



Greater Tennessee  
Chapter



**2020 NEW Student Enrollment Application**

**\*\*\*\*\*Applications and Payments are due 07/14/2020\*\*\*\*\***

*PLEASE TYPE INFORMATION OR PRINT CLEARLY IN INK*

**Please check the appropriate craft discipline for which you are applying:**

- Electrical
- Carpentry
- Plumbing
- HVAC

**Student Information**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_ License Plate # \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security No \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## **2020-2021 Tuition**

ABC Member Company Tuition	\$2075 (includes books/materials)
Non-Member Tuition	\$2675 (includes books/materials)
Late Registration Fee	\$125 (added to all applications after 07/14/2020 deadline)

First year student pricing includes a one-time \$600 fee which includes an additional 72 hours of training and books/materials. The Core Curriculum is an NCCER requirement that all students must receive.

## **2020-2021 Refunds**

Withdrawal prior to beginning of school year	100%
Withdrawal within first month of class	50%
Withdrawal within second month of class	25%
Withdrawal after second month of class	No refunds

- *Withdrawal from the program means voluntary removal of a student from the program by the student or employer. This does not include students who are failing class, excessive absences or removal for other disciplinary purposes.*
- *There will be no refund of late fees under any circumstances.*

## **Policies**

### *Communication*

ABC staff and instructors will only communicate with the student or company representative. ABC staff and instructors will not communicate with spouses, parents or others.

## *2020-2021 Kick-Off Meeting*

All students will be required to attend the 2020-2021 Kick-Off Meeting/Orientation. This meeting is mandatory, and necessary, to communicate expectations to all students and get final school registration in order. This meeting will also serve as an introduction to teachers and the opportunity to receive initial books/materials. There will be no personal or work excuses allowed. Hardships to this policy must be provided to Michele Correnti in writing and approved by ABC staff. The meeting will take place in the ABC Event Center. The date of the **meeting will be either Monday, August 3rd or Tuesday, August 4th**, depending on the student's class schedule (Monday/Wednesday classes or Tuesday/Thursday classes). Students/companies will know the class schedule (Monday/Wednesday or Tuesday/Thursday).

### *Class Start Time*

Classes begin promptly at 4:00 pm. Students must be in class and prepared by 4:00 pm or they will be noted as late. Students who are recorded late three (3) times will receive one absence.

### *Absences*

Class attendance and participation is a critical component to our training. NCCER clearly requires 216 class hours for students taking core, so attendance is necessary. Our craft training program is teaching vital information necessary to perform work in the field and keep students safe. Excuses related to work are not accepted under any circumstance.

- A student missing three (3) classes will have their employer notified.
- A student missing four (4) classes will have their employer notified, automatically receive a one letter grade deduction on their final grade, and be required to meet with Craft Committee/ABC staff member.
- A student missing five (5) classes will be immediately expelled from the program without refund and their employer notified. A student may then be eligible to reenroll the following year.

*Testing.*

Students are expected to be prepared and take tests on time, and students are required to pass a test modules before continuing to the next module. A student who fails a module or misses a test will be given one opportunity to retest that module at a time decided by the course instructor. A third effort will result in a \$25 fee. The fee must be paid in advance to Michele Correnti or ABC staff. Failure of this final test will result in a failure in that module and the student will be removed from the program for the remainder of the year without refund.

*Grading*

ABC Craft Training uses the following grading system.

100-93	A
92-85	B
84-78	C
77-70	D
Below 70	F

*On The Job Training*

Students must complete 2,000 hours of on the job training (with their primary employer) to accompany the 144 classroom hours to advance in the craft training program. Employers are required to track the on the job training hours and file them accordingly if the student wishes to receive full NCCER recognition. Students who change jobs must alert ABC staff and instructors about the change. Students seeking employment may speak with ABC Staff and instructors about possible placement services.

For the application to be complete, signatures are required from the student and company representative. All applications and payments must be received by July 14, 2020. **Late applications are subject to an additional \$125 fee and are not guaranteed a spot in the craft training program.**

**New Student Requirements**

All first-year students will need to provide proof of identification (driver license, state ID) and proof of a high school completion (diploma or GED).

**COMPANY INFORMATION (to be completed by the employer)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Primary Contact \_\_\_\_\_

Primary Work Phone \_\_\_\_\_

Direct Work Phone \_\_\_\_\_

Work Contact Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Payment Commitment**

- The employer listed will be responsible for tuition and other fees  
\_\_\_\_\_ (initials of company representative)**
- The applicant/student will be responsible for tuition and other fees  
\_\_\_\_\_ (initials of applicant/student)**

**Company Representative Signature**

By signing this application, I acknowledge the tuition and policies listed above. Also, by signing this application on behalf of the company listed you are endorsing the student applicant and their participation in the ABC Craft Training Program. Further, you are agreeing to enable the student to attend classes and satisfactorily complete the program.

Company \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Signature**

By signing this application, I acknowledge the tuition and policies listed above.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application Submission**

***Applications may be dropped-off, mailed or faxed. Emailed applications will not be accepted.***

***Applications and payment must be received by July 14, 2020.***

Associated Builders and Contractors – Greater TN Chapter  
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