A red tiger's mouth with white text

Description automatically generated

**Student Catalog**

*2024-2025*

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Philadelphia, PA 19124

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# ABOUT US

Tiger Electrical Academy is a Private, Non-Profit Educational Institution dedicated to help students acquire knowledge and enable them to apply such knowledge in the profession of electrical work and everyday life.

***Our Purpose:*** We encourage our students to achieve their goal of learning a trade to better their lives, the lives of their families, and the community.

***Our Mission:*** To be a Dynamic Educational Institution dedicated to meeting and exceeding the Educational and Workforce Training needs of Individuals.

***Non-Discrimination Statement:*** Tiger Electrical Academy is committed to the principle of equal opportunity in Education and Employment. Our academic institution does not discriminate against individuals on the basis of Race, Color, Sex, Sexual Orientation, Gender Identity, Religion, Disability, Age or Ethnic Origin.

* This Statement is the true value of our institution, and it shall be posted in a conspicuous place at the Tiger Electrical Academy location.
* All Staff, Instructors, Students, and Tiger Electrical Academy Personnel shall always uphold the tenets of this statement through all correspondence and interactions with Students and their Communities.
* Appropriate disciplinary action will be taken for those who violate this policy and/or discriminate against others.

# ADMINISTRATION AND FACULTY

Founder & Chief Executive Officer: Newman Lewis

School Director: Newman Lewis

Chief Compliance Officer: Stephanie Rife

Acting Director: Wallace Brown

Instructor: William Flenders

Instructor: Lamont White

Admissions/Administration Representative: Shanice Kerr

# LICENSURE

Tiger Electric Academy is licensed by the Pennsylvania Department of Education State Board for Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120; (717) 783-6860; [www.education.state.pa.us](http://www.education.state.pa.us).

# OPERATING HOURS

Tiger Electrical Academy staff are available via telephone and e-mail exchange services. Also, our general operating hours vary by activity with the information made available through the Student Web Portal and Notice Board located at the main entrance of the classroom.

|  |  |  |
| --- | --- | --- |
| Day | Framing and Finishing Skills | Electrical Skills |
| Monday | 9:00 am – 12:00 pm | 6:00 pm – 9:00 pm |
| Tuesday | 9:00 am – 12:00 pm | No Class |
| Wednesday |  | No Class |
| Thursday | 9:00 am – 12:00 pm | 6:00 pm – 9:00 pm |
| Friday | 9:00 am – 1:00 pm | 5:000 pm – 9:00 pm |
| Saturday | Closed | No Class |
| Sunday | Closed | No Class |

Tiger Electrical Academy will be closed on the following holidays; please note that no classes are scheduled for these days; however, the class time will be made up prior to the end of the term:

* New Year’s Day
* Martin Luther King, Jr. Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day
* New Year’s Eve

# ACADEMIC CALENDAR

New Student Orientation:

12/21/2023

01/04/2024

01/18/2024

02/01/2024

02/15/2024

04/04/2024

04/18/2024

05/02/2024

05/16/2024

06/06/2024

06/20/2024

07/11/2024

07/25/2024

08/01/2024

08/15/2024

09/05/2024

09/19/2024

10/03/2024

10/17/2024

11/07/2024

11/21/2024

12/05/2024

12/19/2024

01/02/2025

01/16/2025

02/06/2025

02/20/2025

03/06/2025

03/20/2025

04/03/2025

04/17/2025

05/01/2025

05/15/2025

06/05/2025

06/26/2025

07/10/2025

07/24/2025

08/07/2025

08/21/2025

09/04/2025

09/18/2025

10/02/2025

10/16/2025

11/06/2025

11/13/2025

12/04/2025

12/18/2025

Term Start Dates: Term End Dates:

01/05/2024 04/28/2024

04/29/2024 08/25/2024

08/26/2024 12/19/2024

12/20/2024 04/20/2025

04/21/2025 08/17/2025

08/18/2025 12/14/2025

Each class cohort will be limited to no more than 20 students.

# FACILITIES

The building that houses Tiger Electrical Academy includes a classroom with tables, with 2 students to a table. There is a desk for the instructor and lab space for hands-on activities. There is one administrative office with access to two bathrooms.

# ADMISSIONS REQUIREMENTS AND PROCEDURES

The programs at Tiger Electrical Academy are suitable for the following individuals

* Any individual 16 years or older who is looking to advance their life by earning a trade.
* An individual who already has a job but is looking start a new career

Students applying for admission to the Electrical Skills certificate course must meet the following requirements:

* 16+ years of age (applicants under the age of 18 must have parental permission and signature)
* Have a valid government issued Photo ID
* Successfully Complete Reading Assessment
* Completed Enrollment Agreement

Students applying for admission to the Framing and Finishing Skills certificate course must meet the following requirements:

* Meet the minimum physical demands of the industry (lifting over 50 pounds, standing, kneeling etc.)
  + Students will be required to lift a 50-pound bag of sand over their head to meet the dead weight lift requirement.
  + Students will sign an attestation on the enrollment agreement stating they understand that the profession represented by the chosen program will require long hours on their feet and will include standing, kneeling, bending, etc.

# ADMISSIONS READING ASSESSMENT TEST PROCESS

Tiger Electrical Academy assesses reading using the assessment developed by Kent State University to determine the grade level of an individual reader. Applicants will meet with a Tiger Electrical Academy Admissions Representative (an individual with adequate educational qualifications who has been appropriately trained in administering this assessment) and will be asked to read a passage aloud for 60 seconds. During this 60 second evaluation, students will be graded on Word Recognition (the number of words that are read correctly) and Comprehension. The minimum score required for acceptance into the Electrical Skills course at Tiger Electrical Academy are:

Word Recognition – 92%

Comprehension – Level 3

Students can only take the reading assessment two times in a calendar year and must wait 30 days from the first test in order to retest. The results of the reading assessment will be reviewed by a School Director, who will execute the enrollment agreement when a student meets all entrance requirements. The qualified individual that will administer the reading assessment will never be the individual who is responsible for execution and signature of a student’s enrollment agreement. All written documents administered during admission testing will be stored in the student's file, along with all documents required for entrance into the program.

All student records will be stored in the school's student information system. Upon acceptance, students will receive a login and access to the student information system so that students can view grades, attendance, and academic progress. The student information system will assist students in supporting their educational experience and can be accessed from the school website.

# ACCEPTANCE

Applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. An enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted, and signed by the School Director or other authorized school representative. The school will provide the student a copy of the fully executed Enrollment Agreement. A student may register for classes at any time but may start class only on a specified starting date as listed in the Academic Calendar. Enrollments are accepted any time prior to the start of a new class. Both Day and Evening classes will be limited to 12 students per cohort.

# GRADUATION REQUIREMENTS

* Complete coursework with a minimum of 70%
* Complete all make up work required
* Comply with all course policies
* Demonstrate proficiency in all skills

# CAREER PLACEMENT AND STUDENT SERVICES

Tiger Electrical Academy is dedicated to assisting students with learning the necessary skills to obtain employment after graduation by offering cover letter creation, resume development, and interviewing tips. Tiger Electrical Academy also maintains a Job Board with employment opportunities relevant to the electrical skills course and attainable for students who graduate with the skill level learned at Tiger Electrical Academy. Tiger Electrical Academy does not guarantee employment. Students may reach out to the Administrative Representative for assistance.

Tiger Electrical Academy makes student services available to assist students while completing their training. During new student orientation, students will become acquainted with the range of services available to Tiger Electrical Academy students including academic advising, disability services, books, and more. The Administrative Representative is familiar with the issues facing students and is a source of assistance as students complete their course.

# LEAVE OF ABSENCE

Tiger Electrical Academy understands that life events may require a student to modify class enrollment and schedules. Due to the nature of clock hour courses, a leave of absence is usually only approved between terms. The following information shall assist the student in determining whether a leave of absence status is correct for their situation:

* Requests for a leave of absence will be considered individually by the School Director.
  + A leave of absence ordinarily will be granted to students in good standing.
* If a student has a cumulative grade percentage less than a 70%, he/she will not be considered to be in good standing.
* A request for leave by a student who is not in good standing is subject to review by the School Director and Instructor.
* At the time the student initiates the request for leave, the School Director and Instructor will ascertain the student's academic performance to that point in the course underway and grade the student's performance to date. This information will be used to determine whether or not the student is in good standing and what conditions should be imposed on the leave.
* In the event conditions are imposed on the leave, the School Director will review the student's record before he or she is permitted to return from the leave.
* Students may appeal to the School Director in writing to request a waiver of these policies or reconsideration of denials of leave of absence.

# ATTENDANCE

Due to the duration and intensity of the course offered at Tiger Electrical Academy, there is no system of excused absences, and all absences are recorded regardless of the reason. Students are encouraged to schedule medical or other appointments after school hours. Failing to attend classes for at least 90% of the course will mean failing the course. Should a student miss a class due to unforeseen circumstances, the student must contact the instructor immediately to determine the appropriate method for make-up work. All work missed due to absence or tardiness must be made up. Issuance of make-up work and the manner in which it must be completed is at the sole discretion of the instructor.

The school records attendance daily. Students who arrive late, leave early, or leave class for an extended period of time will all have attended time deducted. Attendance will be considered in 15-minute increments. Tardiness is defined as showing up to class more than 15 minutes late. Having three separate instances of tardiness will be considered as one absence. Early departure is defined as a student who is not present at the end of a scheduled class period. Having three separate instances of early departure will be considered as one absence. If a student is absent for more than 15 minutes during a class that is in progress, the student will have time deducted in 15-minute increments.

Make-up work can include, but is not limited to:

* Additional time outside of the classroom dedicated to curriculum review
* Administered written assignments or exercises of equal value to the missed course work.
* Attending additional class days corresponding with missed material
* Private make-up session with the instructor
* Make-up sessions with the instructor will require an additional fee to be paid by the student. The fee shall be set at a rate of $30.00 per hour. This fee will be applied to all make-up hours that require one-on-one instruction with the instructor. Make-up dates and times must be approved by the instructor. If a student experienced a documented, unforeseen hardship that resulted in private session make-up hours, this fee could be waived. Students seeking a hardship waiver of fees would be required to provide clear documentation of any event. Students would also be required to provide a written statement on how this fee would cause significant hardship to the student. Tiger Electrical Academy cautions students requesting this waiver to provide as much documentation and information as possible, and to submit the documentation before attending any make-up hours with the instructor. Late submission of materials will not be considered. This documentation and statement of why the fee would cause significant hardship will be reviewed by the School Director, and will be approved or denied at that time within 5 days of submission of the request. This decision is final.

A student cannot miss more than 10% of the allotted 310 or 31 course clock hours, depending upon which course the student is completing. Students who miss more than their allotted number of total regularly scheduled hours may be dismissed from the course. Should a student be marked absent for more than the allotted missed hours of their registered course, the following will occur:

* The student will be placed on academic probation, barring them from any additional participation in lab sessions until the missed days have been made up as per the instructor’s discretion.
* Students must strictly adhere to the policies set forth within their probation agreement. Absences, tardies, missed assignments, or disruptive behavior will not be tolerated and will result in the student’s dismissal from the course.
* If attendance issues continue, the student may be barred from attending any further courses at Tiger Electrical Academy. This course of action is only taken after careful consideration by the School Director.

Any student who misses six (6) consecutive days of classes will be officially withdrawn from the school.

In the event that any of these instances should occur, students are required to submit a course re-entry form with a letter of intent detailing how their behaviors will change if allowed to return to a Tiger Electrical Academy course. This form and letter of intent shall be reviewed by the School Director and will be subject to either approval or disapproval for the intended course.

# ACADEMIC PROBATION

A student who is beyond their first term is placed on academic probation when their cumulative grade percentage is below 70% or the student drops below Rate of Progress (ROP). The student will be restricted from registering for classes until he/she meets with the instructor for academic intervention. This restriction also applies to students on academic probation who have already registered for classes for the next term and attempt to add a class. During the meeting, an Academic Probation Form will be completed to designate what difficulties led the student to be placed on academic probation, to provide recommendations for improved grades the next term, and to promote academic success at the school. A student who has been placed on academic probation will have one term to raise their cumulative grade percentage.

# DISMISSAL

A student will be academically dismissed from the school if, after being placed on academic probation and registering for additional credit hours, the student’s cumulative grade percentage remains below 70%. A student who is academically dismissed from the school will not be permitted to enroll the following term. If the student has already registered for the next term, their courses will be dropped, and the student will not be permitted to attend. The student may petition for readmission according to School procedures.

# READMISSION AFTER DISMISSAL

*Petition for Academic Review (First Dismissal):* A student petitioning for readmission must submit a Petition for Academic Readmission, prior to the term for which the student seeks readmission. At least two School reviewers will determine conditions under which the student may return. One reviewer must be a faculty member; the second must be the School Director. If a student is readmitted to the school, the student then can schedule classes and pay fees. The student must make satisfactory academic progress and meet the conditions as specified on the petition for academic readmission.

*Petition for Academic Review (Second Dismissal):* A student will be placed on academic review if, after being dismissed from the school, both the student’s term and cumulative grade percentage fall below the designated requirement. A student placed on academic review will not be permitted to enroll for the following term. If the student has already registered for the next term, their courses will be dropped, and the student will not be permitted to attend. The student may petition for academic review according to School procedures.

*Readmission Deadline for Academic Dismissal and Academic Review*: The readmission deadline for Academic Dismissal and Academic Review falls approximately thirty days prior to the start of the term for which readmission is sought. Specific dates are found in the academic calendars located within this catalog.

# GRADING

At the end of each term, and upon the completion of course requirements, the instructor reports a letter grade indicating the quality of a student’s work based on percentage as assigned according to the following system:

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE DEFINITIONS** | **GRADE NOTATION** | **GRADE PERCENTAGE** | **CREDIT AWARDED** |
| High Achievement | A | 90% – 100% | Yes |
| Good Achievement | B | 80% - 89% | Yes |
| Satisfactory | C | 70% - 79% | Yes |
| Failing | F | 0% - 69% | No |
| Incomplete | I | 0 | No |

Incomplete (I): When circumstances beyond the control of a student or a faculty member prevent the completion of course requirements during the course, an “I” (Incomplete) may be recorded until the final grade is established. An Incomplete is indicated only when the student has arranged for that grade with the faculty member and specific arrangements have been made for fulfilling the course requirements. Coursework must be completed within 2 weeks after the beginning of the next term. If a new grade is not submitted by the faculty member by that time, a grade of “F” is automatically recorded.

Students will receive a grade progress report at the end of each term (155 hours/16 weeks first term). Students can also review all earned quiz and lab grades displayed via their student information system.

# CREDIT/CLOCK HOUR TRANSFER

Tiger Electrical Academy does not accept transfer of clock hours. Clock hours earned at Tiger Electrical Academy are not guaranteed to transfer to another institution.

# STUDENT CONDUCT

The Code of Conduct applies not only to face-to-face events, but also online events, digital interactions (texting, messaging, email, digital meetings) and any other activity where you are representing Tiger Electrical Academy:

*Students must always:*

* Treat everyone with respect and dignity
* Listen to others’ views
* Act as a positive role model
* Respect each other's right to privacy – for example, do not share photos and people’s names on social media without their permission.
* Help create an environment that encourages everyone to feel comfortable and confident.
* Be aware that others may misunderstand your behavior and actions, even if you did not mean it that way. So, act quickly to correct this if it happens.
* Be tolerant, you may be misunderstanding someone’s behavior because they have a particular lived experience.
* Report any behavior which makes you feel uncomfortable or unsafe.
* Always be on time.
* Dress professionally.

*Tiger Electrical Academy expects students to:*

* Be prepared and ready to learn for each class.
* Respect others and embrace diversity.
* Participate and stay alert in class.
* Be respectful of the instructors and school staff.
* Study and complete assignments on time.
* Attend every class session and be ready to start on time.
* Follow directions, policies and procedures during classroom and clinical time.
* Conduct themselves with appropriate behavior.
* Maintain a harassment -free, violence- free, and a substance abuse- free classroom environment.
* Refrain from eating or drinking during instruction. This should be done during break time(s).

# ACT 55 (ARTICLE XX-G)- SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING EDUCATION, PREVENTION, AND RESPONSE

Rape Abuse & Incest National Network (RAINN) defines consent as:

* Consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated. A verbal and affirmative expression of consent can help both you and your partner to understand and respect each other’s boundaries.
* Consent cannot be given by individuals who are underage, intoxicated or incapacitated by drugs or alcohol, or asleep or unconscious. If someone agrees to an activity under pressure of intimidation or threat, that isn’t considered consent because it was not given freely. Unequal power dynamics, such as engaging in sexual activity with an employee or student, also mean that consent cannot be freely given.
* If you, or a fellow student, has been involved in a crisis situation and you wish to report it, please contact the School Director, local authorities, or one of the organizations below:
  + Pennsylvania Coalition Against Rape (PCAR) <https://pcar.org>
  + Pennsylvania Coalition Against Domestic Violence (PCADV) <https://pcadv.org>
  + The School Director has professional resources available to provide a referral.

# DISCIPLINARY PROCEDURES

Students are held accountable throughout for fulfilling course requirements and abiding by Tiger Electrical Academy policies. Upon enrollment to their course, the student recognizes and accepts this responsibility. Tiger Electrical Academy administration has the right to discipline any student whose behavior violates the student code of conduct. Students with infractions are subject to the following disciplinary actions of which the student will receive written notification.

Depending upon the severity of the violation, school administration may:

1. Issue a verbal warning to the student.
2. Issue a written warning to the student. The warning will be placed in the student record and be referenced should any further violations occur.
3. Place the student on Academic Probation after agreeing upon the terms and conditions in a student/instructor/School Director contract.
4. Immediately dismiss the student from the school. Students who are dismissed due to a violation of the Code of Conduct are prohibited from being on Tiger Electrical Academy property.

# SAFETY AND EMERGENCY PROCEDURES

Tiger Electrical Academy places the safety and security of its students, faculty members and staff as a top priority. If a problem could cause immediate damage to the property or appears to be life-threatening, please call 911 immediately and report the incident to your immediate instructor. In the event of an emergency, students are expected to fully cooperate with faculty members & staff.

In the event of inclement weather, a notice via email or text message will be sent out to students and faculty to schedule an alternate school day.

Do not leave your personal belongings in an unsecured place. Keep all valuables safely secured in the trunk of your car or out of sight in the car. In the event of any accident, theft, or injury a student is required to complete an incident report. Tiger Electrical Academy is not responsible for theft or damage to their vehicle or their contents.

# STUDENT INJURY OR ILLNESS

If a student becomes ill while on the Tiger Electrical Academy campus and the instructor determines that it is not in the best interest of the student to remain in the classroom, they will be authorized to leave the class session to seek medical treatment. Instructors reserve the right to request appropriate documentation to indicate the sought-after medical treatment.

In case of injury, the student must report the injury to the instructor immediately. An Accident or Injury Report must be completed as soon as practical following the incident regardless no matter how severe the accident or injury.

School employees who are involved in a work-related accident or sustain a work-related injury will also be required to notify School leadership as soon as it is practical to do so.

All accident or Injury reports will be reviewed and if necessary, investigated by School Leadership.

If immediate care or emergency medical treatment is required, the student may elect to go to the emergency room for treatment or to their own healthcare provider, or if necessary, the school staff will call emergency services to obtain additional and immediate care.

# GRIEVANCES

Most student complaints can be handled at the first point of contact with the school, and the school welcomes open lines of communication. Students who have a complaint should contact their instructor regarding academic issues or the Acting Director regarding servicing issues. The instructor or Acting Director will provide a verbal or written response depending on the student’s preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

Steps in Grievance Procedure:

* The student should contact the Acting Director either by phone or in writing expressing his/ her concern with the response to the original complaint. The Acting Director will note the grievance and respond either by phone or in writing within five days of receiving the complaint and reviewing any supporting documentation or evidence that accompanies the student complaint.
* If the student disagrees with the decision made by the Acting Director, the student may choose to appeal the decision within 3 days to the School Director. This appeal must contain as much supporting evidence and sufficient detail as possible. Only one appeal can be submitted, so the school encourages students to be as thorough as possible. The School Director will review the appeal and respond in writing with a final decision within 7 days. This decision is final and will not permit future appeals or decision-making.
* All grievance forms and final decision notifications will be filed in the office of the School Director.
* The school is licensed by the Board; questions that are not satisfactorily resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the State Board of Private Licensed Schools, Division of Postsecondary Proprietary Training, Pennsylvania Department of Education, 607 South Driver, Suite 3E, Harrisburg, PA 17120.

# TUITION AND FEES AND OTHER FINANCIAL OBLIGATIONS

Electrical Skills:

Registration Fee: $20

Tuition Fee: $6,000

Total course Fees\*: $6,020

\*A classroom copy of textbooks will be assigned to students on the first day of class at no cost.

The registration fee is due with the enrollment agreement prior to the start of class. Prior to admission into a course, students are required to review and sign an Enrollment Agreement. All tenets of this agreement must be adhered to; otherwise, a student will not be permitted to continue with the course, unless agreed upon in writing by the School Director.

*Students have two\*\* options to pay for school:*

Option 1: Tuition and fees paid before the start of each term - $3,000 tuition for Term 1 (155 hours and 16 weeks), and $3,000 tuition Term 2 (155 hours and 16 weeks) for a total of $6,000.

Option 2: Payment Plan\* - Students may pay $200\*/week over the course of the 32-week course with the first payment due prior to starting the course - Students paying $200 weekly over the 16 weeks of each term will pay $3,000 each term for a total of $6,000 in tuition.

\*Tiger Electrical Academy does not charge students interest on payment plans.

\*\*Students 18 years of age and older can apply for WIOA funding. Eligibility is determined by WIOA.

Payments can be mailed or delivered in person to Tiger Electrical Academy.

Payment Methods:

✓ Cashier Check Payment are acceptable (No Personal Check is Accepted)

✓ VISA, MasterCard, Discover PayPal Express Payment

✓ Bank Wire Transfers

Framing and Finishing Skills:

Registration Fee: $20

Tuition Fee: $6,000

Total course Fees\*: $6,020

\*A classroom copy of textbooks will be assigned to students on the first day of class at no cost.

The registration fee is due with the enrollment agreement prior to the start of class. Prior to admission into a course, students are required to review and sign an Enrollment Agreement. All tenets of this agreement must be adhered to; otherwise, a student will not be permitted to continue with the course, unless agreed upon in writing by the School Director.

*Students have two\*\* options to pay for school:*

Option 1: Tuition and fees paid before the start of each term - $3,000 tuition for Term 1 (155 hours and 10 weeks), and $3,000 tuition Term 2 (155 hours and 10 weeks) for a total of $6,000.

Option 2: Payment Plan\* - Students may pay $300\*/week over the course of the 20-week course with the first payment due prior to starting the course - Students paying $300 weekly over the 10 weeks of each term will pay $3,000 each term for a total of $6,000 in tuition.

\*Tiger Electrical Academy does not charge students interest on payment plans.

\*\*Students 18 years of age and older can apply for WIOA funding. Eligibility is determined by WIOA.

Payments can be mailed or delivered in person to Tiger Electrical Academy.

Payment Methods:

✓ Cashier Check Payment are acceptable (No Personal Check is Accepted)

✓ VISA, MasterCard, Discover PayPal Express Payment

✓ Bank Wire Transfers

# CANCELLATION AND REFUND POLICY

CANCELLATION

Students are eligible to request to cancel enrollment (verbally or in writing) at any time after signing the enrollment agreement but prior to starting classes. Tiger Electrical Academy will refund, in full, all tuition and fees already paid pursuant to the Enrollment Agreement. Such refunds will be made no later than thirty (30) days after the notification is received. This provision shall not apply if the student has already started academic classes.

WITHDRAWALS

Students who attend classes but later withdraw from the course are subject to the refund policies as stated below. Other circumstances that may result in dismissal from the course may be violations of the Code of Conduct policy, or due to academic dismissal from the course. For more information, please see the Code of Conduct. Any student who violates the Attendance Policy and does not notify Tiger Electrical Academy within (5) business days of their willingness to continue the course may be dismissed from the course. The refund policy in the Enrollment Agreement shall apply. For more information on absences and missed days, see the Attendance policy.

REFUNDS

Refunds due to cancellation or withdrawal for tuition and refundable fees shall be made in accordance with the following process:

1. For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, the registration fee and all tuition paid is refundable.
2. If a student enrolls and withdraws or is dismissed due to failure to attend according to the attendance policy or for violating the Code of Conduct after the term has begun but prior to completion of the term, the following minimum refunds apply:
   1. For a student withdrawing from or discontinuing the course during the first 7 calendar days of the term, the tuition charges refunded by the school shall be at least 75% of the tuition for the term.
   2. For a student withdrawing from or discontinuing the course after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
   3. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be at least 30% of the tuition for the term.
   4. For a student withdrawing from or discontinuing the course after 50% of the term, the student is entitled to no refund.

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

Cancellations and withdrawals are preferred in writing through one of the following means:

* Attention: School Director
* 4260 Tackawanna Street, Room 15, Philadelphia, PA 19124
* Email: [tigeracademy12@gmail.com](mailto:tigeracademy12@gmail.com)

# CHANGING PAYMENT DATES/AMOUNT

In order to change ANY payment date or amount as agreed upon during the admissions process on the “Payment Plan Form,” the student must properly complete the “Payment Change Request Form.” This form may only be completed two (2) times and must be completed more than one (1) calendar day before the payment is due, during Tiger Electrical Academy’s official operating hours. The School Director must approve this form. If the request is denied, the payment will remain as is.

# ACCOUNT DEFAULT

*Account Default* occurs when a student does not comply with the terms of the Enrollment Agreement by failing to make the scheduled payments on the specified due date(s). Students who miss the due date of more than two (2) payments, as agreed upon in their Enrollment Agreement, may be subject to dismissal from the course. Additionally, outstanding fees and tuition still owed by the student must be satisfied to remove the *Default* status of the account. Failure to satisfy outstanding fees and tuition within thirty (30) days may result in the submission of the student’s account to a collections agency.

Students who previously had an Account Default and wish to return to Tiger Electrical Academy, are responsible for any outstanding fees and tuition owed. Returning students do not qualify for Tiger Electrical Academy’s payment plan; all tuition and fees must be paid in full prior to the first scheduled class day, unless approved by the School Director.

# NON-SUFFICIENT FUNDS PENALTY

Any check that is written without sufficient funds to cover the written amount will incur a fee penalty of $35.00. This fee will be in addition to any fees charged by your bank or financial institution.

# ELECTRICAL SKILLS with NFPA 70E (ESN100) COURSE DESCRIPTION & OBJECTIVES

**Course Overview:**

The Electrical Skills course will provide students with the training and guidance needed to become an electrician helper. By completing this education, graduates will be able to perform basic electrical installation duties under the supervision of a licensed electrician. Also, financial literacy will be taught for an hour a week throughout the course to help individuals gain a better understanding of how to spend, save and use financial resources in the community. Lastly, students will complete NFPA 70E curriculum allowing them the opportunity to sit for NFPA 70E certification. NFPA 70E covers important electrical workplace safety. Certification in NFPA 70E may also offer additional employment opportunities to graduates that hold this certification. This course is designed to take place over 32 weeks (two 16-week terms) accumulating 310 hours of lecture and lab to practice the skills being taught and graduates will receive a certificate of completion.

**Course Objectives:**

When you have completed this course, you should be able to:

1. Properly budget and manage personal finances
2. Create an effective resume
3. Explain the responsibilities and aptitudes of an electrician
4. Recognize safe working practices in the construction environment
5. Identify the relationship between NFPA 70, NFPA 70B, and NFPA 70E
6. Develop a task plan and hazard assessment for a given task and select the appropriate PPE and work methods to safely perform a task
7. Discuss and recognize lockout/tagout of equipment
8. Discuss safety case study examples
9. Identify the meters used to measure voltage, current, and resistance
10. Select and demonstrate the appropriate method for mounting a given box
11. Cut, ream and thread conduit
12. Determine the allowable ampacity of a conductor for a given application
13. Interpret electrical drawings including site plans, floor plans and detailed drawings
14. Explain how wiring devices are selected and installed
15. Select the appropriate meter for a given work

**Course Length:**

172 Lecture Hours/138 Lab Hours/310 Total Hours (32 Weeks over Two Terms)

# FINISHING AND FRAMING COURSE DESCRIPTION & OBJECTIVES

**Course Overview:**

The Framing and Finishing Skills course will provide students with the training and guidance needed to become a carpenter assistant. By completing this education, graduates will be able to perform basic framing and light construction duties under the supervision of a general contractor, our licensed carpenter. Also, OSHA 30 will be taught for one (1) hour a week throughout the course to help individuals gain a better understanding of job site safety equipment placement. This opportunity will allow students to sit for OSHA 30 certification. Certification in OSHA may also offer additional employment opportunities to graduates who hold this certificate. This course is designed to take place over 20 weeks (two 10-week terms), accumulating 310 hours of lecture and lab time to practice the skills being taught, and graduates will receive a certificate of completion. Students will also learn light finishing skills.

**Course Objectives:**

When you complete this course, you should be able to:

1. Managing Safety and Health
2. Exit Routes, Emergency Action Plans, Fire Prevention and Protection
3. Personal Protective Equipment
4. Create An Effective Resume: Explain How Each Framing Terms and Engineered Wood Products
5. Explain How Each Framing Tools Are Selected and Used
6. Learn How to Property Measure, Mark Lumber and Cut
7. Learn Proper Nailing Patterns for Studs, Concrete Nailing and Ceiling Joints, Rafters And Ridges
8. Learn Doors, Windows and Stairs Framing Terms
9. Learn Framing Layouts
10. Learn Building Code Requirements
11. Learn Green Framing
12. Learn How to Organize Tools and Materials
13. Learn Green Framing
14. Learn Floor Framing Layouts
15. Learn Wall Framing Techniques

**Course Length:**

132 Lecture Hours/178 Lab Hours/310 Total Hours (20 weeks over Two Terms)