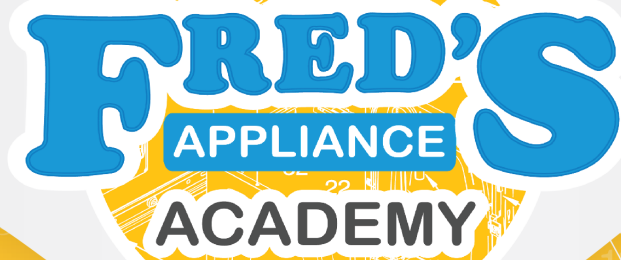


2015

Ohio Registration # 13-03-2010T

The logo for Fred's Appliance Academy is centered in a white circular frame. It features the word "FRED'S" in large, bold, blue letters with a white outline. Below it, the word "APPLIANCE" is written in white on a blue rectangular background. At the bottom, the word "ACADEMY" is written in bold, black letters with a white outline. The background of the circle is yellow with faint technical drawings of appliance parts.

FRED'S APPLIANCE ACADEMY



APPLIANCE REPAIR TRAINING

THREE WEEK HANDS-ON COURSE

Fred's Appliance Academy

Instructor - Fred Butcher
Director - Adam Butcher
Assistant Director - Jamie Lovejoy

1949 Hubbard Road
1955 Hubbard Road (Mailing)
Madison, Ohio 44057

(888) 45-FREDS ext 9
school@fredsappliance.com
www.fredsappliance.com/academy

Ohio State Board of Career Colleges and Schools
Registration # 13-03-2010T

Revised 01/2015

Certifications

NASTeC Certification (www.iscet.org)

NASTeC stands for National Appliance Service Technician Certification. Those who take the NASTeC exam (as everyone does at the end of our training course) will be measured on their overall ability to handle the job of servicing major home appliances. By passing the exam, you're proving that you have the knowledge, ability and the skills to do the job right.

Don't worry, we'll teach you everything you need to know. Once you pick up your NASTeC certification, you'll be ready to find work as a professional appliance service technician with a skill set that's always in demand.

Fred's Appliance Academy Certificate

You receive a certificate of completion from the Academy upon finishing the course. A certificate is awarded to each student who satisfactorily completes required coursework and attends 90% of scheduled classes.

SEQUENCE OF COURSES AND CLOCK

Basic Appliance Electricity	15 Clock Hours
Microwave Ovens	7 Clock Hours
Gas and Electric Dryers	7 Clock Hours
Gas and Electric Ranges	7 Clock Hours
Front & Top Load Washers	7 Clock Hours
Dishwashers	6 Clock Hours
Garbage Disposals	1.5 Clock Hours
Trash Compactors	1.5 Clock Hours
Refrigerators	29 Clock Hours
Freezers	21 Clock Hours
Ice Makers	2 Clock Hours
Review	8 Clock Hours
National Certification Testing	8 Clock Hours
Total Clock Hours	120 Clock Hours

Basic Appliance Repair Training Skills (3 Week Program)

BASIC ELECTRICITY

- What is electricity
- How is electricity made
- A/C and D/C
- Series and parallel circuits
- Ohm's Law

MICROWAVES

- Installation & electrical & venting requirements
- Testing for microwave leakage
- Basic Theory and testing of components

DRYERS

- Electrical components used including switches, timers, electronic controls & sensors
- Installation of product: venting, electrical, & plumbing requirements
- Importance of proper airflow
- Gas burners and controls

RANGES

- Install and discuss proper electrical & plumbing requirements.
- Discuss types of heating elements

Basic Appliance Repair Training Skills (continued)

RANGES (continued)

- Infinite switches & electronic oven & surface unit controls
- Gas burners and converting from natural to LP
- Types of ignition systems

CLOTHES WASHERS

Top Load Washers

- Installation & electrical & plumbing requirements
- Disassembly & reassembly of complete washer
- Proper use of detergent and additives
- Identifying chemical damage of clothing
- Electrical circuit including mechanical & electronic controls

Front Load Washers

- Installation & electrical & plumbing requirements
- Advantage over top load washers
- Disassemble & reassembly of complete washer
- Electrical circuit including mechanical & electronic controls

DISHWASHERS

- Theory of operation
- Installation needs
- Cycle operation

Basic Appliance Repair Training Skills (continued)

GARBAGE DISPOSALS

- Installation & electrical / plumbing requirements
- Basic theory and testing of components

TRASH COMPACTORS

- Installation and electrical and plumbing requirements
- Basic theory and testing of components

REFRIGERATION

- Top mount, side by side, and bottom mount refrigerators
- Defrost systems
- Proper electrical & plumbing requirements
- Ice makers
- Water and ice dispensers
- Electronic controls
- Proper sealed system repairs
- Use of torch and high temperature braze
- Diagnosing of sealed system
- Damper controls
- Fast, efficient, & safe way to defrost evaporator coils

Basic Appliance Repair Training Skills (continued)

REVIEW

- Student will be given ample time to review notes with instructor

NATIONAL CERTIFICATION TESTING

- NASTEC - Two (2) hour time limit



Class Dates

Class Name	Start Date	End Date
January 2015	01/05/2015	01/23/2015
March 2015	03/09/2015	03/27/2015
April 2015	04/06/2015	04/24/2015
May 2015	05/04/2015	05/22/2015
September 2015	09/08/2015	09/25/2015
October 2015	10/05/2015	10/23/2015
November 2015	11/02/2015	11/20/2015



How to Register

Enrollment closes at midnight on the Saturday before class starts, or when all available seats have been taken. Register at www.fredsappliance.com/academy

Tuition and Fees for Current Term:

Registration Fee	\$25.00
Tuition.....	\$3974.99
Total Cost	\$3999.99

Total projected cost of program at current rates for, Tuition and Registration fee alone: **\$3999.99**

Tuition must be paid in full before the first day of class.

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Textbook and Computer Fees

Unless specified, textbook and computer fees are not included in the cost of this program.

Payment Options

Payment can be made online by credit card

Prerequisites and Eligibility

Registration is open to any adult over the age of 18; students are required to be able to lift fifty (50) pounds. Students must have Type 1 608 EPA license (this is an open book test, taken online at epatest.com). Students must have a laptop with a Windows operating system and Internet Explorer. Students must have the textbook Troubleshooting and Repairing Major Appliances, 3rd Ed, by Eric Kleinert.

Grading System

Due to the nature of the program a traditional grading system is not used. Students are issued a certificate of completion when the criteria have been met. Students must have an average of 75% or better to pass the course. Graded assignments may be turned in late with a 10 point penalty for each day late. They will not be accepted after the fourth day they are due. You may not use class time to work on late. Attempts to do so will result in a zero for the late work. In the case of excused absences, you have two extra days for each excused absence not counting the day of your return.

Grade	Minimum	Maximum
A	93.72	100
B	87.48	93.71
C	81.24	87.47
D	74.45	81.23
F	0.0	74.44

Leave/Absence/Tardiness/Makeup Work

Because of the nature of the course it is not possible to take a leave of absence; the course must be completed in one 3-week setting. Students missing more than 1.5 days will not be issued a certificate from the Academy. Tardiness will not be tolerated; class will not be held up or time spent reviewing what has been missed. Makeup work will be issued at the instructor's discretion.

Conduct Policy

Fred's Appliance Academy shall not be held liable for any injury(s) to individuals while on Fred's Appliance Academy, Fred's Appliance, or Gene, Sr properties or any loss(es) and/or damage(s) to an individuals property that may occur while

on Fred's Appliance Academy, Fred's Appliance, or Gene, Sr properties. All students are responsible for following safety codes and procedures related to the course. Students are expected to respect and adhere to school policies and course regulations. All students enrolled in any program at Fred's Appliance Academy are expected to display good conduct and self-discipline.

Suspension or Termination and Probationary Period Policy

Students may be suspended or terminated from the Academy for reasons including unsatisfactory work, attendance or disciplinary issues. If during the first week the instructor recognizes that the student has not completed coursework, as outlined in the Satisfactory Academic Progress section, the instructor may send the student home at his or her own expense (or his or her employer's expense). In order to be allowed re-entry into the program, students will need to reregister and seek permission of instructor. No refunds will be given for students who have been suspended or terminated.

Cancellation and Refund Policy

Cancellation and Settlement Policy

This enrollment agreement may be canceled within five days after the date of signing provided that the school is notified. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes, or if the classes are scheduled to begin in four days or less.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 332-1-10.1. There is one (1) academic term for this program which is 120 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code 332-1-10.0:

1. A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A students who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

3. (3) A student who starts class and withdraws before the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus registration fee.
5. (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the student is able to determine that the student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll-

free 877-275-4219

Satisfactory Academic Progress (SAP)

The Fred's Appliance Academy Basic Appliance Repair Program is 120 clock hours. Satisfactory progress is evaluated every week throughout the program.

The student is required to make **quantitative progress toward program completion**. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

The student's hands-on participation in the classroom and in the lab, along with completion of required reading will be used to determine the student's **qualitative progress**. The minimum required is 75% at the conclusion of each evaluation period.

Incomplete grades are not given. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will not receive a certificate of completion. Students who withdraw from the program will not be eligible to complete the PSA and NASTEC certification tests.

Academic Probation

If a student fails to meet the cumulative 90% attendance or the 75% evaluation average for any evaluation period, or both, he or she will be placed on probation for the next evaluation period. Failure to achieve 90% attendance or the 75% evaluation, or both, at the end of the probation period will result in the administrative withdrawal of the student.

Students (and their employer, if applicable) will be notified in writing when they are placed on academic probation and the steps necessary to be removed from academic probation status. Students will also receive attendance or academic counseling from the School Director, as appropriate, when they are placed on academic probation.

Fred's Appliance Academy will notify a student in person, in writing, if he or she is being administratively withdrawn for unsatisfactory academic progress. If applicable, the student's employer will be notified by phone or email, and by certified letter.

Appeal

The student may submit a written appeal of his or her dismissal within 2 calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have

prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to complete the program within the maximum time frame allowed.

The School Director will assess all appeals, and determines whether the student may be permitted to continue in school or a probation status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of Fred's Appliance Academy's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress is regained. The student regains satisfactory progress status by meeting the minimum SAP standards.

Transfer and Readmitted Students

Transfer students from outside Fred's Appliance Academy will be evaluated qualitatively only on work completed while at the Academy. The maximum time frame is not reduced for transfer students. The maximum time frame may be reduced for readmitted students with Instructor and School Director approval.

Safety

Some areas of the program require protective clothing and/or safety equipment. It is mandatory that students wear or use this equipment in every hands-on class. This includes safety glasses.



Non-Discrimination

Fred's Appliance Academy affirms that no person shall, on the basis of sex, race, religion, color, national origin be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and admissions thereto.



Alumni

Fred's Appliance Academy is proud of our graduates, and we would like to hear from our alumni. Let us know where you are now and what you are doing by joining Fred's Appliance Academy's Alumni Association. This is a great way to keep in touch with former classmates and stay updated on the Academy's current and future activities. Please register with us by sending an email to school@fredsappliance.com

Instructor – Fred Butcher

Current President and Owner of Fred's Appliance Academy since 2008. Current President and Owner of Fred's Appliance – service department. Previously taught an appliance repair course at Lakeland Community College.

Director – Adam Butcher

Current Vice President of Fred's Appliance – service department. Has overseen Fred's Appliance Academy operations since 2008.

Assistant Director – Jamie Lovejoy

AA Early Childhood Development – minored in Human Resources Management. Over 10 years experience in office management.