

***AVIATION  
PROGRAM  
APPENDICES  
2019-2020***

## Aviation Program Information

### Aircraft Maintenance Technician

The twenty-month (2,400 hours ) aviation maintenance curriculum provides training that enables the student to develop operative skills that meet the license requirements of the Federal Aviation Administration.

**A rolling enrollment takes place with classes enrolling every 128 days.** Enrollment periods are September, March and December, in that order. Please call the school to find out which enrollment period the school is in. Upon completing the General, Airframe and Power plant curriculums, the student is prepared to take the FAA examinations, the applicant is certified as an (AMT) Aviation Maintenance Technician. The Schools for Aviation Maintenance Technician are a venture into the actual world of aviation where the student will:

- study in a facility thoroughly equipped for practical “hands on” training;
- be exposed to a variety of theory and shop classes: metal work, woodwork, welding, hydraulics, electrical, electronics, painting and engine overhaul (turbine and reciprocation);
- become proficient in approximately 50 skilled Career Technical Education (CTE) areas; and,
- learn to interpret FAA regulations and manufacturer’s technical specifications.

The FAA’s minimum academic requirement for the AMT certificate is a high school diploma or GED. Mathematical and mechanical aptitudes are essential, as well as, reading, writing and language skills. Graduates from this program may obtain jobs as mechanics at airports, technicians with aircraft and power plant companies.

### Transfer Policy

Transfers are only accepted from students presenting a transcript showing successful completion of all the requirements for the FAA General, Airframe or Powerplant curriculums from an FAA certificated school.

## Aircraft Shop Attendance Policy

### Attendance Policy

Five days of **unexcused** absence per block of instruction will result in removal from the program. Each student will receive ‘Notice of Absence’ letters from the school at 2 and 4 days of absence. On the 5<sup>th</sup> day of absence, the student will be sent a ‘Removal from Program’ letter. Any student removed from the program due to absences will be given transcript credit up to and including the last successfully completed course in their curriculum.

Removal from the program based on attendance may be appealed by the student. A letter requesting an appeal must be submitted within 3 School days of receipt of the removal letter. An appeals board meeting will be scheduled within 10 School days of the receipt of the request. During the appeal time, the student will remain in the program and must be present in school, all day, on time. The student must be present at the meeting, which will be held at the end of the student day. The appeals board decision is final. A student may only appeal removal from the program based on attendance one time. If reinstated, the student may not be absent again during that block of instruction. If there is a further absence, the student will be removed from the program for the remainder of the block.

**In order to earn credit for the course Aircraft Maintenance, a student must not be absent more than Four days per instructional block. Credit denial will take place on the fifth day of unexcused absence.**

### **Excused Absences/Tardy/Early Dismissal**

Excused absences, which are accepted by the Connecticut Technical Education and Career System school, are limited to the following:

1. Medical reasons which are verified by a physician or school nurse.
2. Death in the immediate family.
3. Religious holidays.
4. Suspensions.
5. Court appearances.
6. Students that currently have a parent deployed to a combat zone, or an activated National Guard or Reserves Unit or is employed by a military contractor or federal government and has been deployed.

(The number of excused absences is at the discretion of the Superintendent or designee).

The above absences may be considered excused provided they can be verified and all work/theory missed during the absence is completely and satisfactorily made up no later than 10 school days following the absence or on a schedule approved by the DH.

Court, military service, medical emergencies and immediate family funeral absences, will not be counted as part of the five days of unexcused absence. Copies of court orders/attendance, military orders, newspaper announcements of death or medical verification must be turned in to the teacher prior to taking the leave or in case of emergency, the first day of return to class. However, all missed time must be made up per the next paragraph. All missed time must be made up by the end of the block. Make up of absent time does not remove it from the student's cumulative record.

### **Required Attendance**

Connecticut Aero Tech (EM9T117R) and The Stratford School for Aviation Maintenance Technicians (#TF5T221N) are Federal Aviation Administration approved Aviation Maintenance Technician Schools. Our F.A.A. approved curriculum requires all students in the airframe and powerplant course to successfully complete the FAA approved curriculum for a graduation certificate. **All hours of instruction missed must be made up.**

If a student misses any segment of the theory / shop time in any subject area, the student is responsible for starting make-up time within one day of their return. However, all theory make-up must be completed **PRIOR** to the final exam in that subject area. If a student fails to make up missed time in any subject area in accordance with the attendance policy, they must repeat the subject area. A student will be assigned work to be done outside normal school hours to make up missed time in a given subject area. It is the **student's responsibility** to see the subject area instructor to initiate make-up work. Failure to make up missed time in a subject area is cause for failure and that subject area must be repeated.

### **Tardies/Early Dismissals**

If a student is tardy or has early dismissals (unexcused) more than 5 times during one block of instruction, it is the responsibility of the student to meet with the DH or designee to develop a written plan to correct the situation. If the student fails to follow the plan and is tardy or leaves early more than 2 additional times during that block, the student will meet with the administrator or designee to determine their ability to successfully complete the program.

*Any time missed due to tardies or early dismissal must be made up within 5 school days or by specific arrangement with the Department Head.*

All missed time must be made up before any credit may be given at the close of the block. Make up of time does not remove it from the student's cumulative record.

An appeal of a dismissal must be made in writing to the Home Office through the subject area consultant within 3 school days of notification of the dismissal.

Appeals will be referred to the appropriate Assistant Superintendent for consideration.

### **AVIATION PROGRAM**

**I have read and understand the attendance policy and recognize the consequences for failing to comply with it.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

***SIGN-UP/ACKNOWLEDGEMENTS/AGREEMENTS***

***NOTE: The forms in this section must be completed and returned to the Department Head or Instructor.***

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Connecticut Technical Education and Career System**

ADULT EDUCATION  
Student Withdrawal Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M. I. \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_ P. O. Box \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Name: \_\_\_\_\_ Shop: \_\_\_\_\_

Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY GUIDANCE STAFF

Official withdrawal code: \_\_\_\_\_

Official withdrawal date: \_\_\_\_\_

Guidance staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official grade at time of withdrawal: \_\_\_\_\_

Copies of the completed form must be sent to a School Administrator and to Home Office, Attn:  
Financial Aid Administrator.

Withdrawal can be rescinded within a reasonable time.

## Student Acknowledgement/Agreement

### FULL-TIME ADULT STUDENT HANDBOOK

This form must be completed, detached from the handbook and submitted to your instructor to be filed in the student's permanent record file.

Student Name (printed) \_\_\_\_\_ Program Area \_\_\_\_\_

I HAVE READ, UNDERSTAND and WILL COMPLY WITH THE RULES AND REGULATIONS AS STATED IN THIS HANDBOOK:

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### *Discipline Policy and Substance Abuse Policy*

I understand the responsibilities outlined in the Discipline Policy and Substance Abuse policy. I also understand that should I violate either policy I shall be subject to disciplinary action, up to or including expulsion from school and/or referral to law enforcement officials, for violation of the law.

#### *Attendance Policy*

I understand that regular attendance is the responsibility of the student and is a critical aspect of the educational process. I also understand the credit denial policy. I further understand that I may make a written request for review within three school days following receipt of notification of denial of credit.

#### *Education Records*

Regarding education records, I understand that certain personally identifiable information is considered directory information and does not require a signed release for disclosure. I understand that unless I deny the release of any or all of this information within 10 school days of the date this student handbook was issued, directory information may be released. I also understand that I have a right to inspect and review all of my student records.

*I acknowledge that I have reviewed the above.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### *Permission to Publish My Photographic or Video Image*

I do hereby certify, acknowledge, authorize and give consent to the **Connecticut Technical Education and Career System school (CTECS)** to publish my photographic or video image, at its discretion, in school newsletters, newspapers, in TV or video coverage or in any related printed, electronic and/or video publications. It is my understanding that my photographic or video image shall only be used for informational and publicity activities conducted by the **CTECS** and shall not be used for any commercial purposes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please sign below **ONLY IF** you **DO NOT** grant permission.

I **do not grant** permission for the release of directory information without my prior consent.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I **do not grant** permission for the use of photographic or video images of me to be used by the Connecticut Technical Education and Career System school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Progressive Discipline Form

## 1<sup>st</sup> Offense "Cite Handbook"

Student Name \_\_\_\_\_

Student's statement of incident (includes date, place) \_\_\_\_\_

Instructor's statement of incident \_\_\_\_\_

Interventions \_\_\_\_\_

Student Signature \_\_\_\_\_ Instructor Signature \_\_\_\_\_

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## 2<sup>st</sup> Offense "Cite Handbook"

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Referring Instructor \_\_\_\_\_

Student's statement of incident (includes date, place) \_\_\_\_\_

Instructor's statement of incident \_\_\_\_\_

Interventions \_\_\_\_\_

Student Signature \_\_\_\_\_ DH Signature \_\_\_\_\_

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## 3<sup>st</sup> Offense "Cite Handbook"

Student Name \_\_\_\_\_ Date \_\_\_\_\_ DH \_\_\_\_\_

Student's statement of incident (includes date, place) \_\_\_\_\_

Instructor's statement of incident \_\_\_\_\_

Interventions \_\_\_\_\_

Student Signature \_\_\_\_\_ DH Signature \_\_\_\_\_

AP Signature \_\_\_\_\_ Outcome \_\_\_\_\_

Student File \_\_\_\_\_



**Acceptable Methods of Payment:**

- Bank check or money order made payable to *Treasurer, State of Connecticut* for the exact amount due;
- Cash will be accepted in the school business office only during regular business hours (8:30 a.m. to 4:30 p.m.).

**Unacceptable Methods of Payment:**

- Personal checks;
- Debit and credit cards;
- Cash (except during normal business hours).

**Other Financing Options (it is the responsibility of the student to initiate and follow-up on the methods listed below):**

The CTECS offers financing options including:

- **Tuition Waivers** are available for veterans, students age 62 and over (subject to seat availability).
- **Outside Agencies:** Funding from other state agencies (i.e. Dept. of Labor, Office of the State Comptroller);
- **G. I. Bill Veteran Education Benefits**

**\*\* Any student failing to pay or be approved for an alternative financing option by the payment due date will be immediately dismissed from their program of study. As regular attendance is a critical aspect of the educational process, students with attendance problems may be dismissed from the program. \*\***

**Applying for a Tuition Waiver:**

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form available at <https://www.cttech.org/adult-education.html>) no later than four weeks prior to the first class session.

- Veterans requesting a tuition waiver must attach a copy of their Certificate of Release or Discharge (DD Form 214) (90 days of honorable active duty service in addition to that spent in active duty training and in attendance at military service academies for any war period after August 2, 1990 or engaged in combat or in combat support role in specific conflicts prior to August 2, 1990);
- Senior Citizens: Students age 62 and over requesting a waiver must attach a copy of their proof of age;
- Students receiving educational assistance benefits under the G. I. Bill from the Veterans Administration must submit enrollment verification or training agreement. The student should provide the school Certification Officer, **VA Form 22-1999** for submission to the Veterans Administration to receive the education benefits payment from VA;
- If a student is denied tuition waiver, all tuition and fees are due by the next class session.

**Applying for a Pell Grant:**

- Admitted students must complete the Free Application for Federal Student Aid (FAFSA). It is recommended that the student completes the FAFSA after completion and submission of the 2014 IRS Tax Return in order to avoid delay and having to go back to change information or making corrections. The completion and submission of 2014 IRS tax return will allow the student and/or parent(s) to use the IRS data retrieval tool when prompted during the FAFSA completion and will provide accurate financial information and therefore expedite the award process.
- *Admitted students must submit a valid Student Aid Report (SAR) and complete a CTECS Financial Aid Application Packet available from the school's Adult Education clerk;*
- The CTECS deadline for applying for a Pell grant for the 2019-2020 academic year is as follows:

**\*Applicants applying and accepted for a program after the specified deadlines can still apply for a Pell grant; however students will need to initiate tuition payments until determined eligible and Pell grant has been awarded.\***

- If a student is deemed ineligible for financial aid, outstanding tuition is due five days following receipt of the denial notification;

- If a student is notified that their financial aid award will not cover the entire semester tuition cost, all tuition and fees are due five days following receipt of the award notice or by the regular tuition deadline, whichever is later;
- The federal government randomly selects Pell grant applications for verification. If your application is selected for verification, you will be notified by the Financial Aid Administration and additional supporting documentation must be submitted by the specified deadline.

**Procedures for Withdrawal:**

In order to officially withdraw from an adult education program in the CTECS and be considered for a tuition refund, candidates must complete and submit to the school’s Guidance Office, the following two documents available from the district’s Adult Education webpage [be https://www.cttech.org/adult-education.html](https://www.cttech.org/adult-education.html):

1. Student Withdrawal Form
2. Request for Tuition Refund Form (Appendix IX)

Upon approval of the Student Withdrawal Form by a school administrator (principal or assistant principal), students may be eligible for a tuition refund.

**Eligibility for Tuition Refunds:**

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student prior to the first scheduled class session, the student is eligible for a 100% tuition refund;
- Except for withdrawal due to military action or serious illness. If the Student Withdrawal Form is received from the student after the first scheduled class session, but prior to the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is eligible for a 60% tuition refund;
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is not eligible for a tuition refund;
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;
- Except for military action or serious illness, no refunds will be provided to students who are dismissed from their program of study due to issues with attendance, unsatisfactory educational performance or violation of the district’s discipline policy as detailed in the 2019-2020 Full-time Adult Student Handbook.

**Processing of Tuition Refunds** (only for students tuition who had paid out-of-pocket. Pell Grant recipients will be processed through the Post-Withdrawal calculation to determine earned funds and refundable funds to the federal government):

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school’s business office and then to the State Department of Education’s (DOE) Payments Unit.

The SDE Payments Unit will then issue a state invoice utilizing the State of Connecticut’s official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state’s payment timelines (currently net 45 days).

**I have read and understand the above:**

\_\_\_\_\_ **Student Signature**

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Date**

## **Bristol Technical Education Center**

Information for adults attending Bristol Technical Education Center can be found on the Bristol Technical Education Center's website at: <https://bristol.cttech.org/>.