

# ADMISSION CHECK SHEET

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

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

## HVAC Technician



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### Prerequisites

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

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### Start Here

- Visit our website @[wvact.net](http://wvact.net)
- Request the TABE (FREE basic skills test). **AFTER July 1, 2025**
- Receive an email for day/time to test. (Check spam/junk folder)
- Financial Aid tab complete your **25-26 FAFSA** application.
- Successfully complete the online assignment given by Denise Ballard.

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### **PLEASE BE ADVISED**

***FAFSA applications take up to 10 business days to be processed by the Department of Education.***

- If needed, you must supply any required documentation to verify your financial aid application.
- Schedule an appointment with Melani Hylton to register for class.

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### Final Steps

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

- High school diploma /WV approved equivalent or an official transcript
- Social Security card
- Photo ID
- Non-refundable registration \$215 (**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.

### Financial Aid

The HVAC program qualifies for Pell, 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: \_\_\_\_\_