



VETERANS
INFORMATION
BULLETIN
Advanced Machinist Program

November 1, 2016 – December 31, 2017

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Owner

The NTMA Training Centers of Southern California are organized as a registered, not-for-profit trust and governed by Trustees designated by the Los Angeles Chapter of the National Tooling and Machining Association.

Trustees

Paul Sapra (Chairman)
Jack Follman
Jack Beggs

Administrative Officials

Norma Meza, Executive Director of Financial Aid/ETP and VA Certifying Official
Gina Marinello, Executive Director – Santa Fe Springs Campus
Jim “JR” Ragaisis, Interim Director – Ontario Campus
Carey Knutson, Director of Human Resources and Accounting

Instructors

See pages 30 – 35 of the school catalog for Instructor Qualifications.

INSTRUCTIONAL FACILITIES

There are two (2) convenient locations to serve you. Please see page 4-5 of the school catalog for Description of Facilities.

POLICIES

Admission Requirements

The admission requirements are outlined on page 5 of the school catalog.

ENTRANCE REQUIREMENTS

Please see Enrollment Requirements on page 5 of the school catalog.

Students may apply for enrollment during administrative hours:

Monday-Thursday 8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 4:30 p.m.

Credit Evaluation Policy

The NTMA Training Centers will evaluate all previous education and training; however, prior experiential learning or course work from other institutions are not transferable for credit units toward any of our programs. Students may transfer from one training center to another within the same program module provided they enter exactly at the same point.

If you reenter a program at NTMA Training Centers within 12 months of termination, previously completed coursework may apply upon approval of the Campus Director. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately. You shall be notified, with the evaluation and supporting transcript(s) being kept of this process.

You must provide NTMA Training Centers with an official transcript with all previous postsecondary education and training in a timely manner not to exceed the end of Module 2. See page 7 of the school catalog.

Attendance Policies

Please refer to pages 11-13 of the school catalog for the policies regarding Attendance, Make up Work, Conduct, Suspension/Dismissal, Termination and Performance policies.

Progress Policy

The school's Grading System is outlined on page 9 of the school catalog.

*NTMA Training Centers of Southern California
Veterans Information Bulletin*

Satisfactory Progress Policy

Veterans need to maintain a 2.0 Grade Point Average (GPA) or they will be placed on probation. Students who fall below the satisfactory progress standards will be placed on academic probation for the next module and are notified in writing. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the student will be terminated. If satisfactory progress is achieved during probation period, the student is reinstated and the Veterans Administration will be notified of the student's anticipated new last day of attendance. Please refer to page 10 for Satisfactory Academic Progress (SAP).

Leave of Absence Policy

The conditions for Leave of Absence (LOA) are outlined on page 12-13 of the school catalog.

Conduct Policy

The Conduct policy is outlined on page 12 of the school catalog.

Refund Policy

The NTMA Training Center of Southern California have and maintain a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges; that the length of the completed portion of the course should bear to its total length.

The complete Refund Policy is outlined on pages 23-24 of the school catalog.

INSTRUCTIONAL SCHEDULE

See page 8 of the school catalog for the Schedule of Sessions and Hours of Instruction.

School Holidays

See page 8 of the school catalog for the School Calendar.

DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM

For each course enrolled, measure and approved, an instructional schedule will be provided to detail the course, days of instruction and class time schedule.

COURSE REQUIREMENTS AND FEES

Please see pages 21 of the school catalog for the Machinist Training Program. See the Advanced Training Catalog for program descriptions for the Advance courses.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-800-442-4551**

Name of Institution: **NTMA Training Centers of Southern California**

Physical Address: Los Angeles Campus:
12131 Telegraph Rd., Santa Fe Springs, CA 90670
(562) 921-3722
Inland Empire Campus:
1717 South Grove Avenue, Ontario, CA 91761-4530
(909) 947-9363

Mailing Address: Administrative Office
12131 Telegraph Road
2nd Floor
Santa Fe Springs, CA 90670

Telephone Numbers: Day and night: (562) 404-4295
EMERGENCY: (562) 404-4295

The school is approved and accredited by:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
2535 Capitol Oaks Drive #400
Sacramento, CA 95833

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201

National Institute for Metalworking Skills (NIMS)
10565 Fairfax Blvd, suite 203
Fairfax, VA 22030

*Approved for the training of veterans and eligible persons under the provisions of Title 38,
United States Code.*

Bulletin effective November 1, 2016 through December 31, 2017

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

(NOTE: To each catalog or VIB that you submit to VA, a copy of this form must be complete and attached)

TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG/BULLETIN
(Title 38 Approval Requirement)

NTMA Training Centers of Southern California
12131 Telegraph Road
Santa Fe Springs, CA 90670

and

NTMA Training Centers of Southern California
1717 S. Grove Avenue
Ontario, CA 91761

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE **CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1)**.

Catalog/Bulletin **beginning** November 1, 2016

Catalog/Bulletin **ending** December 31, 2017

(Please print) Name of authorized official:

Gina Marinello **Campus Director, Santa Fe Springs**
Jim "JR" Ragaisis **Interim Campus Director, Ontario**

Signature of authorized official

Date



VETERANS INFORMATION BULLETIN ACKNOWLEDGEMENT

ADDRESS WHERE INSTRUCTION WILL BE PROVIDED :

<input type="checkbox"/> Los Angeles (Main School) 12131 Telegraph Road Santa Fe Springs, CA 90670 (562)921-3722	<input type="checkbox"/> Inland Empire (Satelite Campus) 1717 S. Grove Avenue Ontario, CA 91761 (909)947-9363
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I have received a copy of the Veterans Information Bulletin which contains the rules, regulations, course completion requirements and costs for the specific course(s) in which I have enrolled.

Print Student name (Veteran or Eligible person)

Student Signature *Date*

Social Security or C-Number

Enrolled by *Date*

Place this proof of issue in the veteran student file after the student signs it.