



Machinist Training Since 1968

VETERANS
INFORMATION
BULLETIN

2010 - 2011

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Owner

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

Trustees

Milt Thomas
Jack Beggs
Bob Mosey

Administrative Officials

Michael Kerwin, President
Gina Marinello, Executive Director – Norwalk Campus
Lilly Ford, Executive Director – Ontario Campus
Norma Meza, Registrar/Veterans Record Clerk/VA Certifying Official

Instructors

See pages 24 – 30 of the School Catalog for Instructor Qualifications.

INSTRUCTIONAL FACILITIES

There are two (2) convenient locations to serve you. Please see page 8 of the School Catalog for Description of Facilities.

ENTRANCE REQUIREMENTS

Please see Enrollment Requirements on page 4 of the School Catalog.

POLICIES

Enrollment Policy

Students may apply for enrollment during administrative hours 8:00a.m. to 5:00 p.m. Monday through Friday.

Credit Evaluation Policy

All prior training will be evaluated. Students with previous training in the course to be pursued will be tested prior to enrollment and given appropriate credit. Evaluation will be based on a written exam, an oral exam or both. Credits allowed will be recorded on the transcript and the length of the course shortened proportionately. Additionally, the student and the DVA will be notified.

Attendance Policies

Please refer to pages 9-10 of the School Catalog for the policies regarding Attendance, Make-up Work, Conduct, Suspension/Dismissal, Termination and Performance policies.

Progress Policy

The school's Grading System is outlined on page 12 of the School Catalog.

Satisfactory Progress Policy

Veterans need to maintain a 2.0 Grade Point Average or they will be placed on probation. Students who fall below the satisfactory progress standards will be placed on academic probation for the next 24% of their course and notified in writing of the action. If, at the end of the probationary period, the student has not corrected the progress deficiencies, the veteran's benefits will be interrupted and the Veterans Administration will be notified.

The maximum period that the veteran/eligible person will be allowed to complete his/her educational objectives is the originally contracted length of time. Leaves of Absences are not counted in the maximum period.

Conditions for re-enrollment

The conditions for Re-admission are outlined on page 11 of the School Catalog.

Conduct Policy

The Conduct policy is outlined on page 11 of the School Catalog.

Refund Policy

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

The complete Refund Policy is outlined on pages 12 - 17 of the School Catalog.

INSTRUCTIONAL SCHEDULE

See page 6 of the School Catalog for the Schedule of Sessions and Hours of Instruction.

School Holidays

See page 21 of the School Catalog for the School Calendar.

DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM

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

COURSE REQUIREMENTS AND FEES:

Please see pages 4 - 5 and pages 31 - 34 of the school Catalog for the Machinist Training Program. See the Advanced Training Catalog for program descriptions for the Advanced courses.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

*NTMA Training Centers of Southern California
Veterans Information Bulletin*

Name of Institution: **NTMA Training Centers of Southern California**
Physical Address: Los Angeles Campus:
14926 Bloomfield Avenue, Norwalk, CA 90650-6099
(562) 921-3722
Inland Empire Campus:
1717 South Grove Avenue, Ontario, CA 91761-4530
(909) 947-9363

Mailing Address: Administrative Office
1717 S. Grove Avenue
2nd Floor
Ontario, CA 91761

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

The school is approved and accredited by:

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

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201

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

Bulletin effective December 2010 through December 2011

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

Lucy Oord
Signature of School Official

9-07-2011
Date

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

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

NTMA Training Centers of Southern California
14926 Bloomfield Avenue
Norwalk, CA 90650

and

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

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Catalog/Bulletin **beginning** November 2010

Catalog/Bulletin **ending** December 2011:

(Please print) Name of authorized official: **Gina Marinello** **Campus Director, Norwalk**
Lilly Ford **Campus Director, Ontario**

Signature of authorized official

Date

Lilly Ford

9-07-2011

12/14/10



VETERANS INFORMATION BULLETIN ACKNOWLEDGEMENT

ADDRESS WHERE INSTRUCTION WILL BE PROVIDED:

<input type="checkbox"/> Los Angeles (Main School) 14926 Bloomfield Norwalk, CA 90650-6099 (562)921-3722	<input type="checkbox"/> Inland Empire (Branch Location) 1717 S. Grove Avenue Ontario, CA 91761-4530 (909)947-9363
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I have received a copy of the Veterans Information Bulletin which contains the rules, regulations, course completion requirements and costs for the specific course(s) in which I have enrolled.

Print Student name (Veteran or Eligible person)

Student Signature

Date

Social Security or C-Number

Enrolled by

Date

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