



ENROLLMENT APPLICATION

B. R. Engelking Co. Inc. • Since 1988
23024 Brier Road, Brier, WA 98036 • (425) 778-2510

Complete one application per course. Every program is entry-level unless noted — no previous HVAC experience required. Confirm current class dates at hvacschool.com/schedule before mailing.

1 Select your course

COURSE	TUITION
☐ ACHP-106 AC / Heat Pump Fundamentals 96 hrs · 8-week evenings	\$3,995
☐ GS-102 Gas Furnace Troubleshooting 40 hrs · evening or day	\$2,995
☐ RS-103 Residential AC / Heat Pump Service 48 hrs · 1-week day class	\$2,995
☐ REF-202 Commercial Refrigeration Controls 12 hrs · by request	\$495
☐ EPA-301 EPA 608 Seminar & Test 6 hrs · 1 day	\$195
☐ SC-401 Seattle Code Journeyman Prep by request	\$125
☐ Elec. 405 NEC Code Review by request	\$125

Prices subject to change. Full policies on page 2.

COURSE START DATE

COURSE END DATE

CLASS SCHEDULE / SESSION

2 Student information

FULL NAME

MAILING ADDRESS

CITY

STATE

ZIP

EMAIL ADDRESS

PHONE

PHONE (ALTERNATE, OPTIONAL)

3 Vehicle for parking

Which vehicle will you bring to class? Used for parking planning only — this is not a driver's license requirement.

☐ Car ☐ Truck or van ☐ No vehicle

4 Deposit & payment

1. Pay a \$100 deposit to reserve your seat. The deposit is refundable within 5 business days if you have not started class.
2. Make checks payable to: B. R. Engelking Co. Inc.
3. Mail your check and this form to: HVAC School, P.O. Box 150, Mountlake Terrace, WA 98043.
4. Or call (425) 778-2510 to pay the deposit by card, then mail or bring this form on the first day.
5. Pay the remaining tuition balance on the first night of class unless another plan is arranged.

5 Agreement & signature

I have read and agree to the eligibility rules, Student Conduct Code, and Refund Policy on page 2. I understand that HVAC School handout materials may not be copied or reproduced.

STUDENT SIGNATURE

DATE

Refunds follow Washington State law on a sliding scale. Licensed under RCW 28C.10. Non-accredited school.



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SCHOOL POLICIES, ENROLLMENT REQUIREMENTS & TERMS

PREREQUISITES

This course is designed as an entry-level course; no previous trade exposure is required.

ADMISSION REQUIREMENTS

1. Read and write English (must have High School Diploma, GED, or equivalent ability). 2. Follow written and verbal instructions. 3. Be safety conscious and have a good driving record. 4. Co-operate with instructor/students. The school does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. If an applicant has a disability, contact the school in writing to obtain reasonable accommodations.

ENROLLMENT REQUIREMENTS

1. Read and write English (must have High School Diploma, GED, or equivalent ability). 2. Follow written and verbal instruction. Normal color perception. 3. Be physically fit, capable of mechanical tasks on refrigeration equipment. Be able to lift 50 lbs., climb ladders, and service equipment that may be located on rooftops, attics, or crawlspaces. 4. Safety conscious and have a good driving record. 5. Co-operative with instructor/students. 6. Prior criminal offenses could limit employment to commercial service and facilities engineering. The HVAC School acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, HVAC School will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration in the program. To be qualified, an individual with a disability must meet the basic skill, education, training, and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

ENROLLMENT INFORMATION

A. Enrollment Policy and Procedures: To enroll in any course, fill out the attached enrollment application and return it to our office with a \$100 deposit; this fee applies to the \$100 registration fee. B. Registration Priority: Classes are limited to 24 students, accepted on a first-registered basis. C. Non-Discrimination: There is no discrimination with regard to race, sex, sexual preference, gender identity, religion, age, or disabilities. D. Refund Policy: The refund policy is incorporated in the enrollment contract.

SCHOOL POLICY INFORMATION

1. Courses: ACHP-106 Air Conditioning/Heat Pump Fundamentals & Mini-Split Heat Pumps; GS-102 Gas Furnace Service & Electrical Troubleshooting; RS-103 Air Conditioning/Heat Pump Fundamentals & Mini-Split Heat Pumps; REF-202 Refrigeration Controls; and the EPA Seminar — all Vocational Technical courses.

2. Governing Body / Administration / Ownership: Ben Engelking, Post Office Box 150, Mountlake Terrace, WA 98043, Telephone (425) 778-2510.

3. Instructors / Qualifications: Head Master Engelking is a Journeyman Refrigeration Mechanic and an 06 Master Electrician with over 40 active years in the trade. Crawford Engelking is an HVAC Technician with 10 years of field experience and 5 years of teaching.

4. Length of Course: ACHP-106: 8 weeks — 12 hrs/week — 96 hrs. GS-102: 2 weeks + 2 Saturdays — 40 hrs. REF-202: 1 week — 4 evening classes — 12 hrs. RS-103: 1 week — 48 hrs. EPA Seminar/Test: 1 Saturday — 6 hrs.

5. School Calendar: See the class schedule for dates. No legal holidays are observed.

6. Class Hours: ACHP-106 (M–Th) evenings 6:30–9:30 PM. GS-102 (M–Th) evenings 6:30–9:30 PM + 2 Saturdays 9–5. RS-103 (M–Sat) day class 9:00 AM–5:00 PM.

7. Placement Assistance: The school cannot guarantee job placement, but actively assists students to find entry-level HVAC careers with local contractors and employers.

8. Student Conduct Code: Students will abide by the written conduct code shown below. Any disputes will be addressed by the Dispute Resolution Center of Snohomish County, Everett, WA. Nothing in this policy prevents the student from contacting the Workforce Board with a concern or complaint at any time.

9. Attendance Requirements: Attendance at scheduled class meetings is expected. If more than 4 classes are unexcused absences, the student is placed on probation. Any additional unexcused absence will cause termination from the program.

10. Standard of Progress: Students are evaluated on a PASS/NO PASS system. Each student is given a task sheet titled "Tasks for Success" with about 100 hands-on tasks for both the ACHP and GS courses. The student must complete about 15 per week for the ACHP. Each task must be proficiently demonstrated to the instructor prior to sign-off. The EPA Seminar is for informational use only; no certificate is offered.

11. Training Program Facilities: The facilities are located in commercial shops of nearly 1,400 sq. ft. There are 12 workbench stations for teams of 2 students per bench, equipped with general hand tools of the trade. There is no ADA access.

12. Class Size: Maximum of 24 students per session.

13. Student Aid: The school does not have financial aid and does not accept PELL grants, student loans, or veteran funding.

14. Refund Policy: The refund policy follows the requirements set forth by Washington State Law and is incorporated below.

15. Tuition Costs: A \$100 deposit is required to reserve a place in class; payment in full is due by the first night of class. Required tools — ACHP-106/RS-103: Manifold Gauge Set, Fluke 323, Fluke 116 or equivalent. GS-102: Fluke 116 or equivalent VOM meter.

16. Certification of Completion: Upon completion of the respective "Tasks for Success," a Certification of Completion will be awarded for each class completed.

17. Prior Credit: Prior credit may be given for applicable previous education and training.

18. Records — Student Transcripts: These are kept at the B. R. Engelking Co. HVAC School and are made available to the student and others as provided under law.

19. State License: This school is licensed under Chapter 28C.10 RCW. Inquiries regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Ave SE, Olympia, WA 98501 (360-709-4600). This is a

non-accredited school.

RECRUITING & FINANCIAL AID

The HVAC School does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollment or financial aid to any person or entities engaged in student recruiting or admission activities, or in making decisions regarding the award of student financial assistance.

STUDENT CONDUCT CODE

Smoking is permitted only in the designated smoking area. Safety: Students are expected to conduct themselves in a safe and considerate manner at all times. Alcoholic beverages/narcotics/controlled substances on school grounds will lead to immediate dismissal. Theft or willful destruction are acts that may lead to dismissal. Violators are liable for reprimand, probation, suspension, or dismissal. The Head Master will decide on all conduct violations. For re-admittance after suspension, the student must demonstrate a sincere attitude for learning the HVAC trade.

Definition of terms: Reprimand — a verbal warning which implies that further violations will result in probation, suspension, or dismissal. Probation — a written warning involving a designated period of time which implies that further violations during such a period will result in suspension or dismissal; the student must abide by any specific stipulations prescribed by the probationary action. Suspension — the immediate withdrawal of the student from the HVAC Training program; notification will be in writing and will include a date after which the student may apply for re-admittance, and the student may be re-admitted at such time as an opening exists. Dismissal — the immediate withdrawal of the student from the training program; notification will be in writing and the student will not be considered for re-admission. All refunds will be in accordance with the refund policy.

CANCELLATION AND REFUND POLICY

Refund before entering classes: 1) You will receive a full refund of all money paid if you are not accepted by the school. 2) You will receive a full refund of tuition and fees paid if you withdraw no later than midnight of the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that you have not commenced training. 3) After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total cost, or one hundred dollars, whichever is less. "Registration Fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

OFFICIAL TERMINATION DATE

The official date of termination of a student shall be the last recorded attendance date. Withdrawal occurs in any of the following manners: 1) When the school receives written notice of the student's intention to discontinue the training. 2) When the student is terminated for a violation of a published school policy which allows for termination. 3) When a student, without notice to the institution, fails to attend classes for thirty calendar days.

REFUND AFTER ENTERING CLASSES

1) If a student terminates during the first week or ten percent of contracted instruction, whichever is less, the school may retain ten percent of tuition cost plus the established registration fee. 2) If a student terminates after the first week or ten percent of instruction, whichever is less, but prior to completion of twenty-five percent of contracted time, the school may retain twenty-five percent of tuition cost plus the established registration fee. 3) If a student terminates after completion of twenty-five percent but prior to completion of fifty percent of contracted instructional time, the school may retain fifty percent of tuition cost plus the established registration fee. 4) If a student terminates after completion of more than fifty percent of contracted instructional time, the school may retain the full tuition cost plus the established registration fee. 5) All money due the applicant/student shall be refunded within thirty days after the date of termination. 6) If the school fails to fulfill its obligation to complete any program of instruction after training of a student has begun, the enrolled student is entitled to a refund of all tuition and fees paid. Requests for refunds must be made in writing by the enrolled student within 30 days following discontinuation of the program. Money due the applicant/student shall be refunded within thirty days after receipt of the request.

RELIGIOUS ACCOMMODATION

The HVAC School will make good-faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any school work or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

TUITION & COSTS

ACHP-106 Air Conditioning/Heat Pump Fundamentals & Mini-Splits — total cost \$3,995 (Tuition \$3,650, Registration Fee \$100, Book Fee \$145, Lab Fees \$100). ACHP payment plan: \$100 deposit; \$2,065 due at the 1st class (includes book & lab fees); \$1,830 due starting the 5th week of class. Amount due the first night of class (\$3,995 – \$100 deposit) = \$3,895.

Other classes (no payment plans available): GS-102 Gas Furnace Service \$2,995 (Fluke 116); RS-103 AC/HP Fundamentals & Mini-Splits \$2,995 (Fluke 323); REF-202 Refrigeration Controls \$495 (no tools); EPA-301 Seminar/Test \$195 (no tools). Prices and dates subject to change without notice. Tools may be purchased at local supply houses.

HOW TO SUBMIT

Submit one enrollment application per course. To reserve your place in class, send a \$100 check (payable to B. R. Engelking Co. Inc.) with your ENROLLMENT APPLICATION to: HVAC Training School, Post Office Box 150, Mountlake Terrace, WA 98043. Or call (425) 778-2510 to pay the deposit by card. Certified as true and correct in content and policy — B. R. Engelking, P.E., Head Master.