;
- Any books and/or equipment provided to the Veteran student are to be returned to the school according to the school's "Cancellation Policy";
- The Fab School will return to the Veterans' Administration any tuition payment(s) made to the school on behalf of the Veteran;
- Due to the various educational benefits a Veteran may be eligible for, to include "Housing Allowance", the Veteran's Administration may determine a debt is owed, and the former Veteran student would then receive a "Debt Letter" for an amount determined by the Veteran's Administration, to be repaid.

### **Veteran Student "Termination of Enrollment" Policy**

The "Termination of Enrollment" of a Veteran student is defined as follows.

- The Fab School determines that the Veteran student has violated any number of "Performance Requirements", to include but not limited to attendance, academics, or behavior;
- The Veterans' Administration will be notified of any such action;
- The Fab School will determine the amount of earned tuition, apply it against all tuition payments made to the school on behalf of the Veteran student, and refund any unearned tuition balance to the Veteran student unless otherwise directed by the Veterans' Administration;
- The Veteran student will be credited with all coursework and attendance completed through their last day of attendance and maintained in the Veteran student's file;
- Due to the various educational benefits a Veteran may be eligible for, to include "Housing Allowance", the Veteran's Administration will determine a debt is owed, and the former Veteran student would then receive a "Debt Letter" for an amount determined by the Veterans' Administration, to be repaid.

**Institutional Return of Tuition Assistance (TA) Funds Policy**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, The Fab School will return any unearned TA funds on an hourly prorated basis through at least the 60% portion (437 clock hours) of the period (728 clock hours) for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, The Fab School will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. The Fab School has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

**Schedule for Returning Unearned TA Funds to the Government**

**Fundamentals of Fabrication - 728 Clock Hour Program**

**Digital Design and Manufacturing – 728 Clock Hour Program**

- Before Class Begins 100% Return of Funds

**7 – DAY CANCELLATION PERIOD**

- Clock Hours 1 – 28 (Day class) = 100% Return of Funds
- Clock Hours 1- 16 (Evening class) = 100% Return of Funds

**AFTER 7 – DAY CANCELLATION PERIOD (728 Clock Hour Programs)**

- Clock Hours 001 – 182 (Prorated clock hours from 001 to 182) = 100% to 75% Return of Funds
- Clock Hours 183 – 364 (Prorated clock hours from 183 to 364) = 75% to 50% Return of Funds
- Clock Hours 365 – 437 (Prorated clock hours from 365 to 437) = 50% to 0% Return of Funds  
(at 437 clock hours, 60.0% of program hours have been completed)
- Clock Hours 438 – 728 (Prorated clock hours from 438 to 728) = 00% Return of Funds

**AFTER 7 – DAY CANCELLATION PERIOD (172 Clock Hour Programs)**

- Clock Hours 01 – 43 (Prorated clock hours from 01 to 43) = 100% to 75% Return of Funds
- Clock Hours 43 – 86 (Prorated clock hours from 043 to 86) = 75% to 50% Return of Funds
- Clock Hours 86 – 104.5 (Prorated clock hours from 86 to 104.5) = 50% to 0% Return of Funds  
(at 104.5 clock hours, 60.0% of program hours have been completed)
- Clock Hours 104.5 – 172 (Prorated clock hours from 104.5 to 172) = 00% Return of Funds

The information contained in The Fab School’s Catalog “Veterans’ Addendum” is true and correct in content and policy.

**David K. Hall**

Executive Director  
The Fab School Veterans Administration Office  
VA Certifying Official

January 2, 2021

Date



## VETERANS ADMINISTRATION

### ADDENDUM TO THE FAB SCHOOL'S MAIN CAMPUS SCHOOL CATALOG

*“Volume No. 14”*

By my signature below, I acknowledge that I have received, read, and understand the requirements stated in the Veteran’s Addendum to my respective The Fab School Catalog.

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Student’s Name (Printed)

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Student Signature

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The Fab School Representative

***The VETERAN STUDENT is to retain the body of this “Veteran’s Addendum” publication, pages 1 through 12.***

***This specific page (#13) is to be placed in the Veteran Student’s Admissions file***