

EFERON SOLAR SOLUTIONS

910 BERGEN AVENUE -STE 201- JERSEY CITY, NEW JERSEY 07306

Telephone (201)963-4642 Fax (201)963-4739

EferonSchool.com

JAN2022 – DEC2022 STUDENT HANDBOOK



Solar Energy Technician

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About Us

Eferon School has been in operation since 2013 and is a technical adult school that understood the need for occupations for Green Jobs, when New Jersey State, focused on a greener economy; a demand for a green-educated workforce was created, which generated a larger demand of jobs in this field. Our founder and director saw the need for more employment opportunities for the underserved and disenfranchised residents in our local communities. This influenced the vision to establish a vocational training school to educate and find employment placement for all students who would complete our training. The increasing adoption and demand for clean solar renewable energy open many opportunities for professional training for the developing solar workforce. The Goal and Purpose of our organization are not only to train and prepare the unemployed population to become Renewable Energy Technicians but, to enrich our clients' life at improving, as positive and happy adults; recognizing their potential by achieving and attaining a level of confidence to move forward in life. Our Vision is to train, coach, and inform our students of the resources available to succeed in job retention; students possessing a sense of value are compelled and willing to give back to their communities.

Mission Statement

Empower the PV (Photovoltaic) workforce through innovative education.

Facilities

The school is in the heart of Journal Square, Jersey City's business and shopping area. Located at 910 Bergen Ave, it has all the activities and excitement of a metropolitan campus. The premises are fully air-conditioned and professionally equipped. The school has 2 classrooms and offices adequate to train a maximum of 25 students per class per session. The school has facilities to provide proper services to the handicapped. The facilities and equipment have been inspected and approved by the State of New Jersey Department of Education. Eferon Solar Solutions is equipped with all modern equipment. Class size is limited and generally averages 18 students per instructor.

Enrollment Dates

The school is in session all year round, except for designated holidays and vacations. Classes are scheduled as

demand and facilities permit. Eferon operates all vocational training programs on a revolving schedule consisting of 15 weeks (4 months).

Calendar of Holidays

New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Breaks.

The School Day

The school day classes are held from 9 a.m. to 2 p.m. and evening classes are held from 2 p.m. to 6:00 p.m. This scheduling allows students to accept part-time employment.

Program Calendar Key
Cohort 1
Cohort 2
Cohort 3

2022 School Cohort Calendar

2022 Calendar

January	February	March	April	May	June
1 Sa New Year's Day	1 Tu	1 Tu	1 Fr	1 Su	1 We Summer Break
2 Su	2 We	2 We	2 Sa	2 Mo	2 Th Summer Break
3 Mo	3 Th	3 Th	3 Su	3 Tu	3 Fr Summer Break
4 Tu	4 Fr	4 Fr	4 Mo	4 We	4 Sa
5 We	5 Sa	5 Sa	5 Tu	5 Th	5 Su
6 Th	6 Su	6 Su	6 We	6 Fr	6 Mo Class Start
7 Fr	7 Mo Class Start	7 Mo	7 Th	7 Sa	7 Tu
8 Sa	8 Tu	8 Tu	8 Fr	8 Su	8 We
9 Su	9 We	9 We	9 Sa	9 Mo	9 Th
10 Mo	10 Th	10 Th	10 Su	10 Tu	10 Fr
11 Tu	11 Fr	11 Fr	11 Mo	11 We	11 Sa
12 We	12 Sa	12 Sa	12 Tu	12 Th	12 Su
13 Th	13 Su	13 Su	13 We	13 Fr	13 Mo
14 Fr Class End	14 Mo	14 Mo	14 Th	14 Sa	14 Tu
15 Sa	15 Tu	15 Tu	15 Fr	15 Su	15 We
16 Su	16 We	16 We	16 Sa	16 Mo	16 Th
17 Mo Martin L. King Day	17 Th	17 Th	17 Su	17 Tu	17 Fr
18 Tu	18 Fr	18 Fr	18 Mo	18 We	18 Sa
19 We	19 Sa	19 Sa	19 Tu	19 Th	19 Su Juneteenth
20 Th	20 Su	20 Su	20 We	20 Fr	20 Mo Juneteenth (obs.)
21 Fr	21 Mo Presidents' Day	21 Mo	21 Th	21 Sa	21 Tu
22 Sa	22 Tu	22 Tu	22 Fr	22 Su	22 We
23 Su	23 We	23 We	23 Sa	23 Mo	23 Th

24 Mo	24 Th	24 Th	24 Su	24 Tu	24 Fr
25 Tu	25 Fr	25 Fr	25 Mo	25 We	25 Sa
26 We	26 Sa	26 Sa	26 Tu	26 Th	26 Su
27 Th	27 Su	27 Su	27 We	27 Fr Class End	27 Mo
28 Fr	28 Mo	28 Mo	28 Th	28 Sa	28 Tu
29 Sa		29 Tu	29 Fr	29 Su	29 We
30 Su		30 We	30 Sa	30 Mo Memorial Day	30 Th
31 Mo		31 Th		31 Tu Summer Break	

2022 Calendar

July	August	September	October	November	December
1 Fr	1 Mo	1 Th	1 Sa	1 Tu	1 Th
2 Sa	2 Tu	2 Fr	2 Su	2 We	2 Fr
3 Su	3 We	3 Sa	3 Mo	3 Th	3 Sa
4 Mo Independence	4 Th	4 Su	4 Tu	4 Fr	4 Su
5 Tu	5 Fr	5 Mo Labor Day	5 We	5 Sa	5 Mo
6 We	6 Sa	6 Tu	6 Th	6 Su	6 Tu
7 Th	7 Su	7 We	7 Fr	7 Mo	7 We
8 Fr	8 Mo	8 Th	8 Sa	8 Tu	8 Th
9 Sa	9 Tu	9 Fr	9 Su	9 We	9 Fr
10 Su	10 We	10 Sa	10 Mo Columbus Day	10 Th	10 Sa
11 Mo	11 Th	11 Su	11 Tu	11 Fr Veterans Day	11 Su
12 Tu	12 Fr	12 Mo	12 We	12 Sa	12 Mo
13 We	13 Sa	13 Tu	13 Th	13 Su	13 Tu
14 Th	14 Su	14 We	14 Fr	14 Mo	14 We
15 Fr	15 Mo	15 Th	15 Sa	15 Tu	15 Th
16 Sa	16 Tu	16 Fr Class End	16 Su	16 We	16 Fr
17 Su	17 We	17 Sa	17 Mo	17 Th	17 Sa
18 Mo	18 Th	18 Su	18 Tu	18 Fr	18 Su
19 Tu	19 Fr	19 Mo Fall Break	19 We	19 Sa	19 Mo
20 We	20 Sa	20 Tu Fall Break	20 Th	20 Su	20 Tu
21 Th	21 Su	21 We Fall Break	21 Fr	21 Mo	21 We
22 Fr	22 Mo	22 Th Fall Break	22 Sa	22 Tu	22 Th
23 Sa	23 Tu	23 Fr Fall Break	23 Su	23 We	23 Fr
24 Su	24 We	24 Sa	24 Mo	24 Th Thanksgiving Day	24 Sa
25 Mo	25 Th	25 Su	25 Tu	25 Fr	25 Su Christmas Day
26 Tu	26 Fr	26 Mo Class Start	26 We	26 Sa	26 Mo Christmas D.
27 We	27 Sa	27 Tu	27 Th	27 Su	27 Tu Winter Break
28 Th	28 Su	28 We	28 Fr	28 Mo	28 We Winter Break
29 Fr	29 Mo	29 Th	29 Sa	29 Tu	29 Th Winter Break
30 Sa	30 Tu	30 Fr	30 Su	30 We	30 Fr Winter Break
31 Su	31 We		31 Mo		31 Sa

Licensing

Eferon Solar Solutions, a career-oriented institution, specializes in the skill training demanded in today's complex business world. The school is approved by The State of New Jersey, Department of Education.

Philosophy and Objectives

At Eferon Solar Solutions, every student has an equal opportunity to receive high-quality training for his or her chosen career. It is our belief that in addition to the specific skills, which must be learned, every graduate should develop proper work habits, a good attitude, and the confidence to succeed in their chosen field. This should enable each student to establish a foundation for continued professional advancement.

Institutional Ownership & Staff

Eferon Solar Solutions is a Limited Liability Corporation that has legal ownership rights over the management and operations of the school, its group of dedicated educators who have had extensive practical experience in their profession, and the faculty. The State of New Jersey Department of Education performs background and qualification checks on all faculty members and certifies their qualifications for training students are compliant with state guidelines.

Training Program Objectives

Each training module arranges course material and training exercises over a period of 350 hours (or 16 weeks) to strengthen the student to become successful in understanding the basic concepts of electricity, electrical connections, and circuitry. Students also learn the underlying concepts of semiconductor technology, which is the spin and principal drive of the ever-increasing technology. The understanding of semiconductors will launch the student into appreciating the basics of a PV module and its functioning as well as the different types of mounting systems used. The curriculum details expansive fundamentals that usher people of different academic orientations into a fun-filled reality of science in its empirical applications. The program is available for anyone with a high school diploma or GED, capable of working outside and at heights above 10ft, able to lift 50lbs., and can operate and use powered tools. Students who complete the course will become equipped with sound contemporary knowledge about various lists of components and equipment needed for PV system maintenance and become equipped with hands-on training in multiple troubleshooting techniques.

The purpose of the curriculum is to empower the student with a basic understanding of the photovoltaic system. In the study, the individual is taught the principles of PV system designing, installation, energy conservation, and efficiency and safety issues relating to electricity and photovoltaic systems.

Our goal is to develop the individual beyond the entry-level PV Associate title and prepare for a new and exciting career as a professional licensed renewable energy technician full of potential and lucrative work opportunities. The graduates will be able to sit for the NABCEP PV Associate exam and professional license exam. Career opportunities include PV system design and professional installation, maintenance and commissioning, and DAS (Data Acquisition System). There is a wide range of in-house labs where the students have a hands-on energy analysis and system design as well as installation.

Instructional Hours

INSTRUCTIONAL HOURS

<u>Course No.</u>	<u>Hours</u>	<u>Course Title</u>
MODULE-101	35	CONSERVATION AND EFFICIENCY
MODULE-102	35	PV MARKET APPLICATION AND ADVANTAGES
MODULE-103	35	FUNDAMENTALS OF ELECTRICITY
MODULE-104	35	PV BALANCE OF SYSTEM
MODULE-105	35	FACTORS AFFECTING PV PERFORMANCE
MODULE-106	30	GRID-TIED PV SYSTEM
MODULE-107	30	OFF-GRID PV SYSTEM
MODULE-108	35	PV SYSTEM INSTALLATION
MODULE-109	30	SAFETY
MODULE-110	40	MAINTENANCE AND TROUBLESHOOTING
JRD -102	10	JOB READINESS DEVELOPMENT
TOTAL HOURS	350	
TOTAL WEEKS:	16	

Admission Requirements

Admission is open to all persons. The school will admit individuals who have a high school diploma or GED, or equivalent. Admission is open to all persons. The school will admit individuals who have a high school diploma or GED, or equivalent. The "equivalent" means that the credential is equal to a US High School Diploma as confirmed by an evaluating company. The evaluation report must be sent to the admission office directly from the evaluating company.

Enrollment Procedures

Students must apply for entrance to the Eferon Solar Solutions training program by scheduling an interview with the School Admissions Director. Enrollment applicants must complete the entrance interview no later than one week before classes commence. The following guideline is to ensure a smooth transition into our learning environment.

- Be 17 years of age or older (verified by birth certificate/ or valid state photo ID)
- Have HS diploma or GED or equivalent
- Capable of working outside and at heights above 10ft
- Able to lift 50lbs.
- Can operate and use powered tools
- Provide emergency contact and 2 references
- Have a complete interview with School Admissions Director
- Complete enrollment application packet
- Submit an official transcript
- Pay a \$125 Administration fee
- Proof of Covid vaccination
- Need access to a computer

Entrance Requirement

A desire for a career in business or industry coupled with a strong drive to succeed is all that is required of an applicant. A member of the admissions department must interview all applicants. Applicants must demonstrate the ability to benefit from the training and be committed to completing their program of study. If the applicant desires to pursue a selected program, an appointment for a school tour is made for a future date, allowing time to investigate other schools and opportunities. All applicants who will seek federal and county grant funding to pay for their training offered through the Hudson County Career One-Stop, family services, and applicable state agencies must also successfully complete an Aptitude and Assessment Test. If the applicant, by our admissions criteria, does not meet the minimum requirement for acceptance, he/she will be encouraged to improve his/her basic skills before enrollment. Upon request, the applicant will be given the location of the nearest Adult Learning Center. At this point, the applicant signs an enrollment agreement, and the application and registration fees are requested. Any applicant rejected by the school will receive a refund of all monies paid to the school. The applicant is given conditional acceptance until the school receives the applicant's high school diploma, GED, or Basic Skills Test scores.

Personal Interview

Each new student is guided in the selection of a program that best suits his/her personal abilities and needs. Any student having prior related training or experience is instructed to list that training on the application and inform the admissions representative. The admissions representative will schedule an appointment with the Director who will evaluate the student's background and grant advanced standing if warranted.

Equal Opportunity Policy

The school does not discriminate based on race, color, gender, religion, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, or any other school-administered programs. The school has facilities to provide proper services to the handicapped, which include parking, elevator, restroom facilities, seating assignment as well as visual aids.

Student Information Release/Access Policy

The school has the right to release any information regarding a student: records, attendance, performance, and/or accomplishments at the school or any promotional material such as newsletters, photographs, videos,

etc. where he/she may appear or be featured without any compensation. A student has the right to access his/her file. An appointment must be made in advance with the Administrative Assistant at the front desk. Third parties must obtain approval from the student before information may be released.

The School Year

The school has ongoing training classes scheduled to run in 3 four-month program cycles scheduled throughout the year. Classes are scheduled to start as class openings present themselves. Starting dates are scheduled in advance, and the length of the specific program selected will then determine the student's ending date.

Placement Assistance

Eferon Solar Solutions maintains a placement service to assist students and alumni to find suitable entry-level employment. The school encourages all students to work after school to defray the cost of their training and to obtain valuable work experience while attending school.

The Placement Office schedules periodic seminars before graduation. During these seminars, the Placement Office encourages students to make individual appointments to discuss their employment needs. The student will receive instruction on the dress, professional attitude, and all essential skills necessary to advance in today's job market.

The Placement Office will then arrange appointments with prospective employers. The student is expected to keep appointments, arrive promptly, be properly attired, and report back with the results of the interview. Students are made aware of various types of employer background checks and drug testing requirements for employment. Applicants are made aware that sexually related convictions and felonies make it exceedingly difficult for any individual to gain employment with solar companies. Many solar projects are in residential areas and within the applicable distance of a school zone, and for legal liability purposes, the companies we've networked, affiliated, and partnered with have declined employment to applicants matching this description. Remember- the school will assist you in every way possible, but only you can get the job.

Applicants may obtain information on the percentage of graduates who have obtained positions in the field for which they were trained and their average starting salary from the Admissions Office. This information is readily available for everyone to see. The school cannot make guarantees of employment. The school will make every

attempt through its placement service to successfully place all graduates in an appropriate position in the chosen career field, but there is no guarantee of employment upon completion, nor has one been stated or implied. All students must comply with the rules and regulations of the Placement Office, or the school may consider the student ineligible for placement assistance.

State Agencies and the Workforce Investment Act (WIA)

The school participates in several Department of Labor funded programs like Workforce Development Program (WDP), dislocated worker (WIA), disability and vocational rehabilitation (DVR), and Veteran's affair. The school works closely with several unemployment agencies in NJ and NY to help secure a client the training funds and provide the necessary training. More information on unemployment benefits and training is available from the office of admissions.

Special Study Sessions and Tutoring

Available to students who require additional help.

Career Programs

Graduates and employers are invited to discuss employment opportunities and proposed courses and curriculum updates.

Counseling Service:

Career counseling is provided by Placement Department personnel. This service is available to all enrolled students throughout their program and students are encouraged to avail themselves of this service.

Books and Materials

Books, materials, and exam fees are included in the tuition cost.

Transfer Credit Policy

Eferon Solar Solutions welcomes transfer students and believes that appropriate credit for prior academic study

plays an important role in the achievement of students' certification completion. The evaluation of prior study is an essential tool in advisement and certification planning. Transfer students seeking credits for previous academic work should therefore arrange to have an official transcript sent to the Office of Admissions of the school in which they seek to enroll at the beginning of their academic career at the training school.

Credits are generally awarded after evaluation for sciences, education, math, and courses that (a) are relevant to a student's program of study, (b) are equivalent to courses offered at Eferon Solar, and (c) were completed with a minimum grade of C at an accredited institution. Courses from non-accredited institutions or organizations, even if recommended for credit by the American Council on Education, must be reviewed by the respective Departmental Chair before credit may be transferred. It may be necessary to schedule a meeting with the department chairperson if transfer credits are being offered to fulfill major, concentration, or other requirements.

Eferon Solar Solutions grants transfer credits for satisfactory course work completed in a traditional classroom setting, through distance education, and, upon evaluation of a portfolio, for experiential learning.

A maximum of six credits is generally granted for previous work completed in technical or professional programs not offered at Eferon Solar Solutions or relevant to a student's program of study.

Credits may not be awarded for courses taken more than 10 years prior to a student's first semester at Eferon Solar Solutions in natural sciences, business, and accounting. Such transfer credit in all other areas except for computer science is subject to individual departmental approval; in computer science, credit may not be awarded for courses taken more than six years prior to a student's first semester at Eferon Solar Solutions.

Transfer courses that are not equivalent to required course work may be considered for elective or "blanket credit," and are evaluated in one of two ways:

1. If the student has an Associate or higher degree, courses may be accepted in bulk as electives; a course-by-course review may not be required.
2. If the student does not have an Associate or higher degree, courses will be reviewed on a course-by-course basis and may be given a "blanket credit" or elective course acceptance.

In both cases, credit is applied to the student's program in the elective credit area(s).

Transfer students should be aware that if they take a course at Eferon Solar which is transferable to Eferon Solar from a prior institution, that course will not count toward full-time status for financial aid purposes. This may

have adverse financial aid implications, and a Financial Aid officer should be consulted for further information.

Standardized examinations

- Students may receive college credit for selected subject area examinations given by the College Entrance Examination Board - College Level Examination Program (CLEP) and Advanced Placement Examinations (AP); Defense Activity for Non-Traditional Education Support (DANTES); selected proficiency examinations sponsored by certain colleges, and for Excelsior College (formerly Regents College) examinations. A listing of examinations for which credit is given is available from the Office of the Registrar.
- Credit transferred from standardized CLEP examinations does not generally substitute for required courses in the student's academic program or for science, business, and economics courses. The maximum number of credits by examination overall that Eferon Solar accepts is thirty credits and the maximum number of credits accepted in any specific category (listed above) is twelve, with the exception of AP courses, for which the maximum is 30. Credits for CLEP examinations undertaken after enrollment at Eferon Solar Solutions require completion and approval of a permit form.
- Credit and/or advanced standing is typically awarded for scores of 4 or 5 on the Advanced Placement (AP) examinations taken before graduation. No credit is awarded for tests taken after the completion of high school. In order to receive credit, students must have official score results sent directly from the College Board to the Office of Admissions. Credit and/or advanced standing is typically awarded for grades of 6 or 7 on the International Baccalaureate (IB) higher-level examinations taken before graduation. No credit is awarded for tests taken after the completion of high school. In order to receive credit, the student must have official score results sent directly from the International Baccalaureate Organization to the Office of Admissions.

LIFE EXPERIENCE CREDITS

Eferon Solar Solutions recognizes that students can acquire college-level knowledge outside of the classroom, and credit for such learning through Life Experience can be counted toward degree completion. Baccalaureate degree students may request that the Life Experience Committee award up to 40 college credits for documented learning through experience. Associate degree students may earn up to 20 credits toward their degree after

evaluation by the Life Experience Committee.

Life Experience credits are awarded only for learning equivalent to specific College courses. They may not be used to satisfy a required liberal arts core requirement or generally for courses in the student's major or concentration. Life Experience credits are not awarded if such credits largely duplicate courses already completed at Eferon Solar Solutions or other accredited institutions of higher learning submitted for transfer. Guidelines and assistance for preparing the Life Experience Portfolio are available in the Office of the Dean of Faculties.

FRESHMAN CENTER COURSES

Credit may be awarded to students who have completed college courses while in high school, provided that they received a grade of "C" or better in the courses and that corresponding courses are offered at Eferon Solar Solutions. Generally, these courses should be taught by a college/university faculty member and not counted toward high school graduation requirements. Junior Year Freshman Center credit may be accepted, on the same basis as Senior year credit. Eferon Solar Solutions reserves the right to re-test students on material earned in Freshman Center courses and to refuse transfer when standards are not met.

APPEALING TRANSFER CREDIT DECISIONS

All transfer credits are reviewed by evaluators who work closely with faculty chairs in determining ongoing transfer credit and course equivalencies. If a course is not acceptable for transfer credit or will not fulfill an Eferon Solar Solutions requirement due to a determination that it is not equivalent to a required course, students may appeal that decision directly with the appropriate department chair by supplying additional information such as syllabi, textbook, etc. The department chair will then inform the evaluator, in writing, of any change(s) to be made to the evaluation.

INTERNATIONAL STUDENTS

Students from foreign countries are eligible for admission to Eferon Solar Solutions upon graduation from high school or the equivalent. Such students follow the same application procedure as other candidates for admission. Students whose native language is not English, or who did not graduate from high school or college in the USA or other English-speaking country, may also need to demonstrate proficiency in English, depending on the academic program to which they apply, through satisfactory performance on a standardized examination and an English

Placement Essay administered by the school.

FOREIGN TRANSCRIPT EVALUATION

All international applicants must have an original transcript of their secondary and/or college record, with a certified English translation, if necessary, sent to the Office of Admissions.

Students who attend colleges outside of the United States are required to provide a transcript from a professional foreign credential evaluation service. For consistency in foreign evaluations, Eferon Solar recommends World Education Services (WES) or Josef Silny and Associates, Inc. If, however, it is not possible to obtain an evaluation from either of these evaluation services or if the student has had their credits evaluated by another foreign evaluation service, we award transfer credit on condition that said service is a member of The National Association of Credential Evaluator Services.

COURSES RECEIVING NO CREDIT

Eferon Solar Solutions reserves the right to deny credit for courses that are not compatible with those offered in its certified programs. Some general categories of courses never receive transfer credit, or, in some instances, receive credit on a restricted basis only. Examples of courses that receive no credit include:

- Courses considered below college level (usually numbered below 100)
- Repeated courses or courses with duplicate subject content
- Coursework earned at an institution that did not hold at least candidacy status with its accrediting association when the coursework was taken
- Mathematics courses considered below college level, including basic math, business math, and beginning and intermediate algebra
- Courses offered for non-credit continuing education units
- Remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution's first Freshman Composition course)
- Courses providing instruction in English as a Second Language (100-level or above)
- Remedial courses in any academic discipline (100-level and above)
- Non-academic/vocational-technical courses. (Limited to 6 credits)

TRANSFER CREDIT FEES

No fees are assessed for testing, evaluation, or granting transfer of credit. Tuition and fees are not applicable for pro-rated or reduction for transfer credits awarded.

ACADEMIC POLICIES

Grading System

The school utilizes the following grade point system to determine academic progress:

<u>Grade Point Average</u>	
A = 100-90	4.0 Grade Points
B+ = 89-85	3.5 Grade Points
B = 84-80	3.0 Grade Points
C+ = 79-75	2.5 Grade Point
C = 74-70	2.0 Grade Point
D+ = 69-65	1.5 Grade Point
D = 64-60	1.0 Grade Point
F = Below 60	0 Grade Points
W= Withdraw	0 Grade Points
I= Incomplete (temporary)	

Satisfactory Progress

All students are advised that their academic progress is monitored constantly throughout their program. All student grades are maintained by the instructor and posted on the student grade report and available at the student's request. The final grade calculation for each course in a program of study is specified on the course outline.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY OVERVIEW

The Satisfactory Academic Progress (SAP) policy you are about to read can be complex to understand because of federal financial aid program rules. You are encouraged to talk with a financial aid counselor once you have finished reading this document if you have additional questions. Maintaining your financial aid eligibility is very important.

Financial aid recipients are expected to make reasonable academic progress to obtain a degree or certificate as a condition to receive federal, select state, or EFERON SOLAR SOLUTIONS financial aid programs. Your entire academic history at EFERON SOLAR SOLUTIONS, transfer credits, remedial classes, repeated classes, consortium agreement credits, or college classes are taken while a high school student is reviewed to ensure your timely progression toward graduation. Even if you were not a financial aid recipient in the past, your entire academic history must be reviewed, if applying for federal or EFERON SOLAR SOLUTIONS financial aid programs.

Your financial aid academic progress for continuation is assessed based upon three items: 1) qualitative, 2) quantitative and 3) maximum time frame measures. You must be meeting all measures, or you risk “disqualifying” yourself from financial aid eligibility at EFERON SOLAR SOLUTIONS.

Satisfactory academic progress requires financial aid recipients to do the following:

1. Meet minimum cumulative grade point averages.
2. Satisfactorily complete at least 70% of cumulative credit hours attempted.
3. Complete your degree/certificate program within the maximum time frame of credit hours allowed.

QUALITATIVE MEASURE DEFINED

The qualitative measure is your cumulative grade point average (GPA) measured at the end of each completed semester of attendance at EFERON SOLAR SOLUTIONS while a financial aid recipient.

The minimum GPA you are required to meet depends on if you are considered an undergraduate, graduate, doctoral student, etc. A student is “disqualified” for financial aid if the qualitative measurement is not met.

Undergraduate degree students must meet Eferon Solar’s 2.0 cumulative GPA “Academic Progress” policy found in the Student Catalog.

Masters' degrees and doctoral students must meet Eferon Solar's 3.0 cumulative GPA "Academic Progress" policy found in the Student Catalog.

Minimum Cumulative Grade Point Average		
Credit Hours Completed	Maintaining Financial Aid	Financial Aid Eligibility Warning or Disqualified Status
Certificate programs	2.00 GPA or higher	0.00 - 1.99 GPA
Re-licensure (renewal) programs	2.00 GPA or higher	0.00 - 1.99 GPA

Example of the qualitative measure in use:

Fall semester, Kathrin enrolled in 15 credit hours and received a 1.9 GPA during her first semester at EFERON SOLAR SOLUTIONS. Kathrin subsequently received a financial aid "warning" notification indicating she did not meet the financial aid 2.00 GPA or higher for the fall semester. Kathrin is still eligible for financial aid currently for her next semester of enrollment. Kathrin decided to take the spring semester off. Kathrin re-enrolled for 6 credit hours during the summer semester, received financial aid, but unfortunately obtained another 1.9 GPA. Kathrin had two semesters in which she did not meet the 2.00 cumulative GPA SAP policy standards. Unfortunately, Kathrin's financial aid eligibility is now in a "disqualified" status and she is no longer eligible to receive federal, select state, or EFERON SOLAR SOLUTIONS financial aid programs.

* Transfer credits and GPA applicable to your EFERON SOLAR SOLUTIONS certification program will be counted into determining your financial aid eligibility under this policy.

QUANTITATIVE MEASURE DEFINED

The quantitative measure is summarized as your total number of credit hours completed (passed) divided by your total number of credit hours attempted based upon your financial aid census date measurement (explained in Section 5). Financial aid recipients must satisfactorily complete at least 70% of all cumulative credit hours attempted.

All financial aid recipients must report grade changes to the Financial Aid & Scholarships Office. This is necessary to reassess your current financial aid eligibility. You may have to re-pay the financial aid you were not eligible to receive in the event of a grade change.

Federal financial aid regulations require that your entire academic history is considered toward school graduation. This includes:

- Transfer credits from other schools
- Prior semesters of enrollment at EFERON SOLAR SOLUTIONS even if you were not a financial aid recipient
- Remedial and repeated classes

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, S, and X are “satisfactory” grades for maintaining this policy. Grades of E, F, I, N, U, W, WD, WH, WF, WP are considered to be “unsatisfactory”.

Audited class: Letter grade, “AD” is not counted within this policy. No academic credit is being offered for an audited class. A student’s financial aid is reduced to exclude an audited class.

Please note: a student who completes zero credit hours and/or withdrawals from all classes for two subsequent semesters (even if financial aid was not received), will automatically be placed on a “disqualified” status even if the 70% completion rate is met.

Example of the quantitative measure in use:

Kathrin enrolled in 15 credit hours fall semester during her first semester at EFERON SOLAR SOLUTIONS. She dropped a 3-credit hour class 30 days after classes began and passed the semester with 12 credit hours. Kathrin's successful completion rate was $12/15 = 80\%$. Kathrin would be making satisfactory academic progress for the fall semester because her successful completion rate of 80% was above the minimum 70% policy standard.

Kathrin then enrolled in 12 credit hours during the spring semester. She subsequently withdrew from 6 credit hours two weeks after the semester began but she also completed 6 credit hours. At the end of Kathrin's spring semester, her total successful completion rate for all semesters of enrollment was now $18/27 = 67\%$. Kathrin's financial aid eligibility is now in a "warning" status. Kathrin will be provided one more semester to self-correct any academic deficiencies before her financial aid could be disqualified.

Logic: 12 credit hours completed fall + 6 credit hours completed spring, divided by 15 credit hours attempted fall + 12 credit hours attempted spring; $18/27 = 67\%$.

MAXIMUM TIME FRAME DEFINED

A student is expected to complete a degree/certificate program within a reasonable prescribed time frame. A student may not exceed more than the allocated credit hours allowed for obtaining their degree. Financial aid eligibility is "disqualified" if the maximum program credit hours attempted are exceeded.

If a student changes majors, repeats courses, has excessive withdrawals, failing grades, etc., this will extend the total amount of time required to graduate. The longer a student stays in school, the more likely the chance of not meeting the satisfactory academic progress policy because of maximum time frame limitations.

A student who is within 30 credit hours of exceeding his or her maximum time frame will receive an "alert" notification from the Financial Aid & Scholarships Office. A student is still eligible to receive financial aid with an assigned alert status. Once the maximum time frame credit hours are exceeded, a student's alert status will be converted to a "disqualified" status and will no longer be eligible to receive federal, select state, or EFERON SOLAR SOLUTIONS financial aid programs.

Maximum Time Frame Credit Hours

Program	Maximum Credit Hours Allowed Before Financial Aid Is Disqualified
Certification programs	525 credit hours
Certification, Licensure or Re-licensure (renewal) programs	60 credit hours

CENSUS DATE DEFINED

Census Date for Measuring Your Satisfactory Academic Progress

A census date is used to determine a student's quantitative measure as described in Section 3. The census date is the point in time when a student's enrollment hours are "frozen" to determine financial aid eligibility for the semester. The census date is the last Friday during the first week of classes for the fall, summer, winter, or spring semesters.

The census date for the summer term is the last day to add or drop classes for summer session 3.

When the census date occurs, a student's current credit hours enrolled are compared to the credit hours his or her financial aid awards were previously disbursed for the semester. If there are credit hour differences, a student's financial aid award package and cost of attendance may be adjusted upward or downward. Financial aid awards will not be adjusted after the census date occurs.

Example of adjusting credit hours enrolled before the census date:

Fall semester, Kathrin enrolled in 12 credit hours. Her financial aid was based upon 12 credits or full-time enrollment status. Ten days before the beginning of the fall semester, Kathrin's financial aid was disbursed to her Cashiering account to help pay her tuition and fees. On the first day of classes for fall term, Kathrin dropped a 3-credit hour class and was then enrolled for 9 credit hours. Kathrin did not add another class. At the census date, it was determined that Kathrin had financial aid disbursed at full time (12 credit hours) but she was enrolled for 9 credit hours (less than full time). Kathrin's financial aid award and cost of attendance were likely reduced. Kathrin may have had to return a portion of her financial aid to the Cashiering and Student's Account Office depending on her financial aid received.

Kathrin's financial aid award was adjusted because she dropped a class before the census date. Assuming Kathrin does not drop additional classes *after* the census date, Kathrin would be meeting the quantitative measure as described in Section 3 of this policy at the end of his fall semester of enrollment. Her financial aid was adjusted and disbursed to match her credit hours of enrollment at the census date so there was no SAP policy penalty.

Example of adjusting credit hours enrolled after the census date:

Fall semester, Kathrin enrolled in 12 credit hours for her first semester at EFERON SOLAR SOLUTIONS. Her financial aid was based upon 12 credits or full-time enrollment status. Ten days before the beginning of the fall semester, Kathrin's financial aid was disbursed to his Cashiering account to help pay her tuition and fees. Two weeks into the semester for the fall term, Kathrin dropped two-3 credit hour classes and was subsequently enrolled for 6 credit hours. Kathrin did not add additional classes to make herself full-time enrolled again.

Since Kathrin dropped two-3 credit hour classes *after* the census date and her financial aid was disbursed at full time (12 credit hours), but she was enrolled for 6 credit hours (less than full time), her financial aid awards or cost of attendance would not be adjusted (EFERON SOLAR SOLUTIONS scholarships may be an exception). However, Kathrin is now subjected to being evaluated under the quantitative measure as described in Section 3 of this policy.

At the end of the fall semester and assuming Kathrin passed her two remaining classes, the satisfactory academic progress policy would review her enrollment for the semester. Her continued financial aid eligibility

would be based upon the following calculation: Hours completed divided by hours his financial aid was disbursed upon or $6/12 = 50\%$ completion rate of his classes for which financial aid was paid. Kathrin would not be meeting the 70% minimum standard. Kathrin would receive a warning notice from the Financial Aid & Scholarships Office notifying her to rectify and take measures to prevent herself from being disqualified for financial aid in the future.

Monitoring Intervals & Warning Status

Satisfactory academic progress is monitored at the end of every semester. A student who does not maintain SAP, as defined in this policy, will receive a “warning” notification after their first semester of not meeting the policy. Warning status is a message encouraging a student to rectify his or her academic progress for the next semester; so that financial aid eligibility can be continued.

A financial aid recipient who does not meet the SAP policy after two semesters of enrollment will receive a notification indicating their financial aid has been “disqualified” and will no longer be eligible to receive financial aid assistance.

Students not meeting this policy will be notified using three forms of communication: 1) EFERON SOLAR SOLUTIONS will send a notice to the student’s e-mail account, 2) a message will be mailed to the student’s physical mailing address, and 3) a phone meeting will be scheduled with the student to notify and review with them all necessary communication.

Reinstatement of Financial Aid Eligibility

Assuming a satisfactory academic progress policy appeal has not been approved by the EFERON SOLAR SOLUTIONS Financial Aid & Scholarships Office, a student may pay for college expenses at his or her own expense to make up any SAP policy deficiencies. Once policy deficiencies are rectified, a student may be reconsidered for financial aid eligibility.

A student may also appeal his or her eligibility status as described in Section 7 of this policy.

Withdrawing From Classes

As previously described, the entire academic history of a student is reviewed to ensure reasonable progress toward graduation. W, WD, WH, WF & WP grades are included in the quantitative measurement of this policy. The more classes from which a student withdraws, the more likely his or her chances of not completing the 70% of all credit hours attempted policy rule.

*** Example - Fall semester a freshman student receives the following grades:**

Math 3 credits, letter grade A

English 3 credits, letter grade B

Psychology 3 credits, letter grade C

Art 3 credits, letter grade B

This student had completed 12 credit hours and attempted 12 credit hours. $12/12 = 100\%$ successful completion rate fall semester.

*** Spring semester the same freshman student received the following grades:**

History 3 credits, letter grade A

Political Science 3 credits, letter grade W

Geography 3 credits, letter grade W

Astronomy 3 credits, letter grade W

Statistics 3 credits, letter grade W

This student only completed 3 credit hours and attempted 15 credit hours. $3/15 = 20\%$ successful completion rate spring semester.

However, the total academic history for a student is reviewed: Total credit hours completed fall & spring divided by the total credit hours attempted fall & spring in this example: $15/27 = 55\%$.

In the example, this student would not be meeting the SAP policy because the quantitative measure of 70% is not being met as described in Section 3. This student is not progressing toward graduation in a reasonable time frame and financial aid will be disqualified.

Please note: a student who completes zero credit hours and/or withdrawals from all classes for two subsequent semesters for which financial aid was received, will automatically be placed on a “disqualified” status even if the 70% completion rate is met.

Academic Forgiveness

Academic forgiveness, which may be granted by EFERON SOLAR SOLUTIONS policy, is considered for SAP purposes. It is the student’s responsibility to provide notification to the Financial Aid & Scholarships Office regarding the granting of academic forgiveness. This is necessary to reassess your current financial aid eligibility. You may have to re-pay the financial aid you were not eligible to receive in the event of invoking the academic forgiveness rule.

College Classes Taken While Still Attending High School

College classes taken for credit in New Jersey under a program known as, “Dual Enrollment Credit” or college classes taken in other states while attending high school are counted within this policy if transferred to EFERON SOLAR SOLUTIONS and counted toward your degree program.

Repeated & Remedial Courses

Repeated and remedial courses are included for SAP purposes.

HOW TO APPEAL

A student whose financial aid was disqualified for not meeting the requirements of this policy may appeal mitigating circumstances to the Financial Aid & Scholarship Office. Your ability to submit an appeal does not mean your appeal will be approved.

A financial aid office has the authority to not provide a student with appeal consideration if he or she has previously submitted more than one appeal to the Financial Aid & Scholarships Office. According to federal financial aid program rules, only a financial aid administrator may determine the status of your financial aid eligibility. No other EFERON SOLAR SOLUTIONS office influences the continuation of your eligibility.

The review of your SAP appeal is a very time-consuming process. It may take up to 10 business days to review a properly completed SAP appeal submitted by a student. Incomplete appeals submitted will increase the review time. Do not attempt to rush and complete an SAP appeal as quickly as you can. Appealing to the disqualification of your financial aid eligibility should be a serious concern. Students should devote significant reflection to the appeal submitted to the office for review.

An SAP appeal submitted to the office should be clear, concise, have a well-described timeline of events, and must have supporting documentation. A student must be able to describe and document the circumstances for not meeting the policy requirements using proper grammar adequate sentence structure, must be legible and logically written. Appeals that lack these characteristics may be denied or pended for additional information.

The Financial Aid & Scholarships Office will not provide a student with a late fee/housing waiver if you are appealing to reinstate your financial aid eligibility. You are responsible for paying your tuition, fees, and housing charges without financial aid assistance if your appeal has not yet been reviewed, denied, or pended for additional information.

Students whose financial aid has been disqualified will need to make payment arrangements with the Cashiering and Student Accounts Office to avoid late fees and disenrollment from classes for non-payment.

Appeal Deadlines

If appealing to reinstate your financial aid eligibility for fall or spring semesters, this appeal must be received by the 60% attendance period of the semester you would like your financial aid reinstated. Appeals received after

this date will not be considered. You would need to wait until the next available semester you can register for classes if you miss the 60% attendance period deadline. We conspicuously advertise our deadline within our online Satisfactory Academic Progress Policy, the SAP Appeal Form, and your financial aid award notice. *You cannot appeal for missing the appeal deadline because you had no prior knowledge of the deadline.*

If appealing summer semester, this appeal must be received by the first day of classes for the summer semester session you would like your financial aid reinstated. Appeals received after this date will not be considered. You would need to wait until the next available summer semester session or semester you can register for classes if you miss the deadline. We conspicuously advertise our deadline within our online Satisfactory Academic Progress Policy, the SAP Appeal Form, and financial aid award notice. You cannot appeal for missing the appeal deadline because you did not know the deadline.

To initiate an appeal, a student must complete the correct academic year Satisfactory Academic Progress Appeal (SAP) Form obtained from the admissions office.

Academic Plan:

All students whose financial aid has been disqualified must submit an academic plan for success (see appeal form). A student must meet with his or her academic advisor to establish and follow an academic plan. A student may not self-certify their academic plan without meeting with an academic advisor.

The academic plan allows a student to self-reflect and correct personal life circumstances which affected him or her from meeting the policy terms and conditions. Balancing personal and college life is an important responsibility.

Eferon Solar Solutions provides many resources. These resources help contribute to the personal success of students both on and off-campus.

- Academic Success Center
- Academic Advising
- Math Center
- Career Services
- Student Support Services

To benefit from federal financial aid programs, a student must make reasonable progress toward the requirements of his or her degree program utilizing finite taxpayer funds. Students who are unable to maintain their academic plan are not progressing reasonably toward fulfilling the requirements of their degree program according to the U.S. Department of Education.

The Financial Aid & Scholarships office will review the academic plans of students who had previously approved SAP appeals in a probationary status. Students must meet the terms and conditions of their academic plan at the end of each semester the academic plan is in place.

A student who substituted one or more classes withdrew from one or more classes, failed one or more classes, received one or more incompletes, and deviated from the established academic plan, will be placed again in a disqualified financial aid status.

A student may not change his or her previously approved academic plan under financial aid probation without prior consent from the Financial Aid & Scholarships Office. Once the first day of classes has begun for the semester, any previously approved academic plans by the office are considered active. The academic plan may not be changed after the first day of classes for the semester.

Prior consent from the Financial Aid & Scholarships Office to change a previously approved academic plan before the first day of classes for the semester is defined as:

- 1) The student would need to provide a written statement regarding why the previously established academic plan needed to be adjusted by the first day of classes to the Financial Aid & Scholarships Office
- 2) The student's academic advisor would need to agree to the updated academic plan and also provide a written statement to the Financial Aid & Scholarships Office
- 3) The Financial Aid & Scholarships Office would need to agree to the updated academic plan.

The Financial Aid & Scholarships Office is allowed to refuse any modifications to a student's academic plan once the plan has been established. There are no federal financial aid program rules which require a financial aid office to allow adjustments to a previously approved academic plan.

Students are expected to provide sufficient reflection into their personal life. This is necessary to develop an obtainable academic plan for maintaining financial aid eligibility. Students should consider family obligations, work

obligations, physical or mental abilities, reoccurring medical appointments, and other life circumstances before developing an academic plan with his or their academic advisor/medical practitioner.

A student who could not meet their previously approved academic plans and attempts to re-appeal the continuation of their financial aid eligibility will likely have future appeals denied. The office takes a student completing his or her academic plan very seriously. Students unable to meet their previously approved academic plan are not progressing toward graduation within a reasonable time frame according to the U.S. Department of Education.

Appeal Status Notification

The Appeal's Committee will notify students using three forms of communication: 1) EFERON SOLAR SOLUTIONS will send a notice to the student's e-mail account, 2) a message will be mailed to the student's physical mailing address, and 3) a phone meeting will be scheduled with the student to notify and review with them all necessary communication.

If your appeal can be approved, your financial aid eligibility status will be adjusted from disqualified to probation. Your probationary status to receive financial aid is applicable for one semester at a time to review your academic plan progress at the end of each semester. Your probation status can be allowed for an additional semester if you continue to demonstrate academic progress, meet the terms & conditions of your appeal and academic plan.

If your SAP appeal is not approved, you will remain on a "disqualified" status for financial aid purposes. The office will not consider a re-appeal to the appeal you submitted if denied.

Appeal's Committee

Satisfactory Academic Progress appeals are reviewed by a committee comprised of financial aid counselors. Individualized consideration is provided to students based upon their circumstances and supporting evidence provided within the appeal.

The committee's decision is final and cannot be appealed to the U.S. Department of Education or other EFERON SOLAR SOLUTIONS employee per federal financial aid regulations. A financial aid administrator is provided the only regulatory authority to review your financial aid eligibility.

The Appeal's Committee will not provide favorable review decisions for students exhibiting these characteristics:

- Lack of knowledge or understanding of the Satisfactory Academic Progress standards
- Medical appeals for illness or hospitalization for dates that do not correspond to the semester(s) of sub-standard progress
- Reoccurring or similarly reoccurring life circumstances affecting your academic ability, to graduate within a reasonable time frame, using federal, state, or institutional financial aid funds
- Was unable to meet the academic plan as established by the student's academic advisor in a prior approved appeal
- Was unable to meet any terms and conditions set forth by the Financial Aid & Scholarships Office in a previously approved appeal
- No academic plan was provided by the student's academic advisor
- The state of being young and irresponsible
- Please give me one more chance, EFERON SOLAR SOLUTIONS is my dream school, I cannot attend EFERON SOLAR SOLUTIONS without financial aid assistance
- Voluntary employment overtime
- You are repeating courses to increase your grade point average for a degree outside the current one to which you are admitted. Example: to make yourself more marketable for a medical school, law school, graduate school, etc.
- You are taking courses that are prerequisites to a degree that you are not currently admitted to.
- You had good intentions or you tried your hardest to do well in school.

IF MY APPEAL IS APPROVED

If your appeal is approved, your federal financial aid eligibility, for the semester in which your appeal was approved, will be reinstated on a probationary basis. You should consistently meet with your academic advisor

and perform within academic standards until you graduate. You are responsible for making appropriate personal life decisions that can impact your financial aid eligibility and continued enrollment as an EFERON SOLAR SOLUTIONS student.

As previously described in Section 7 Academic Plan, if your appeal is approved, adhering to your academic plan is very important. Students must meet the terms and conditions of their academic plan at the end of the semester as described in the terms of conditions of your appeal. See Section 6 and Section 7 regarding how we communicate with you.

Once grades are officially available at the end of the semester, students with a previously approved SAP appeal who were able to meet the terms and conditions of their appeal should contact the Financial Aid & Scholarships Office. The office will review the student's academic achievement and verify if financial aid eligibility can be continued.

A student who substituted one or more classes withdrew from one or more classes, failed one or more classes, received one or more incompletes, and deviated from the established academic plan, will be placed again in a disqualified financial aid status.

These resources contribute to the personal success of students both on and off-campus:

- Academic Success Center
- Academic Advising
- Math Center
- Student Wellness Health Services
 - Career Services
 - Student Support Services

IF MY APPEAL IS NOT APPROVED

If your appeal is not approved, your options are limited. Previous students who were unable to meet the requirements of this policy have considered the following:

- If you transfer to another school, you may be eligible for financial aid at the transfer school. Each school has its own, but similar policies for maintaining financial aid eligibility. See a financial aid administrator at the transfer school you are considering for details.
- If you stay enrolled as an EFERON SOLAR SOLUTIONS student, you will be required to pay for your college expenses without using federal or institutional financial aid programs. Once you can meet the terms and conditions of this policy, your financial aid eligibility may be reestablished.

These resources help contribute to the personal success of students both on and off-campus:

- Academic Success Center
- Academic Advising
- Math Center
- Student Wellness Health Services
- Career Services
- Student Support Services

Leave of Absence

VOLUNTARY LEAVE POLICY

Eferon Solar Solutions recognizes that situations may arise when a student may want to voluntarily interrupt his or her academic studies. We are committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of the school's rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

Definition: A voluntary leave is defined as an active student status representing an approved temporary break from school studies for one or more terms, and with the intent to return in a future term. During a leave, students are not enrolled in classes (at any point during the term(s) in question), but degree-seeking students

maintain matriculated status.

Basis for Leave

A voluntary leave may be requested for national service, serious illness, or for personal or financial reasons. Since certain academic programs, departments, or schools may have additional specific criteria for voluntary leave, a student considering a voluntary leave should also consult his or her academic program, department, or school in addition to consulting this policy. A voluntary leave should be requested prior to the semester in which the leave is taken, if possible. A student on a voluntary leave may not enroll in another academic institution during the period of leave without prior approval from his or her academic program, department, or school. A student who is granted a voluntary leave is still required to complete all degree requirements within the specified time of enrollment. A leave does not extend the specific time period for obtaining a degree unless a waiver is granted by his or her academic program, department, or school.

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a voluntary leave of absence, a student should contact his or her lender regarding repayment obligations that may arise as a result of their leave. A student should also consult the school's Financial Aid Office to discuss any impact the leave may have on financial aid.

Duration of Leave

Except where leave is mandated by compulsory national service, or where an academic program, department, or school indicates otherwise, a voluntary leave may be granted by the Director of the School. The duration of the leave generally will be a minimum of one academic semester, or an equivalent four-month period, to a maximum of two academic semesters or the equivalent in months (8 months). Leaves taken for compulsory national service are granted for a duration of a maximum of four academic semesters. An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

Procedures

1. The student should discuss a leave of absence with his or her academic advisor.

2. The student must submit a request for a Leave of Absence via the admissions office. The student may be required to complete additional forms required by his or her academic program, department, or school, and provide supporting documentation. The Leave of Absence request is submitted to the Director's designee of the student's academic program, department, or school for review and approval.
3. If the student is seeking a voluntary leave due to a medical or psychological condition, the Director or Directors' designee must confer with either a certified Medical Professional,
4. The student will be notified by email (to their email address) of the approval or denial of the request for a leave. If the request is approved, the Director or Director's designee will communicate the terms and conditions of the leave.
5. If a voluntary leave is approved, access to the student's e-mail account will continue. The student may visit the campus facilities only with the written permission of the Director or the Director's designee.
6. The notation "Leave of Absence" will be entered on the student's transcript.

Study Abroad Students

A current Eferon student who is studying away at the time a voluntary leave is sought due to a medical or psychological condition must be evaluated by the provider retained at the study abroad site. The student will sign a release authorizing the on-site evaluator to discuss the evaluation with the local site staff and Eferon Solar Solutions, depending on whether the leave is for a medical or psychological condition. Based on the consultation with the on-site evaluator and any information that may be provided by the student's own health care provider and the Medical Health Center will recommend to the Director or Director's designee whether the leave is warranted.

Return from a Voluntary Leave/Re-enrollment

1. **On/about six (6) weeks prior to the first day of classes of the semester in which the student seeks to return, the student** must notify the Director of his or her school or the Director's designee, of the Intention to return or re-enroll at the conclusion of the leave period. Students who were on leave due to a medical or psychological condition must notify either the Director (or his or her designee) to schedule an assessment interview, depending on whether the leave was due to a medical or psychological condition.
2. If the voluntary leave was due to a psychological or medical condition, the student must have his or her health care provider complete a "Certificate of Readiness to Return" form and be assessed professional

medical professional who will provide a recommendation to the Director or the Director's designee regarding the student's fitness to return/re-enroll. Upon request, the student will authorize his/her health care provider to provide Eferon Solar Solutions with additional medical or psychological information relevant to assessing the student's fitness to return/re-enroll. The Director's decision regarding re-enrollment will be made following consideration of the recommendation provided by a professional Behavioral Health Services and/or Medical Services Division, and any other relevant agency, taking into account information provided by the student's health care provider.

3. Except where an academic program, department, or school indicates otherwise, a student who is not granted an approved leave extension, and also fails to enroll for the return term approved by the Director or Director's designee, will be required to apply for readmission.
4. Failure to contact the academic program, department, or school within the designated time period may result in the denial of re-enrollment.
5. If the approved voluntary leave is due to a psychological or medical condition, the student must successfully complete one academic semester (Fall or Spring) of full-time coursework on their degree campus before enrolling in an Eferon Solar Study Away Program.

Appeal of Decision Denying Re-enrollment

A student may appeal a decision denying re-enrollment to the Provost (or the Provost's designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Provost shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Provost's decision shall be final. The Provost may extend the time limits set forth above as necessary.

INVOLUNTARY LEAVE

Eferon Solar Solutions may place a student on an involuntary leave of absence from that student's academic program when that student: (1) poses a direct threat to the health and safety of self or others;³ and (2) is not able or not willing to take a voluntary leave of absence. This policy may not be used in lieu of disciplinary actions to address any violations of school rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/or disciplinary status will return on that same status.

Applicability

This policy applies to all schools and divisions within Eferon Solar Solutions. Consult the websites of those schools for further information on their student leave policies.

Procedures

1. When an involuntary leave is under consideration, a psychological and/or medical evaluation (at no cost to the student) may be required and completed by a certified licensed medical professional. The student will be asked to provide relevant medical and/or psychological information from his or her health care provider. *Note: Students Who Are Studying Away - See Below*
2. Following the review of a completed psychological and/or medical evaluation (if relevant) and upon consideration of recommendations made by any of Eferon Solar's offices, a decision will be reached by the Director or the Director's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment.
3. The student may visit the campus and any other owned facilities only with the written permission of the Director or the Director's designee. Such permission may be set forth in the letter notifying the student of the involuntary leave. Otherwise, the student must be off campus during the approved period of leave.
4. The relevant academic program, academic department, or school will be responsible for notifying the appropriate school's offices, administrators, faculty advisors, and instructors of the involuntary leave.
5. The notation "Leave of Absence" will be entered on the student's transcript.

Study Away Students

When an involuntary leave is sought for a current Eferon Solar student studying away, the student must be evaluated by the Eferon-affiliated provider retained at the study abroad site. The student will sign a release authorizing the on-site evaluator to discuss the evaluation with the local site staff and either, depending on whether the leave is for a medical or psychological condition. Based on the consultation with the on-site evaluator and any information that may be provided by the student's own health care provider, the licensed Medical Professional will recommend to the Director or Director's designee whether the leave is warranted.

Appeal of an Involuntary Leave Decision

A student who is placed on an involuntary leave may appeal the decision to the Provost (or the Provost's designee) within ten (10) business days (excluding weekends and federal and state holidays) of the decision. The

appeal should be made in writing and should set forth the basis for the appeal. The Provost shall review the record and any additional information submitted by the student. The Provost has ten (10) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Provost may extend the time limits set forth above as necessary.

Duration of Leave

The duration of the leave will be no less than one full academic semester or an equivalent four-month period excluding the semester in which the student is required to leave to a maximum of two academic semesters or the equivalent in months (8 months). An extension of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

Return from an Involuntary Leave/Re-enrollment:

1. **On/about six (6) weeks prior to the first day of classes of the semester in which the student seeks to return**, the student must notify the Director (or the Director's designee) of his or her school, in writing of the intention to return/re-enroll at the conclusion of the leave period.
2. If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must have his or her health care provider complete a "Certificate of Readiness to Return" form and be independently assessed by the school's designated professional licensed medical professional regarding the student's fitness to return/re-enroll. Upon request, the student will authorize his/her health care provider to provide Eferon Solar Solutions with additional medical or psychological information relevant to assessing the student's fitness to return/re-enroll.
3. Following the review of the re-enrollment request and upon consideration of recommendations made by any of the relevant school's offices and information provided by the student's health care provider, a decision will be reached by the Director or the Director's designee regarding whether the student may return/re-enroll in his or her academic program and the terms and conditions of such a return. The Director or Director's designee will notify the appropriate offices and administrators.
4. Except where an academic program, department, or school indicates otherwise, a student who is not granted an approved leave extension and also fails to enroll for the return term approved by the Director or Director's designee, will be required to apply for readmission.

5. If the involuntary leave was due to a medical or psychological condition, administrative placement in student housing is guaranteed upon re-enrollment to eligible students. If the involuntary leave was for any other reason, student housing is not guaranteed.
6. Failure to contact the academic department within the designated time period may result in the denial of re-enrollment and/or the guarantee of housing upon return.

Appeal of Decision Denying Re-enrollment

A student may appeal a decision denying re-enrollment to the Provost (or the Provost's designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Provost shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Provost's decision shall be final. The Provost may extend the time limits set forth above as necessary.

OTHER LEAVE ISSUES

Notification of Parent or Other: The School reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and applicable laws, including making arrangements for the family member to pick up the student from the campus premises.

Confidentiality of Information Regarding Leaves

The School will maintain the confidentiality of information regarding voluntary and involuntary leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves.

Confidentiality of Records: All records concerning both voluntary and involuntary leaves of absence are confidential, and the official copy of such records shall be retained by the Office of the Registrar, Director, or the Director's designee of the academic program, department, or school. Access to these records is limited by appropriate federal, state, and local law.

Graduation Requirement

To graduate, students must complete all required assignments and classwork with a final Grade Point Average (GPA) of 2.0 or above. Students must have a minimum attendance rate of 80 percent of the scheduled time. Tuition accounts must be satisfied. A student who satisfactorily completes a diploma program will receive a Diploma upon graduation. A Certificate will be issued to those students who successfully complete the Certification program.

Withdrawal Procedure/Cancellation/Termination/Refund Policy

The school recognizes that conditions may arise which would require the student to withdraw from school. Cancellation shall take effect the day after the last date of attendance. If cancellation is effected, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit will be made for all tuition paid. The school agencies issue the student a written release provided the student has completed his obligation to the school as stated in the enrollment agreement.

- I. A student or applicant may cancel an enrollment at any time before the commencement of his classes and shall be entitled to:
 - a) A complete refund of all monies paid to the school or its representative if such notice of cancellation occurs within a period of three business days after signing the enrollment agreement.
 - b) A student who enters school and withdraws shall be obligated for the number of weeks attended, and one day of attendance in a week will be deemed as attendance for the entire week.
 - c) When a student withdraws from the school without written or oral notice to the school, cancellation shall take effect the day after the last date of attendance but will be deemed as attendance for the entire week.
 - d) For courses of 300 hours or less, the school will retain the registration fee plus a

pro-rated portion of the tuition calculated on a weekly basis.

- e) For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1200 hours, the school may retain the registration fee plus:

Re-enrollment/Status Change

A student who has been dismissed for unsatisfactory progress must remain out of school for two weeks and must apply for re-admission. Readmission will be granted only with the approval of the School Director upon the recommendation of the Director of Education. Students must demonstrate a desire to succeed, willingness to attend classes, and academic ability. Students readmitted are on probation and must bring their Cumulative Grade Point Average above the probation range by the end of their next course.

If in the judgment of the Director of Education, it is highly improbable that a student's Cumulative Grade Point Average will reach the probation range, the student will not be readmitted.

Rules and Regulations

The philosophy of this school is that its community of students is composed of mature men and women whose purpose in attending is to prepare them for a rewarding career in the world of business or industry. The school is an institution of higher learning preparing the student to work as a professional in business and industry. For the personal safety and wellbeing of the student body, the observance of the following rules and regulations is *required*:

1. The student will respect the property of fellow students, instructors, and the school. Proper care must be taken of all materials loaned to the student.
2. The student shall respect the scheduled hours of the school, the start, end, and break times, and shall be in on time and do the work in accordance with the schedule.
3. Food and drink are permitted in designated areas only.
4. Unsatisfactory and/or unsafe conduct will not be tolerated and is grounds for dismissal.
5. Smoking is prohibited in school.
6. The use, distribution, or sale of illegal drugs and alcohol is prohibited on school premises.

Information on drug and alcohol treatment centers and programs can be obtained from the Administrative

Assistant. The Administrative Assistant office collaborates with treatment facilities, government agencies, community groups, and law enforcement agencies to contribute to the reduction of substance abuse.

Violations that may result in termination

1. Non-compliance with any school rule or regulation
2. Non-attendance
3. Failure to meet satisfactory progress requirements.
4. Non-payment of tuition, fees, or the return of books owed to the school.

The policy regarding the termination of students is that each infraction is considered individually by the administration. It may *result* in suspension, probation, *or* dismissal.

Computer Access & Software Piracy Protection Policy

1. Act of Software "Piracy" either of copyrighted materials or student's materials will not be tolerated, and the student(s) will be subject to dismissal.
2. Unauthorized release or use of another student's passcode will not be condoned and will affect the Loss of LAN system privileges.
3. Inappropriate or unauthorized use of the computer LAN system (i.e., personal use, game playing during class hours, "Hacking", etc.) will not be condoned and will affect the loss of LAN system privileges.
4. Students are liable for any damage to any equipment caused by willful intent, willful misuse, or inappropriate utilization.
5. Students are expected to return all equipment to the appropriate storage area and clean up their workstations at the end of each laboratory session.

Programs of Study

The school operates on a clock hour basis. A clock hour consists of a minimum of 50 instructional minutes. Students in all programs are expected to spend at least an hour a day in outside preparation and study in each lecture-based course to complete course requirements. No representation is made whatsoever concerning the transferability of any credits to any institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

Evaluation Techniques

Attendance

Attendance is expected daily and regularly as per contract and school rules. Abuse of more than two (2) days without an official LOA will result in a counseling report form being issued. Students with excessive absences are subject to dismissal. Make up time for days missed is required before finally exiting. Students with attendance problems are referred to the Director for counseling. It is the responsibility of the student to be in the class regularly and on time. Students get one½ hour lunch break and one ten-minute break.

Hours

Day Classes: 9:00 AM until 2:00 PM | No. of Weeks: **16** | No. of students per class: **25**

Evening Classes: 2:00 PM until 6:00 PM

Virtual Classes: Tuesday & Thursday [Morning] 10 AM until 12 PM; [Evening] 2 PM until 6 PM

***All classes are Monday through Friday**

Grades

Final grades of A (90-100), B (80-89), C (70-79), F (below 70), **W** (Withdrawal), or I (Incomplete) are issued based on the instructor's evaluation of a student's performance in class. Grades are based primarily on the following:

Weekly quizzes (40%)

Attendance (10%)

Exams (50%)

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two weeks. If the minimum course requirements are still not met, the (I) is converted to an (F)

Grade changes are rare but may be granted at the discretion of the instructor. Students are encouraged to discuss their grades directly with the instructor or to bring it to the attention of the Director. Students must

maintain a "C" average in all areas of study to complete the course.

Grading and Assessment	Final Course Grade
1. Homework - <i>This will be used to measure students' interests and study habits.</i>	20%
2. Group projects and Lab participation - <i>A measure of students' understanding of concepts, theories, and his/her ability to analyze a problem.</i>	15%
3. Attendance - <i>A measure of interest and responsibility</i>	15%
4. Class discussion	10%
5. Schedule test	40%

Work placement and internship upon successful completion, students who make a grade of 70% or more would have assistance in writing a resume, job search, and/or be placed on a job internship.

Make-up assignments policy

All assignments, tests, course work must be completed prior to taking the NABCEP exam.

Payment Policy

Eferon Solar Solutions Admissions Office: (201) 589-4642

Location: 910 Bergen Avenue Suite# 201, Jersey City, NJ 07306

Hours: Monday-Friday 9:30 a.m.- 4:30 p.m. | Saturday and Sunday: CLOSED

Miscellaneous: Cash, Checks, VISA, MasterCard, AMEX, and Discover Cards accepted at the Admissions office.

When to Pay

A down- payment of 25% is due before the 1st day of class! Failure to pay may subject your registration to cancellation. While classes are routinely dropped for non-payment, students who do not officially drop their courses will be responsible for the charges.

Third-Party Voucher Payments

Vouchers are to be submitted to the Admissions Office before the student's 1st day of class to ensure that your registration is not dropped for non-payment. You will be immediately responsible for full payment of your account if your written commitment from a third party is not honored.

Past Due Accounts

You may not register for future semesters until your account is paid in full. The school expects all students to meet their financial obligations prior to taking their assigned NABCEP board exam (This is also the Final Day of Class). However, if your account should become past due during the semester for any reason (i.e. a financial aid authorization change, late/missed installment plan payment, etc.) your account will be assessed a \$15 late payment fee, and the school will place a hold on your account that will bar you from being able to take your exam and the student receiving their completion certificate. This hold will remain in effect until your entire past balance is paid in full. The school will send an e-mail notification and an e-bill (or both) to your account. If these attempts to collect the debt are unsuccessful, your account will be placed with a collection agency and you may be held liable for the cost of collection.

Checks returned by the bank

Checks that are returned from a bank for any reason must be replaced with cash, money order, or bank check within seven days (one week) of the school's receipt of notification by the bank. A fee of \$25 will also be charged to the student's account. In addition, your class schedule may be canceled which may not result in any reduction of your charges.

Tuition Installment Payment Plan

Eferon Solar Solutions offers a Tuition Installment Payment Plan for students. The Installment Plan

is an inexpensive alternative to a student loan or paying by credit card. Enrolling in a plan cost \$25 per month, and allows students to budget the cost of tuition and fees by spreading out the cost over a number of scheduled payments.

You may still owe a balance on your Installment payment plan even if you have reduced your course load or withdrawn. Therefore, students are strongly advised to contact the Admissions Office first to determine the impact, if any, your schedule change will have on your account balance.

Programs Fees

CLOCK HOURS OF INSTRUCTION	TUITION	ADMIN FEES	TEXTBOOK FEES	TOOL/ SUPPLY FEES	TEST/ LICENSING/ FEES	TOTAL COST
350	\$4,000	\$125	\$150	\$0	\$125	\$4,000

Privacy Policy

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Eferon Solar Solution's policy on the Disclosure of Educational Records, a student may grant the school the right to release confidential information such as grades, academic progress reports, class attendance records, financial aid, disciplinary actions, financial account information, to parent(s)/guardian(s)/spouse by completion of the "Student Consent to Release Confidential Information Form" provided.

The release does not apply to information such as counseling and health records. A separate release is required to release or discuss health and counseling information. Authorization for release of other confidential information is valid as long as the student is enrolled at Eferon Solar Solutions or until a written statement from the student cancels the request to release confidential information.

Disclosure of Educational Records

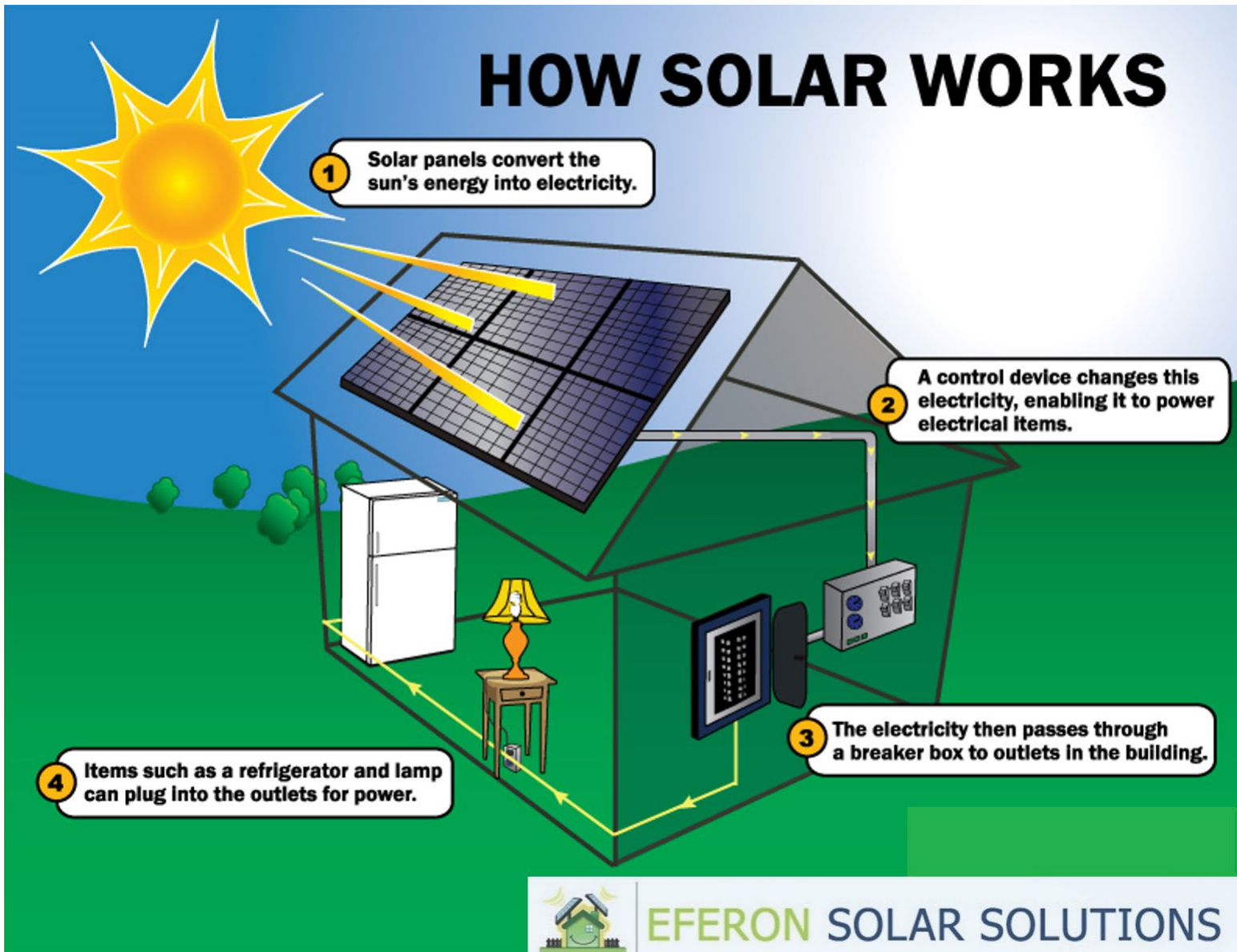
Eferon Solar Solutions will disclose information from a student's educational records only with the written consent of the student except in certain legally permissible situations, i.e., to college officials who have a legitimate educational interest in the records, to certain government or other public officials, and to parents of an eligible student who claim the student as a dependent for income tax purposes. However, information designated by Eferon Solar Solutions for directory purposes, or the results of any disciplinary proceeding conducted by the school alleging a sex offense of the accused may be released without the student's consent. Otherwise, to release information, the student must complete and sign the "Student Consent to Release Confidential Information Form" authorizing the release of confidential information. To ensure that the identity of the person who is making the request is the student, the student must show his/her official government id.

Directory Information

Eferon Solar Solutions designates the following items as Directory Information: student name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards/honors received, full or part-time enrollment status, most recent previous school attended, and photographs. The College may disclose any of those items without prior written consent unless the student completes and submits to the Records Office the Request to Prevent Disclosure of Directory Information Form within the first two weeks of the student's start date.

Under FERPA, when a student turns 18 years of age or enrolls at a postsecondary institution at any age, all parental FERPA rights are transferred to the student. However, FERPA does provide for some information to be shared by schools with parents or legal guardians without the student's consent. Examples are (1) disclosure of educational records if the student is a dependent for income tax purposes. This would apply to a student who was ad dependent for the most recent tax year; (2) disclosure of educational records if a health or safety emergency involves their student; or (3) if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance. Parents should discuss their intentions to obtain confidential information with their students whenever feasible.

HOW SOLAR WORKS



Organization Chart

