

# ADMISSION CHECK SHEET

[www.wvact.net](http://www.wvact.net)

390 Stanaford Rd.  
Beckley, WV 25801  
(304) 256-4615

## HVAC Technician



1

### Prerequisites

- Must be 18 years old within 6 weeks of the first day of class.
- Have a high school diploma or **WV approved** equivalent.

2

### Start Here

- Visit our website @[wvact.net](http://wvact.net)
- Request the TABE (FREE basic skills test).
- Go to the Financial Aid tab and complete your FAFSA application.
- Apply for the HEAPS grant after July 1, 2022.
- Submit "I Have Applied" at the bottom of the financial aid page.
- Successfully complete the TABE exam and required hours with the Adult Basic Education Center.

3

### Once Financial Aid Applications Are Received by ACT

**PLEASE BE ADVISED:** *applications take up to 10 business days to be processed and a report to be sent to the school.*

- ACT's financial aid office will contact you to discuss the results.
- You must supply any required documentation to complete financial aid.
- Schedule an appointment to register for class.

4

### Final Steps

#### Bring the following to your registration appointment:

- High school diploma or WV approved equivalent
- Social Security card
- Photo ID
- Non-refundable registration \$175 (**must be exact change/check**)

#### During your registration appointment you will:

- Complete an Adult Registration form.
- Register for a background check.
- Apply for the ACE Advantage grant.
- Sign a cost sheet and agree to all school policies.
- If applicable, sign a financial aid award letter.

**Before you can attend class, you must bring your background check receipt from IdentoGO to ACT!**

### Financial Aid

The Welding program qualifies for Pell, HEAPS, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit [wvact.net/Financial Aid](http://wvact.net/Financial Aid)

### Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit [wvact.net/Policy](http://wvact.net/Policy)

### Refund Policy

During first enrollment period  
1 to 450 hours

There is no refund for fees after the start of class!

There is a 100% refund on tuition during the first five days of the program!

There is a 50% refund on tuition during day 6 thru day 10 of the program!

After day 10 of the program there is No Refund!!

During second enrollment period  
451 to 900 hours

There is No Refund once the second enrollment period starts!

Visit [wvact.net/Policy](http://wvact.net/Policy)

Class Starts Date: \_\_\_\_\_ Time: \_\_\_\_\_