

2024-2025

Volume 1.2 (4/24/2024)

SOUTHERN OHIO TECHNICAL INSTITUTE, INC

671 OHIO PIKE, STE I, CINCINNATI, OH 45245 (HVAC/R)
671 OHIO PIKE, STE F, CINCINNATI, OH 45245 (Computer Annex)

SCHOOL CATALOG

513-753-SOTI (7684)

School Registration No. 2169

www.soti-hvac.com

www.soti-mos.com

School Student Catalog

Effective 2023-2024

“I certify that this catalog is true and correct in content and policy as per Administrative Rule 3332-1-08(E).”

Welcome

On behalf of S.O.T.I. we would like to thank You for considering us in your quest for career education. We will strive to get you “Employment Ready” in the HVAC field and Microsoft Certifications for the workplace, with classroom time and lab time. We will help you with employment when you complete the program. We welcome you “into the family”. ~ *Mike Tribble*

Facilities

Main area-Located at 671 Ohio Pike Suite I Cincinnati, OH 45245, the campus is conveniently located just off I-275 in a strip mall with access to local restaurants and fuel stops. With 3200 sq ft of space for classrooms and lab. There is “state of the art” equipment that the student will be able to go “hands-on”, allowing them to get real world experience.

Each student will have access to a laptop while on-campus. Students will receive a school binder or textbook which they keep. All pens, pencils, highlighters, and paper will be provided by the school, including handouts. All tools needed for the labs are provided by the school to assist each student with assignments in class given.

Facilities Layout

Suite 1-HVAC/R 3200 square footage area- you will enter the school into the lobby, the Owners Office is located to the left. Then proceed to Classroom # 1 on the right, A men’s restroom is located to the left on the classroom. Classroom # 2 on the left. Proceed down the hall and there is a File Room and Administrator’s office on the left, with a Breakroom on the right. The rear of the space contains the Lab and all Hands-On Equipment. There is a women’s restroom located to the right of the lab. Restrooms are handicap accessible.

Suite 2 -Computer Annex-1600 square footage- you will enter the front door and immediately walk into large the wide-open lab. The lab is fully equipped with laptops for the students. To the immediate left is a smaller lecture classroom. The suite also contains an instructor’s office with a student break room next to it. As you proceed to the back of the computer lab there is a utility/server room on the left and a unisex handicap accessible restroom on the right.

Philosophy

SOTI, Inc recognizes the need for a more skilled entry level HVAC technician and Microsoft Certified individuals for the workplace. With these ever growing and demanding fields we will ensure that every student gets the latest insight on all things related to the HVAC field or the Microsoft Certifications for the workplace division.

Mission Statement

S.O.T.I. will educate our students to become highly competent and confident skilled professionals who will be sought after by local businesses.

Vision

We strive to provide our community with employment-ready, highly skilled, well-rounded entry-level installers, and maintenance or service technicians.

Registered with

State of Ohio board of career colleges and schools 30 east broad street, suite2481 Columbus, Ohio 43215-3414 (614) 466-2752 Fax (614) 466-2219 Toll Free (877) 275-4219 E-mail: bpsr@scr.state.oh.us Website: <http://scr.ohio.gov/>

Observed Holidays

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break

School Calendar start/end dates

HVAC/R - Day Classes <i>January 8th - March 14th</i> <i>April 1st - June 6th</i> <i>June 24th - August 29th</i> <i>September 16th - November 14th</i>	HVAC/R - Night Classes <i>January 29th - April 4th</i> <i>April 15th - June 20th</i> <i>June 24th - August 29th</i> <i>September 9th - November 14th</i> <i>November 18th - February 6th</i>	Microsoft for the Workplace <i>January 8th - March 14th</i> <i>March 25th - May 30th</i> <i>June 10th - August 15th</i> <i>September 2nd - November 14th</i>
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Calendar subject to change

Admission Requirements

Enrollment dates – A student may apply any day the school is open. The students will start classes at the beginning of the next term.

Non-discrimination – Admittance of student without regard to race, gender, sexual orientation, religion, creed, color, nationality, origin, ancestry, marital status, age disability or any other factor prohibited by law.

General admission policy – Applicants must be 18 years of age or older by the first day of class and provide a copy of a High School Diploma or General Education Development (GED) certificate. All applicants must be of sound mind and body, have no communicable disease, and can participate in the classroom and lab. All applicants will be interviewed by the Director and/or an appointed admissions rep, by telephone or in person. Applicants should have good study habits and a desire to enter the HVAC or Professional business field. If additional information is needed for the admissions decision, the prospective student will be notified in a timely matter.

Transfer of credit/clock hours from another institution – Will be reviewed by the Director and appropriate credit awarded on a case-by-case basis.

Returning students – If a student has not completed the program within the specified time of the class enrolled in, the Director of the school may allow them to return, provided the student supplies a good reason for the absence. This will be handled by the Director on a case-by-case basis.

Grading system

A student's academic progress will be measured according to the following scale:

A	-	90%-100%
B	-	80%-89%
C	-	70%-79%
D	-	60%-69%
F	-	0%-59%

The student will be given a report of his/her progress at the end of each term.

SAP Policy

Defined when a student will be dismissed for grades or attendance. The Director will review and determine how long the probation period is. Grades and attendance will be reviewed every 30 days.

Attendance

Regular classroom attendance is mandatory and essential to complete the program. Students who are not in attendance for any portion of a class will accrue time absent by the quarter of the hour missed, reflected on a daily attendance sheet maintained by the instructor. Any missed time must be reviewed by the instructor and made up by the student to achieve satisfactory attendance. If after 3 classes with no communication from the student, the student will be put on probation until contact with the Director. The school will be obligated to follow the probation policy below.

Probation

If a student puts themselves in a situation where there is serious concern about the student's ability to complete the program such as failure to maintain 80 percent attendance or maintain 70 percent grade, they will be placed on probation. The probation period will be 24-48 hours. Review with the Student, Instructor and Director will occur. Collectively, a plan will be formed and agreed upon by all parties and the student can resume back in the class. If further violations are made by the student, a warning will be issued. After a first warning, any further violations will result in termination from the program.

Code of Conduct

Rules of the Classroom as stated:

- ✓ Always be on time for each class.
- ✓ Notify the Instructor of any tardiness issues.
 - ✓ Be respectful of each student.
 - ✓ Class participation is mandatory.
- ✓ Complete all tasks and assignments given on time.
- ✓ No horseplay at any time in the classroom and lab.

Failure to do one or more of the stated above will result in a review of the student by the Administration and will be dealt with on a case-by-case basis.

The school Director has the authority to dismiss any student who violates the school's policy. A record of expulsion will be maintained.

Student Grievance Procedure

Many student complaints can be resolved through a meeting with the Instructor and the Director. The complaint will be submitted in writing to the Director. All effort will be made to solve it at the school level. In the event it cannot be resolved to the student's satisfaction the complaint must be filled through:

State of Ohio board of career colleges and schools 30 east broad street, suite2481 Columbus, Ohio 43215-3414 (614) 466-2752 Fax (614) 466-2219 Toll Free (877) 275-4219 E-mail: bpsr@scr.state.oh.us Website: <http://scr.ohio.gov/>

Career Services

S.O.T.I. has relationships with many local contractors and professional business offices and will help the student to seek employment in the HVAC or Office field. It is also the responsibility of the student to aid in the seeking of employment by preparing a resume and applying to companies. Attending any interviews and following up with companies will also be the sole responsibility of the student.

Graduation and Placement

S.O.T.I. prides itself on finding employment for all students. No job can be guaranteed, but in conjunction, the student, the staff, and our market partners will work to identify and fill employment openings. Statistical data on the Microsoft Certification program will be forthcoming.

Faculty Listing

Southern Ohio Technical Institute – Staff Directory	
Mike Tribble “Pop’s”	Founder / Owner / Instructor
Dianna Mamas	Site Administrator
Aaron Mamas	Microsoft Office Instructor

Mike Tribble – Owner/Instructor

June 2019 – Present

Owner/Instructor of Southern Ohio Technical Institute

Duties include Building of classrooms and all Hands-on Trainers in Lab. Collaborated all student material including curriculum and all necessary paperwork. Acting Director and Night Instructor for classes. Develop and oversee the marketing of the school. All other duties associated with owning a business.

May 2015 – June 2019

HVAC instructor at the Florida academy.

Duties included: Instruction of H.V.A.C 900-hour program, Subject matter in this program was Core basics through to level 4 in the NCCER curriculums. This included both lectures and hands on Lab Training. Also, was responsible for building hands on trainers for H.V.A.C program. Implemented a hand’s on hire ready training curriculum for local H.V.A.C companies to bring their service departments and maintenance departments up to speed to have a clear understanding of Modern Comfort Cooling systems as to respect of refrigeration theory and electrical control applications (several local companies’ employees for this training).

May 1999 – October 2015

OWNER, TRIBBLE CONTRACTING SERVICES (TCS)

Owner of TCS construction company from 1999 to 2015 with organizing and running of day-to-day construction operations ranging from organizing the labor to design and material purchase. Good knowledge of the H.V.A.C business as well as general construction of residential and light commercial dwellings. A good knowledge of the mechanicals in the construction field including plumbing, electrical, as well as H.V.A.C. A wealth of knowledge in H.V.A.C comfort cooling and commercial refrigeration(walk ins, ice machines, draft beer systems, self-containing). Worked in refrigeration business from age sixteen (install first walk in cooler at age 16 at Pinewood Catering company 16x 8) with my father JamesB Tribble (founder in 1949 of the still successful Tribble Refrigeration Company operating at the present). I was recruited by the Trane company in January 1970 at the age of 20 years old. Duties included:Light commercial service and installation of 20 tons and down from 1970 to 1972. Was sent to both Lacrosse Wisconsin and Clarksville Tennessee for factory Training on the new Trane SFHA Rooftop equipment and J-23 Compressors. Continued duties were warranty assessment of the Trane equipment being installed by the Trane Comfort Corps Franchises. Went to work for LJ Quinn in 1977 a commercial refrigeration company (Union Shop) and Ross temp ice machine distributor at the time. Worked for LJ Quinn until going into business for myself in early 1979. This was a platform that familiarized me with the new construction trade which later rolled into TCS in 1999. I have built/ owned apartment projects (Tate Meadows in Bethel, Ohio 24 units and Milford Vista apartments 60 units) also built ground up bank facilities for US Bancorp of Ohio.

Dianna Mamas – Campus Administrator

Over the past 25 years, Dianna has dedicated herself to higher education, excelling in both college and trade school environments. She is a dynamic admissions executive and sales manager with a proven track record in admissions management training. Dianna is known for her self-directed approach and results-driven mindset, consistently surpassing industry standards. Her expertise includes proficiency in phone techniques, delivering presentations, mastering closing skills, and implementing effective follow-up and retention strategies.

In her current role as Campus Administrator at Southern Ohio Technical Institute, Dianna oversees the daily operations of a small college campus. She manages services for both faculty and students, leading recruitment efforts for new students and cultivating relationships with employers. Dianna ensures compliance with Department of Education requirements while striving to elevate academic standards, foster student development, and facilitate campus growth.

Mark Aaron Mamas - MOS Instructor-Certified Proctor

Mark Mamas, a seasoned professional in the realm of Business Information Systems, embarked on a remarkable journey marked by academic excellence and a passion for technology. Born with an innate curiosity for computers, Mark kickstarted his educational voyage by earning an Associate Degree in Business Information Systems and a diploma as a computer applications specialist.

A significant chapter in Mark's professional journey unfolded in 2012 when he relocated to Latonia, Kentucky. Here, he assumed the role of Instructor/Academic Coordinator for the Newport branch of the Interactive College of Technology. Mark's role included teaching courses up to certification exam levels, where he imparted his knowledge and expertise to aspiring students. Additionally, he gained recognition as an official proctor through CertiPort, solidifying his commitment to the integrity of certification processes.

July 2023 marked a new chapter in Mark's career as he joined the Southern Ohio Technical Institute as the Director of Technical Services for the Computer Division. In this role, he oversees the Microsoft Certifications in the Workplace program, demonstrating his commitment to shaping the next generation of tech professionals. Mark's responsibilities extend to proctoring all certifications, showcasing his dedication to maintaining high standards in education and technology.

HVAC Job Description

Heating, air conditioning, and refrigeration mechanics, maintenance, and installers— often called heating, ventilation, air conditioning, and refrigeration (HVACR) technicians—work on heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings.

HVAC Job Outlook

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. Pay scale, according to the **U.S. Dept of Labor**:

Location	Pay Period	Low	Median	High
United States	Hourly	\$14.00	\$22.64	\$36.22
	Yearly	\$29,120	\$47,080	\$75,330
Ohio	Hourly	\$13.52	\$22.19	\$32.73
	Yearly	\$28,120	\$46,150	\$68,070
Cincinnati-Middletown, OH-KY-IN	Hourly	\$13.52	\$22.37	\$31.39
	Yearly	\$28,130	\$46,530	\$65,300

HVAC/R Program

Objective – To train students for entry level service, maintenance or installation technicians in the Heating Ventilation, Air Conditioning and Refrigeration field.

Description – Students that enroll in this program will become “Employment Ready” using a combination of Classroom time and Lab/Hands-on time. They will have a thorough understanding of heating, cooling, refrigeration theory and electrical theory as well as customer service skills.

HVAC/R Program Certifications

Each student will obtain the following:

- ✓ OSHA 10-hour
- ✓ ESCO Institute's HVAC Excellence Air Conditioning
- ✓ ESCO Institute's HVAC Excellence Electrical
- ✓ EPA 608 Universal
- ✓ A2L Low GWP Safety Certifications

HVAC/R Program Curriculum

Course number	Course Name	Hours
OSHA10	OSHA 10-hour Safety	10
HVAC101	Basic Safety in HVAC	5
HVAC102	Tools of the HVAC Trade	5
HVAC103	Refrigeration Theory	5
HVAC104	HVAC Components and Operations	5
HVAC105	Troubleshooting Skills	10
HVAC106	Refrigeration Lab	20
HVAC107	Electrical Theory	5
HVAC108	Electrical Components	5
HVAC109	Troubleshooting Skills	10
HVAC110	Electrical Lab	20
HVAC111	Employability/Communication Skills	10
HVAC112	Troubleshooting Skills Lab	10
HVAC113	Refrigeration Review/Test	15
HVAC114	Electrical Review/Test	15
HVAC115	EPA Low GWP Safety Review/Test	10
HVAC116	EPA 608 Review/Test	20
HVAC117	HVAC Lab Review/Test	10
HVAC118	HVAC Employment Ready	<u>10</u>
	<u>THEORY HOURS: 115</u>	<u>200</u>
	<u>LAB HOURS: 85</u>	<u>HOURS</u>

Course Description

OSHA10:	The course complies with OSHA 10 training requirements and explains the safety obligation of workers, supervisors, and managers to ensure a safe workplace. This course discusses the causes and results of accidents and the impact of accident costs
HVAC101:	This course is designed for the student to understand the safety precautions and hazards that are specific to the HVAC/R field and how to prevent accidents.
HVAC102:	Covering the basic toolbox of equipment used in the HVAC/R industry. Proper operating procedures and the maintenance of all hand tools and power tools will be studied.
HVAC103:	Examples of what will be covered in this course; Refrigerants & Oils, State of Refrigerant, Path of Refrigerant, Subcooling, Superheat and Enthalpy.
HVAC104:	Covers the functioning, evaluation, cleaning and replacing of the Compressor, Condenser, Metering Device, Evaporator, and other components of an HVAC/R system.
HVAC105:	This part of the course will be discussions of the many ways to evaluate a system and the proper techniques to use testing equipment to troubleshoot with.
HVAC106:	The part of the course where we take all the Refrigeration Theory and Troubleshooting Skill and put it to practical use. Students will be working on the equipment themselves under the supervision of the instructor.
HVAC107:	This course will cover Current Flow, Ohm's Law, Interpreting Wiring Diagrams, Electrical Symbols, Identifying Electrical Components.
HVAC108:	Course covers Evaluating and Installing of all electrical Components.
HVAC109:	The course will cover all the skills needed to Troubleshoot the electrical components of a system using test equipment.
HVAC110:	This is the part of the course where the students get hands-on access to the lab to put in to practice the Electrical Theory they learned. Students will work on the equipment with the supervision of the instructor.
HVAC111:	The course will cover the basic skills to use to help the student get a job and keep it. We will also instruct the student on the proper techniques of Customer Service skills.

HVAC112:	The hands-on part of the course will wrap up all the Refrigeration theory and Electrical theory with working on the equipment in the lab. Each student will have the chance to run a complete service call.
HVAC113:	Review of the HVAC Excellence Employment Ready Certification Test for Air Conditioning. This 100-question exam covers: air conditioning and refrigeration theory, equipment service, systems and components, troubleshooting, refrigerant flow control theory and application.
HVAC114:	Review of the HVAC Excellence Employment Ready Certification Test for Electrical. This 100-question exam covers: components, meter usage, safety, theory, troubleshooting, fundamentals of motors and capacitors, interpreting electrical diagrams. After full review, a test will be given.
HVAC115:	Review of the EPA test A2L Low GWP refrigerant. After full review and students complete understanding of the material, certified test will be given.
HVAC116:	Review of the EPA 608 material. After full review and students complete understanding of the material, certified test will be given.
HVAC117:	Complete review of all material covered in the lab. It's a chance for the student to check their skill level on all the equipment in the lab.
HVAC118:	Complete review of course material covered. It's a final chance for the student to ask questions. Mock interviews to get the student employment ready.

HVAC Publication

Modern Refrigeration and Air Conditioning, 21st Edition

By: Eugene Silberstein, Jason Obrzut, John Tomczyk, Bill Whitman, Bill Johnson
 ISBN: 978-0-3571-2227-3
 Format: Online
 Copyright: 2021
 Subject: HVAC-R

Tuition cost

Tuition and Fees for Current Term:

Registration Fee -----\$ 50.00
 Books/Tests/Lab Fee -----\$600.00
 Tool/Refrigerant Usage-----\$600.00
 Tuition -----\$5250.00
 Total Cost -----\$6500.00

Payment options:

\$ 2,500 down, payments for 24 months
 through TFC Loans
OR: \$ 6,500 paid in full before start.

Microsoft Certifications for the Workplace

Program Description:

This program is designed to develop the knowledge and the skills necessary to lead the student to earn the globally recognized Microsoft Certifications. The student will acquire the essential skills to the most popular certifications to be able to successfully compete in the workforce. This program is designed to give the student multiple options in selecting a career path. These skills will enable the student to manage day-to-day operations and responsibilities in the office environment. Microsoft certifications will enhance the value of the program outcomes and the student's success.

Objectives of the Program:

*To prepare the student to enter the local labor market in an entry-level position where the various certifications learned in the program are instrumental to success in the occupation.

*To develop the employment-seeking skills necessary to successfully compete in the employment arena.

*To develop the keyboarding skills needed to use common business applications used in the workplace.

Employment Outlook:

Microsoft certifications for the workplace is an area of study that can lead to employment in a variety of fields in the professional office environment. Functions may include but not limited to data entry, data processing, managing customer relations, administrative assistant, office management, office clerk and office clerical duties. The course is designed to give the student multiple options in selecting a career path. Certification in key Microsoft software applications enhances the of the graduate. The employment opportunity for individuals with these MS Certifications and these career fields is expected to grow 5% through 2030.

Earnings/Wages:

Medium annual earnings positions targeted by this program were \$36,000 in May 2021. The lowest 10% earned less than \$24,350 and the top 10% earned more than \$52,120. Entry level employment is usually within the lower to medium range. Benefits offered by employers may vary.

<u>LOCATION</u>	<u>PAY PERIOD</u>	<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>
United States	Hourly	\$12.24	\$13.87	\$25.96
	Yearly	\$25,460	\$29,840	54,000
Ohio	Hourly	\$11.71	\$13.35	\$24.57
	Yearly	\$24,350	\$27,770.	\$51,101

Tuition Cost

Tuition and Fees for Current Term:

Registration fee -----\$50.00
 Books/Test//Certifications/ lab fees -----\$865.00
 Laptop/Internet fees -----\$330.00
 Tuition -----\$5255.00
 Total Cost -----\$6500.00

Payment Options:

\$ 2,500 down, payments for 24 months
 through TFC Loans
OR: \$ 6,500 paid in full before start.

Microsoft Certifications for the Workplace Course Hours

PROGRAM	COURSE (S)	THEORY HRS	LAB HRS	TOTAL CLCOK HRS
Microsoft Office Certifications for the Workplace	Computer Fundamentals	20		
	Microsoft Word	45		
	Microsoft PowerPoint	45		
	Microsoft Outlook	45		
	Microsoft Excel	45		
				200

Microsoft Certifications for the Workplace **Course Descriptions**

MST100 - Computer Fundamentals

Instructor-led course that helps prepare students achieve a basic understanding of the components that comprise computer hardware, system software, application software, internet connectivity and resources, social media, and the security and privacy issues related to technology.

MSO110 - Microsoft Word

Instructor-led course helps prepare students for Exam MO-100: Microsoft Word (Office 2019), The course includes comprehensive student and educator materials with guidance for educators, and a series of student lessons, activities and assessments contained within five individual modules. Based around a single business scenario, students learn how to apply the principal features of Word to specific tasks and real-world challenges helping them to understand the relevance, context, and connections to the power and usefulness of Microsoft Word. By building proficiency in Word, students will expand on their written communication skills, gain valuable insights into strategies for achieving clarity and impact, and create documents that clearly and effectively deliver their messages and ideas.

MSO120 - Microsoft PowerPoint

Instructor-led course helps prepare students for Exam MO-300: Microsoft PowerPoint (Office 2019). The course includes comprehensive student and educator materials with guidance for educators, and a series of student lessons, activities and assessments contained within seven individual modules. Based around a single business scenario, students learn how to apply the principal features of PowerPoint to specific tasks and real-world challenges helping them to understand the relevance, context, and connections to the power and usefulness of Microsoft PowerPoint. By becoming adept at using PowerPoint features, the students will expand their visual communication skills and gain valuable insights into the best ways to organize ideas on slides to maximize engagement and impact.

MSO130 - Microsoft Outlook

Instructor-led course helps prepare students for Exam MO-400: Microsoft Outlook (Office 2019). The course includes comprehensive student and educator materials with guidance for educators, and a series of student lessons, activities and assessments contained within seven individual modules. Based around a single business case scenario, this course helps students learn the features of Outlook in the real-world of work. By becoming adept at using the features of Outlook, students will refine their email communication practices and improve their time management and organization skills. They'll practice composing, sending, and managing emails and meeting invitations for their intended audiences.

MSO140-Microsoft Excel

Instructor led course helps to prepare students for the Exam MO-200 Microsoft excel (Office 2019). The course includes comprehensive student and educator materials with guidance for educators and a series of student lessons, activities and assignments combined with 8 individual modules. Based around a single business scenario the course guides a student through specific tasks and real-world challenges to help them understand the relevance, power, and usefulness of Excel. By becoming proficient in Excel students will improve the ways then organize ideas and information, gain valuable insights, filter pertinent and create spreadsheets.

Tuition 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 3332-1-10.1. There is one (1) academic term for this program that is 200 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student 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) A student who starts class and withdraws after 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) 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 the registration fee.
- (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 school is able to determine that a 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.

ONLINE PRIVACY POLICY AGREEMENT

Southern Ohio Technical Institute (SOTI) values its users' privacy. This Privacy Policy will help you understand how we collect and use personal information from those who visit our website or make use of our online facilities and services, and what we will and will not do with the information we collect. Our Policy has been designed and created to ensure those affiliated with S.O.T.I. of our commitment and realization of our obligation not only to meet, but to exceed, most existing privacy standards.

We reserve the right to make changes to this Policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If at any point, S.O.T.I. decides to make use of any personally identifiable information on file, in any manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

This Policy applies to S.O.T.I., and it governs all data collection and usage by us. Through the use of www.soti-hvac.com & www.soti-mos.com, you are therefore consenting to the data collection procedures expressed in this Policy.

Please note that this Policy does not govern the collection and use of information by companies that S.O.T.I. does not control, nor by individuals not employed or managed by us. If you visit a website that we mention in a link to, be sure to review its privacy policy before providing the site with information. It is highly recommended and suggested that you review the privacy policies and statements of any website you choose to use or frequent to better understand the way in which websites garner, make use of and share the information collected.

Specifically, this Policy will inform you of the following:

1. What personally identifiable information is collected from you through our website.
2. Why we collect personally identifiable information and the legal basis for such collection.
3. How we use the collected information and with whom it may be shared.
4. What choices are available to you regarding the use of your data; and
5. Security procedures are in place to protect against the misuse of your information.

Information We Collect

It is always up to you whether to disclose personally identifiable information to us, although if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services. This website collects various types of information, such as:

- Name, Address, Phone Number and Email Address

S.O.T.I does not, and will not, sell any of the information we collect, it is all kept in-house, locked up in a file cabinet and is not shared with anyone. S.O.T.I. collects the above-mentioned information to identify and contact each person regarding this school for potential enrollment and for further correspondence once enrolled in school. The information is only shared with the Owner of the School and the School Administrator. It is not shared with the other students. S.O.T.I. offers each person the right to deny providing such information in the future. S.O.T.I. provides for the utmost security with the information given and does not allow anyone access to the room or filing cabinet that holds all this information, except the Owner of the School and the Administrator of the School.

VBTA Policy

Southern Ohio Technical Institute, Inc in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs.

CATALOG ADDENDUM VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

Student Leave Policy

Students must sometimes interrupt their studies for a variety of reasons (financial, academic, or personal). Students choosing to take a leave of absence must first contact the Administrator to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to S.O.T.I. Upon returning, all clock hours missed will have to be made up to complete class and receive their Certifications.

Student Tardiness Policy

It is the responsibility of the student to contact his/her instructor in the event they will be late due to weather, traffic, work, or a viable reason. If the problem persists, it will be handled by Administration on a case-by-case basis.

Class-Cut Policy

This issue will not be tolerated by the school and will be handled by the Administrator on a case-by-case basis.

Make-up Work Policy

This issue will be determined and handled by each instructor. It is the responsibility of each student to keep up with all the in class and homework required by each instructor for each day.

Upon Satisfactory/Successful completion of the training here at S.O.T.I. each student will be attempting the following Certifications:

HVAC/R

- OSHA 10-hour Certificate of Completion
- HVAC Employment Ready Air Conditioning Certificate of Completion
- HVAC Employment Ready Electrical Certificate of Completion
- EPA Low GWP Flammable Refrigerant Safety Certificate of Completion
- EPA 608 UNIVERSAL Certificate of Completion
- Southern Ohio Technical Institute Certificate of Completion

Microsoft Certifications for the Workplace

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Excel



Southern Ohio Technical Institute

513.753.7684

