



Addendum to Student Catalog

2022-2023

Effective Date: 1/1/2022 to 12/31/2023

1955 West 9th Street
San Bernardino, CA 92411
Phone (909) 453-6550
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This addendum accompanies the 2022-2023 Student Catalog with a publication date of January 1, 2022 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

Qualifications of Heavy Equipment Instructors

- Instructors have over 3 years practical experience working with heavy equipment
- Instructors have completed Adaptable Equipment Proficiency Exams (ADEPT)

Qualifications of Heavy Equipment Crane Instructors

- Instructors have over 3 years practical experience working as a crane operator
- Instructors have completed all NCCCO written and practical examination
- Instructor has completed training as a NCCCO practical examiner

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

San Bernardino Academic Calendar

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

6/21/21	7/9/21	4/25/22	5/12/22
7/12/21	7/30/21	5/9/22	5/26/22
8/2/21	8/20/21	5/23/22	6/9/22
8/23/21	9/10/21	6/6/22	6/23/22
9/13/21	10/1/21	6/20/22	7/7/22
10/4/21	10/22/21	7/5/22	7/21/22
10/25/21	11/12/21	7/18/22	8/4/22
11/15/21	12/3/21	8/1/22	8/18/22
12/6/21	12/23/21	8/15/22	9/1/22
		8/29/22	9/15/22
		9/12/22	9/29/22
		9/26/22	10/13/22
		10/10/22	10/27/22
		10/24/22	11/10/22
		11/7/22	11/23/22
		11/21/22	12/8/22
		12/5/22	11/22/22

Observed Holidays

Jan 1/31	New Year's Eve/Day	Jul 4	Independence Day (obs.)	Nov 24	Thanksgiving Day
Jan 17	Martin Luther King Day	Sep 5	Labor Day	Nov 25	Family Day
May 30	Memorial Day	Nov 11	Veterans Day	Dec 26	Christmas (Observed)

Career Skill Program (CSP) 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

Observed Holidays

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.

6.0 Tuition & Fees

PROGRAM	TUITION	TRAINING SUPPLIES (non-refundable – upon receipt)	Housing	STRF* (non-refundable)	TOTAL CHARGES**
*** Certificate of Heavy Equipment Operations – Level I	\$11,057.00	\$75	\$438	\$30.00	\$11,600.00
*** Certificate of Heavy Equipment Operations – Level II	\$11,112.00	\$20	\$438	\$30.00	\$11,600.00
*** Certificate of Heavy Equipment Operations – Mobile Crane	\$11,057.00	\$75	\$438	\$30.00	\$11,600.00
*** Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane	\$33,226.50	\$170	\$1314	\$87.50	\$34,798.00
Certificate of Fixed Cab Crane Operations with Rigging and Signaling	\$11,057.00	\$75	\$438	\$30.00	\$11,600.00
Certificate of Heavy Equipment Operations - Tower Crane	\$7,921	\$75	\$292	\$20.00	\$8,308.00

* Student Tuition Recovery Fund (STRF): \$2.50 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.

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.