



NCTC SCHOOL CATALOG

FINANCIAL AID

100% private financing to those who qualify, Workers Compensation, WIA, all major credit cards accepted. Sallie Mae loan programs are available with NO money down to those who qualify. Check the Financial Aid page for more details.

VA/Montgomery GI Bill

NCTC is VA approved to accept Montgomery GI Bill benefits. Check the Financial Aid page for more details.

ADMISSIONS POLICY

NCTC provides equal opportunity to all applicants for training without regard to race, color, creed, national origin, age, sex or handicap.

ADMISSIONS REQUIREMENTS

Admission requirements are based largely upon the student's ability to meet the requirements of his/her occupational goal. Strong motivation to learn and a desire to pursue a career are important considerations. In general, applicants are admitted as regular students with a high school diploma or a General Equivalency Certificate (GED). The school also admits as regular students, persons who are beyond the age of compulsory school attendance in California and who have the ability to benefit from the training offered. Successful completion of NCTC's entrance test is required.

NON-DISCRIMINATION CLAUSE

No person will be denied admission, certification nor any other rights and privileges of the school due to race, sex, creed, color, religion or national origin.

CLASS SCHEDULE

Scheduled classes are subject to change. Call main campus to confirm schedule or [click here](#) for class schedule.

PERSONNEL QUALIFICATIONS

PEGGY SMALL: Director With 20 years experience in Administration and Management with such prestigious companies as American Medical Systems, Medtronic and Prudential Securities and a "take charge" attitude, Peggy has taken

the leadership role as Director of National Communications Training Centers with enthusiasm, dedication, and a commitment to excellence and the needs of the students.

DAN POSTOSKIE: Dan has been in the telecommunications industry, specifically cabling, for more than 10 years. During which time he has developed extensive hands on experience as well a vast knowledge of all aspects concerning copper and fiber optic cabling. After spending more than four years physically installing cable systems Dan then supervised all installations as an Operations Manager. Being in that position allowed him to become more knowledgeable in not only installation practices but also codes and standards followed in the telecommunications field. In addition he also instructed various employees in a controlled class atmosphere on a weekly basis which has prepared him to continue teaching the ever-changing aspects of installing and understanding telecommunications cabling.

Other B.P.P.V.E. certified instructors will be used to provide training as needed.

PHILOSOPHY

NCTC provides a proper balance between theory, diagnosis and laboratory work. The school certifies students in broadband technology. Our program is intensive and skill focused which provides an intelligent alternative to the college system.

TUITION

Tuition is \$5100 plus a \$75 registration fee. Fiber Optic course book \$30, Category 5 course book \$30, Cabling toolkit \$250, FOA test fee for Fiber \$50, FOA test fee for Cat 5 \$50, FOA certification fee for fiber \$50, FOA certification for Cat 5 \$50 and consumables \$115. The student keeps the course books and toolkit after leaving the program. The total cost of the program is \$5800.

REGISTRATION

Due to the high percentage of hands on training and equipment available, class size will be held to a maximum of 10 students. A registration fee of \$75 is normally required to hold a place in the program. This fee will be returned if the student cancels as per NCTC's enrollment agreement.

LANGUAGE

This institution does not provide English-as-a-second-language instruction.

GRADING

The student must show proficiency in meeting the hands on portion of the program as well as academic level. An average proficiency score of 2.5 is required. A minimum academic grade of 75% is required for graduation. No letter grading shall be given.

ATTENDANCE

The professional competence of a student and the efficient operation of NCTC depend heavily on regular attendance. A student must attend 80% of the program to be given the opportunity for certification. Make ups may be possible at the determination of NCTC.

LEAVE OF ABSENCE

Due to the shortness of the program a leave of absence cannot be granted, however in emergency situations students may leave and attend the next available program without additional charge.

COMPLAINT PROCEDURES

Student complaints concerning the educational training should be addressed to the Director, Peggy Small, either in writing or in person. A written complaint will be responded to within 10 days.

WITHDRAWAL - DISMISSAL

If a student decides to withdraw from the program, it must be in writing. If such notification is not received, NCTC will consider a student's withdrawal to have taken place on his or her last day of actual attendance. NCTC may suspend or terminate a student's instruction for any of the following reasons:

- Unsatisfactory progress
- Tuition delinquency
- Poor or improper conduct

In the event of termination NCTC will inform the student in writing and specify the date of termination. At the same time NCTC will refund any tuition due the student.

REFUND POLICY

You may withdraw from a course at any time after the cancellation period and obtain a pro rata refund, less a \$75.00 registration fee. To determine your refund you would deduct a registration fee not to exceed seventy five dollars (\$75.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee and the documented cost of any books or equipment that were not returned. For example if the student completes 10 hours of a 40 hour course and paid \$400.00 tuition and a registration fee of \$100.00, the student would receive a refund of \$300.00. \$500.00 tuition & registration fee, less the registration fee (\$100.00, divided by the 40 hours of the program by the net tuition \$400.00). This will give you the hourly quotient \$100.00 per hour. Multiply this quotient times the hours completed – 10 hours completed X \$10.00 per hour, totaling \$100.00 for the tuition charge. This charge plus registration fee would be deducted from the amount paid. Total paid \$500.00, less registration fee \$100.00, less tuition charge \$100.00, refund paid \$300.00.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

PLACEMENT ASSISTANCE

Job Search Assistance is offered to all of our students. Although we cannot make job promises or guarantees, the Office Manager will attempt to place every available graduate.

SCHOOL RECORDS

NCTC will maintain school and student records indefinitely.

State of California STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment: tuition receipts or canceled checks to document the total amount of tuition paid: and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF which to be considered must be filed within 60 days following school closure. For further information or instructions, contact:

Bureau for Private Postsecondary & Vocational Education
400 "R" Street, Suite 5000
Sacramento, CA. 95814-6200
Telephone: (916) 445-3428

PREMISES -- ATMOSPHERE

Southern California classes will be held at our main campus at 1324 E. Mission Road, San Marcos, CA 92069-3038.

The classroom will be between 4000 square feet, air conditioned, with a maximum seating capacity of 30 students. Classrooms may be used for lecture or laboratory purposes. The facility and the equipment it uses will fully comply with all federal, state and local ordinances and regulations, including those requirements for safety, building safety, and health. Parking facilities and handicapped parking will be provided.

FOR MORE INFORMATION:

Call Toll Free at 1-888-434-8181 for current class times

**National Communications Training Centers
1324 E. Mission Road
San Marcos, CA 92069-3038**

**Local Phone: (760) 471-9561
Fax Number: (760) 471-0291
General Information: info@nctc.nu**