



Addendum to Student Catalog

2020-2022

Effective Date: 01/27/2020 TO 12/31/2022

1955 West 9th Street
San Bernardino, CA 92411
Phone (909) 453-6550
www.heavyequipmentcollege.com

This addendum accompanies the 2021-2022 Student Catalog with a publication date of January 27, 2020, and is not complete on its own.

1.0 The Facility

The school's campus and field site are located at 1955 West 9th Street, San Bernardino, California 92411. All training occurs at this location. Our training programs allow for classroom facilities indoors and field work outdoors. The Heavy Equipment Operating programs utilize a variety of equipment including backhoe, bulldozer, excavator, wheel loader, skid steer, and mobile hydraulic crane, for equipment operation and field instruction.

2.0 Administration

Staff

- **Justin Bye – Campus Director**
- **Keith Neville – Director of Admissions**
- **Julie Diaz – Admissions Representative**
- **Thet Noe – Admissions Representative**
- **Mayra De Leon – Career Services**

Faculty

- **Dale Christenberry - Heavy Equipment Instructor (Level I)**
- **Brad Killion - Heavy Equipment Instructor (Level II)**
- **Will Melendez - Crane Instructor**

3.0 Hours of Operations

Business Hours

8:00 a.m. to 5:00 p.m. Monday through Friday (Administrative hours)

6:30 a.m. to 5:00 p.m. Monday through Friday (Training hours)

Training Hours

Training Hours range from Monday through Friday 6:30am – 5:30pm. Training hours and days to be determined on day one of your first class. Training times may be adjusted to accommodate seasonal weather conditions, holidays, and other unforeseeable circumstances. However, all program hours will be offered.

4.0 Tuition & Fees

Additional Fees, if applicable: National Commission for the Certification of Crane Operators (NCCCO) re-testing fees, written: \$200.00 core and two specialty or \$95.00 specialty only, practical: \$250.00 examiner and \$90.00 to NCCCO. Remedial or refresher training: \$100.00 per day or \$160.00 per hour after school hours. Adaptable Equipment Proficiency Testing (ADEPT) re-testing fees, written: \$185.00 core and one specialty, \$25.00 for each additional specialty, practical: \$140.00 if during class hours, \$220.00 for after hours, \$15.00 for each additional specialty. Additional training binder (lost or damaged): \$500.00.

Method of Payment:

All monies must be received prior to the start of class, or satisfactory payment arrangements must be approved by HEC.

Heavy Equipment Colleges of America shall require the following maximum charges due upon enrollment:

- For a program that is completed in one term or four months, Heavy Equipment Colleges of America shall require payment of all tuition and fees on the first day of instruction.
- For a program designed to be longer than four months, Heavy Equipment Colleges of America shall not require more than four months of advance payment of tuition and shall provide a payment installment plan. When 50 percent of the program has been offered, Heavy Equipment Colleges of America shall require full payment.
- If a Heavy Equipment Colleges of America student makes a request to provide payment in full after the student has been accepted, enrolled, and the date of the first-class session is disclosed on the enrollment agreement, Heavy Equipment Colleges of America shall accept payment in full for tuition and fees.
- The limitations listed above shall not apply to any funds received by Heavy Equipment Colleges of America through federal and state student financial aid grant and loan programs, or through any other federal or state programs, if participation in any programs shall occur in the future.

Definitions:

Total charges are institutional charges and third-party fees. Third party fees are related to medical exams/vaccinations and exam/licensure fees for participation in the program, if applicable, and to meet the requirements to be eligible for entry level employment.

Heavy Equipment Colleges of America tuition means the cost per hour and does not include itemized fees such as the Registration.

Veterans Benefits and Transition Act of 2018

HEC will allow any **covered individual** to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
- 2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

HEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 benefits.

5.0 Academic Calendar and Holidays

Academic Calendar

Start Date	End Date	Start Date	End Date
1/4/21	1/22/21	1/3/22	1/21/22
1/25/21	2/12/21	1/24/22	2/11/22
2/15/21	3/5/21	2/14/22	3/4/22
3/8/21	3/26/21	3/7/22	3/25/22
3/29/21	4/16/21	3/28/22	4/15/22
4/19/21	5/7/21	4/18/22	5/6/22
5/10/21	5/28/21	5/09/22	5/27/22
5/31/21	6/18/21	5/31/22	6/17/22
6/21/21	7/9/21	6/20/22	7/8/22
7/12/21	7/30/21	7/11/22	7/29/22
8/2/21	8/20/21	8/1/22	8/19/22
8/23/21	9/10/21	8/22/22	9/09/22
9/13/21	10/1/21	9/12/22	9/30/22
10/4/21	10/22/21	10/3/22	10/21/22
10/25/21	11/12/21	10/24/22	11/11/22
11/15/21	12/3/21	11/14/22	12/2/22
12/6/21	12/23/21	12/5/22	12/22/22

HOLIDAY POLICY

The following holidays will be observed, and classes will not be held. Holidays are not counted as part of the contracted time schedule: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Christmas.

Holiday	2021	2022
New Year's Day	January 1	January 1
Martin Luther King Day	January 18	January 17
Memorial Day	May 31	May 30
Independence Day	July 4	July 4
Labor Day	September 6	September 5
Veterans Day	November 11	November 11
Thanksgiving	November 25 – 26	November 24 – 25
Christmas Day	December 24	December 26

In addition, the Institution reserves the right to start classes for any new group of students on any designated date during the school year. Students are notified of the next starting date of a new class before enrollment.

1.4 Licensure and Accreditation

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). 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. HEC is an approved Training Unit of the Adaptable Equipment Proficiency Testing (ADEPT), Veterans Administration (VA) and the National Commission for the Certification of Crane Operators (NCCCO).

Students are not eligible for federal financial aid programs.

7.6 Consumer Disclosures

HEC has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

ACCREDITATION

Heavy Equipment Colleges – San Bernardino, California is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.



If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of ACCSC using the information as follows:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Phone: 703-247-4212
www.accsc.org

Effective October 4, 2021, Tuition will increase for all students:

4.0 Tuition & Fees

PROGRAM	TUITION	TRAINING SUPPLIES (non-refundable – upon receipt)	REGISTRATION FEE (\$250 non-refundable)	STRF* (non-refundable)	TOTAL CHARGES**
*** Certificate of Heavy Equipment Operations – Level I	\$10,957	\$75	\$100	\$5.50	\$11,137.50
*** Certificate of Heavy Equipment Operations – Level II	\$11,012	\$20	\$100	\$5.50	\$11,137.50
*** Certificate of Heavy Equipment Operations – Mobile Crane	\$10,957	\$75	\$100	\$5.50	\$11,137.50

*** Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane	\$32,926	\$170	\$300	\$16.50	\$33,412.50
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* Student Tuition Recovery Fund (STRF): \$0.50 for every \$1,000 rounded to the nearest \$1,000

**Estimated charges for the period of attendance and the entire program

***Programs that are approved for use of Veteran benefits.

Effective February 8, 2021: Student Tuition Recovery Fund (STRF):

Heavy Equipment Colleges of America was notified on February 12, 2021, that Bureau for Private Postsecondary Education (BPPE) is implementing a STRF fee. This fee is required to be submitted to BPPE quarterly.

Effective October 4, 2021:

1.4 Licensure and Accreditation Catalog page 5: The language below replaces the current catalog language:

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). 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.

HEC is an approved Training Unit of the Adaptable Equipment Proficiency Testing (ADEPT) and the National Commission for the Certification of Crane Operators (NCCCO).

6.1 Student's Right to Cancel and Refund Policy – Catalog page 26: The language below replaces the current catalog language under number 5:

For all student not receiving VA benefits: If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less an enrollment fee not to exceed \$100.00, and less any deduction for books or supplies not returned in new condition within 45 days after the notice of cancellation is received.

For VA students: If the Enrollment Agreement is cancelled, the enrollment fee is not to exceed \$10.

Veterans' Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw, or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.