



**97 Newberry Road
East Windsor, CT 06088**
CATALOG ADDENDUM TO
2023-2025
Official School Catalog
Volume VII

REVISE the following address for PADOE on page 35:

Student Complaint/Grievance Procedure

Lincoln Technical Institute is licensed by, and complies with the Rules and Regulations of the State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the School's Campus President or by other School officials may be brought to the attention of the Pennsylvania Department of Education, State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA, 17120.

EFFECTIVE JANUARY 2, 2024

REVISE the following policy in the FINANCIAL AID section on page 30:

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is a need-based institutional grant awarded to eligible full-time students who have remaining unmet calculated financial need. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.
- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than \$500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

The Lincoln Bridging the Gap Grant amount will vary depending on each applicant's calculated financial need. The grant is awarded in up to two disbursements per academic year. Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of, or withdrawal from their program.

REVISE the fifth bullet in the FINANCIAL AID section on page 30:

FRIENDS AND FAMILY EDUCATION GRANT

- Must start training program by December 31, 2024

ADD the following policy to the FINANCIAL AID section on page 30:

RELOCATION ASSISTANCE GRANT

The Relocation Assistance Grant (previously called Pride Grant) is an institutional grant available to students who are relocating 50 miles or more to attend a Lincoln Tech Campus to assist with expenses related to Lincoln Tech-owned housing, either on- or off-campus. Each eligible student may apply for one grant with an award of up to \$1,000. The grant will be prorated over the entire length of his/her program. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study.
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI).
- Must be relocating 50 miles or more to attend a Lincoln Tech campus

Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of or withdrawal from their program.

EFFECTIVE JANUARY 17, 2024

ADD the sentence below to the second paragraph of the following policy on page 29:

Student Complaint / Grievance Policy

All formal complaints must be addressed to the Campus President in writing.

EFFECTIVE FEBRUARY 1, 2024

REVISE the following policy in the CANCELLATION AND REFUND POLICY section on page 31:

STUDENT FEE, UNIFORM FEE, TECHNOLOGY FEE, PARKING FEE, BOOK & TOOL REFUND POLICY

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

REVISE the second paragraph in the following policy on page 28:

Introductory Period of Enrollment

Students who choose not to continue their enrollment at Lincoln College of Technology during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school.

EFFECTIVE APRIL 30, 2024

REVISE the following prerequisites on pages 15 and 22:

Welding and Fabrication Technology with Pipe

WLDX200 – DIPLOMA PROGRAM

WEL140 – GMAW/FCAW (MIG) – PLATE WELDING

Prerequisite(s): WEL110, WEL120

WEL150 – GTAW (TIG) –WELDING PROCEDURES

Prerequisite(s): WEL110, WEL120

WEL160 – SMAW –PIPE WELDING

Prerequisite(s): WEL110, WEL120, WEL130

WEL170 – GMAW/FCAW (MIG) – PIPE WELDING

Prerequisite(s): WEL110, WEL120, WEL140

EFFECTIVE JULY 1, 2024

REVISE the following policy on page 31:

Withdrawal and Institutional Refund Policy

Any student who is intending to withdraw from School should notify the School's Education Department of their intention to withdraw. This includes the Academic Dean, Director of Education, or any other member of the School's Education Department. When a student stops attending classes and fails to notify the School, the student's last day of attendance in class shall be the Withdrawal Date. The student's Withdrawal Date shall be either the date the School receives the student's notice of withdrawal to the Education Department or the date the student is withdrawn by the School.

In those cases when a student stops attending and fails to notify the School, the student will be unofficially withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal. In the event a student is terminated for reasons such as a violation of the School's Code of Conduct, the date of the Schools administrative decision to withdraw the student shall be the Withdrawal Date.

If a student withdraws or is terminated for other reasons prior to completing 100% of the total program, the withdrawn student will receive a pro-rata refund based on the percentage of total program completions through the last date of attendance.

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) calendar days following a cancellation notice or twenty (20) calendar days following date of Withdrawal Date without any financial obligation to the School. A refund will be calculated for Technology and Student Fees on a pro-rated basis upon withdrawal from the school. Students whose tuition is paid by a third-party funding agency should check with the School's Business Office for the refund policy that would apply to their contract. All charges will be determined based upon the student's actual last date of attendance at a documented academically related activity and any resulting non-Title IV refund will be made within thirty (30) days of the date of determination.

NOTE: Any student who withdraws from their program on or after July 15, 2024 will be charged pro-rata.

REVISE the following policy on pages 31-32:

Return of Title IV Funds Policy

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term payment period will have their eligibility for Federal Aid recalculated based on the percentage of the term payment period completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in term payment period}}$$

The total number of calendar days in a term payment period excludes any scheduled breaks of 5 days or more (credit hour programs only).

Please note that students are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal aid funds.

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the school's notice of the intended disbursement within 14 days.

The Return to Title IV calculation will exclude any break days longer than five for credit hour programs only. If a student eligible for financial aid attends one day or more, the institution is required to complete a Return to Title IV calculation. Funds will be returned to the federal government if what was received is more than the student is eligible to retain. If the funds received are less than what the student is eligible to retain, the student may qualify for a post-withdrawal of funds. A post-withdrawal is the ability for a student to receive funds after they have ceased attending school. If the student or parent qualifies, they will be notified in writing, indicating the steps required to be completed.

Title IV refunds will be processed and sent to the appropriate agency no later than 30 days after the school determined withdrawal date.

The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan / Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal / Direct Graduate Plus Loan 4 – Federal / Direct Parent Plus Loan 5 - Federal Pell Grant 6 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

ADD the following website on page 34:

Student Complaint / Grievance Procedure

website <https://ohe.ct.gov/StudentComplaints.shtml>

ADD to the following policy on page 31:

Tuition and Other Expenses

Methods of Payment: Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. The method of payment the student is using is: short term payment plans, long-term payment plans, long-term extended financing plans, Title IV financial aid programs, cash, check, credit card, or other agreeable method.

EFFECTIVE OCTOBER 28, 2024

REMOVE the following program and courses from pages 10, 18 and 19:

CNC Machining and Manufacturing Technology

CMMT100D – DIPLOMA PROGRAM

Lincoln Technical Institute, East Windsor no longer offers this program.

EFFECTIVE NOVEMBER 15, 2024

REVISE the prerequisites in the following program on page 9, 17 and 18:

Air Conditioning, Refrigeration and Heating Technology

HVACR411D – DIPLOMA PROGRAM

HV131B – HVACR TRADE MATH

Prerequisite(s): HV131A

HV136 – AIR CONDITIONING AND HEAT PUMP SYSTEMS

Prerequisite(s): HV132

HV139 – BASIC BUILDING TRADES BLUEPRINT READINGS / SYSTEM DESIGN AND LAYOUT

Prerequisite(s): None

HV141 – FORCED AIR HEATING AND COOLING

Prerequisite(s): HV136, HV140

HV143 – INTERNATIONAL MECHANICAL CODE

Prerequisite(s): None

HV144 – HVAC RELATED CODES AND STANDARDS

Prerequisite(s): None

HV145A – SHEET METAL THEORY I

Prerequisite(s): None

HV145B – SHEET METAL THEORY II

Prerequisite(s): HV145A

HV120A – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS I

Prerequisite(s): HV136, HV140

HV120B – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS II

Prerequisite(s): HV120A, HV136, HV140

Add to the following policy on page 31:

Other Financial Aid

High School Scholarship Program

General Information

The High School Annual Scholarship Award Program is for High School Seniors graduating in 2025 who start school by December 31, 2025. The student must be in good standing with their high school at graduation and must earn a high school diploma in order to take advantage of any award money. A preliminary scholarship competition is conducted in the form of aptitude testing. On the basis of test results, semi-finalists are selected and invited to submit a portfolio. The top twenty semi-finalists with portfolios will be recognized and the top ten semi-finalists will return for an interview conducted by the scholarship committee comprised of volunteers representing business, industry, education and/or government not affiliated with LCT. This committee will evaluate each candidate on the basis of preliminary test results, professionalism, enthusiasm, personal conduct, and oral expression.

LCT will award applicants a \$500 scholarship to 2025 high school seniors who score between a 39-46 on the scholarship aptitude test. A \$1,000 scholarship will be awarded to 2025 high school seniors who score between a 47-55 on the scholarship aptitude test. Students can only receive one scholarship through this program. Students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion. The testing deadline for the \$500-\$1000 scholarship is December 31, 2025.

The semi-finalists who place 11th – 20th based on the portfolio will be awarded the following amounts: 11th – 13th Place = \$3,500 14th – 20th Place = \$2,500

The top-ten finalists will be interviewed by the scholarship committee and each finalist will be awarded only one of the following based on his/her performance: a \$10,000 scholarship (1 available); \$7,500 scholarship (9 available); \$3,500 scholarship (3 available); \$2,500 scholarship (7 available). Scholarships will be awarded by June 30, 2025.

Portfolio Guidelines

The student must prepare a one-page essay of no less than 300 words on why they wish to attend Lincoln College of Technology. In addition, they will need to submit three (3) letters of recommendation which highlight their character, work ethic, and passion for the industry. These letters may be from a teacher, counselor, employer, community leader, or professional friend. Family members may not be used as a reference. The portfolios will be judged on professionalism, presentation, and content by an independent individual. The portfolio submission deadline is May 23, 2025. No late portfolios will be considered.

Finalist Award Breakdown

Total Awards	Number Awarded
\$10,000	1
\$7,500	9
\$3,500	3
\$2,500	7

FINALIST SCHOLARSHIP AWARD AMOUNTS

- 1- \$10,000 SCHOLARSHIP
- 9- \$7,500 SCHOLARSHIPS
- 3- \$3,500 SCHOLARSHIPS
- 7- \$2,500 SCHOLARSHIPS
- \$500 – IF APTITUDE SCORE IS 39-46
- \$1,000 – IF APTITUDE SCORE IS 47-55

Students can only receive one scholarship through this program, students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion.

Students first score will be score of record of the aptitude test unless an incomplete test has been logged in the system. The second chance would only be warranted for a system outage or internet failure.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

All scholarships must be applied for within 30 days of the start (with the exception of the Leadership Scholarships).

EFFECTIVE FOR START DATES BETWEEN OCTOBER 1, 2024 THROUGH OCTOBER 1, 2025

Add to the following policy on page 31:

Other Financial Aid

Academic & Leadership Award Scholarship

Background:

Lincoln Technical Institute (Group of Schools) is honored to offer the Academic & Leadership Award to qualified applicants. This \$2,500 award will go to thirty (30) current students annually throughout Lincoln Educational Services group of schools who exhibit leadership qualities, both in their personal lives and in their school career.

Eligibility Requirements:

In order to apply for the Award, an eligible student must:

- Currently attend a Lincoln Tech (Group of Schools) program for a minimum of 30 days
- Complete the application
- Complete the essay
- Minimum GPA of 3.0
- Title IV students must complete the Free Application for Federal Student Aid (FAFSA)

The student who earns this award must maintain satisfactory academic progress. Only students that meet the qualifications listed above can apply for this award.

Award:

Thirty (30) awards will be available annually (15 awards in February & 15 awards in August), to eligible students who apply, each in the amount of \$2,500. The award will be prorated over the entire length of his/her program and is specifically intended to cover expenses related to tuition costs. The Lincoln Award Committee will review all applications and select a finalist.

	<u>Submission OPENS</u>	<u>Submissions CLOSES</u>	<u>Winner Announced</u>
1.	October 1, 2024	November 15, 2024	February 1, 2025
2.	April 1, 2025	May 15, 2025	August 1, 2025

Contact Requirements:

The student portal provides a link, only during submission dates, that will allow students to complete the application/essay portion online. If a student chose to include recommendations, they must be completed and ready to upload at the time of submission. **The system will only allow one submission per student number.**

Note: Due to Veteran Affairs (VA) regulations, if the selected scholarship winner is also receiving VA educational benefits, we are obligated to inform the VA of this award. In some cases, fully funded VA beneficiaries may not receive any direct benefit from this award.

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 31:

Other Financial Aid

American Hero Scholarship

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the *American Hero Scholarship* to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarships applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award.

Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Relocation Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology and Nashville-Auto Diesel College.

**Recipients of the American Hero Scholarship may have their award applied to books and fees, if tuition is fully covered by other sources. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 31:

Other Financial Aid**Single Parent Scholarship****Purpose:**

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the *Single Parent* Scholarships to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln Scholarship application to the financial aid staff.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award.

Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology and Nashville Auto-Diesel College.

** FAFSA application is required to determine eligibility. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

Add to the following policy on page 31:

Other Financial Aid

First Responder Scholarship Program

Purpose:

The Lincoln First Responder Scholarship is designed to provide financial assistance to Emergency Responders and immediate family members who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for enrollments between January 1, 2025 through December 31, 2025. By offering the Lincoln First Responder Scholarship to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln First Responder Scholarship, an eligible student must:

- Complete the application process to enroll;
- Provide proof of service documentation;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2025; and
- Submit your Lincoln First Responder Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one First Responder scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student maintaining good academic standings.

Any student can apply for the scholarship. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2025 and December 31, 2025. Applications must be submitted on or before December 31, 2025. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Nashville Auto-Diesel College. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

Lincoln Technical Institute – East Windsor Administrative Staff

ADMINISTRATION

Kevin Clark, Campus President
Tammy Savoie, Director of Administrative Services
Lauri Ann Sabatasso, Senior Business Office Administrator
Mary Ann Dombek, Business Office Administrator
Erica McDuffey, Business Office Administrator

CAREER SERVICES

Jenna Arbeit, Director of Career Services
Julie Lemire, Career Services Representative
Jenna Clinkscales, Career Services Representative

ADMISSIONS

Brian Hebron, Director of Admissions
Jim Sirmon, Director of High School/Field Admissions
Jessica Neubauer, Assistant Director, Admissions Representative
Robert Wargo, Senior Admissions Representative
Jason Neubauer, Admissions Representative
Ryan Mullen, Admissions Representative
Jason Rentas Admissions Representative
Nicole Focosi, Admissions Representative
Sheia Edmonds, Admissions Facilitator
Tammie Kniep, Admissions Facilitator/Receptionist
Nancy Getchell, Sales Representative
Alfred Jackson, High School Admissions Representative
Gail Harris, High School Admissions
Lisha Nunes, High School Admissions Representative
Michael Vetare, High School Representative
Tom Morrill, Sales Representative
Raymond DiGiorgio, Sales Representative
Corinne Parker, High School Representative
Paul Jette, High School Presenter

CAMPUS SECURITY

John Sheehan, Director of Campus Security
Miguel Delgado, Security Officer
Edward Fountain, Security Officer

Lincoln Technical Institute – East Windsor Education Department and Instructors

Kristy Santos, Director of Education

Amanda White, Director of Student Services

Donald Rousselle, Education Supervisor of Automotive and Diesel Programs

Kevin Messer, Education Supervisor, Collision & Welding Technology Programs

Robert Gillespie, Education Supervisor, Electrical & HVAC Programs

Ayana Palmer, Registrar

Automotive Service Technology

Mark Charette, Automotive Instructor (Lead Instructor)

Mike Davey, Automotive Instructor

Wilbert Lawrence, Automotive Instructor

AJ Parker, Automotive Instructor

Amber Eaton, Automotive Instructor

Jose Vargas, Automotive Instructor

Jesus Arce, Automotive Instructor

Nicholas Schroeder, Automotive Instructor

David Moore, Automotive Instructor

Collision Repair and Refinishing Technology

Scott Lineen, Collision Instructor

Craig Minor, Collision Instructor

Stephen Shakun, Collision Instructor

Diesel and Truck Service Technology

Alvin Rowe, Diesel Instructor

William Parker, Diesel Instructor

Chris Plummer, Diesel Instructor

Stephen Shean, Diesel Instructor

Dorian Dobbins, Diesel Instructor

Electrician Training

Nicholas Fernandez, Electrician Instructor

Marc Nowak, Electrician Instructor

Rondell Priester, Electrician Instructor

Brian Gay, Electrician Instructor

Carlos Flores, Electrician Instructor

Michael Yagarich, Electrician Instructor

HVAC/R Technology

Michael Mazzella, HVAC/R Instructor
Andre Stavis, HVAC/R Instructor
Mark Hoffman, HVAC/R Instructor
Alan Chamberlain, HVAC/R Instructor
Ed Smalley, HVAC/R Instructor
Ray Desjardins, HVAC/R Instructor

Medical Assistant

Shelley Aceycek, Lead Instructor
Melody Trevitazzo, Medical Assistant Instructor

Welding Technology

Mark Grieco, Welding Instructor
Angel Cruz, Welding Instructor
Kevin Piquette, Welding Instructor
Edwin Garcia, Welding Instructor
Joshua Sandamena, Welding Instructor
Jose Vera, Welding Instructor



97 Newberry Road
 East Windsor, CT 06088
 (800) 243-4242

A Branch Campus of
 Lincoln Technical Institute, 200 John Downey Drive, New Britain, CT 06051

**Schedule of Fees Catalog Addendum
 For all Enrollments on or after February 25, 2025**

Collision Repair and Refinishing Technology-COL105BD	
<i>1000 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 26,810.00
Books	\$ -
Uniforms	\$ 73.00
Student Fee	\$ 750.00
Tools	\$ 1,787.00
Technology Fee	\$ 150.00
Total	\$ 29,570.00

Air Conditioning, Refrigeration and Heating Technology - HVACR411D	
<i>1320 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 31,504.00
Books	\$ 1,073.00
Uniforms	\$ 77.00
Student Fee	\$ 814.00
Tools	\$ 1,656.00
Technology Fee	\$ 150.00
Total	\$ 35,274.00

Automotive Service Technology-AUX100	
<i>1320 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 36,817.00
Books	\$ 341.00
Uniforms	\$ 73.00
Student Fee	\$ 726.00
Tools	\$ 1,787.00
Technology Fee	\$ 150.00
Total	\$ 39,894.00

Diesel and Truck Service Technology-MHTX100	
<i>1320 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 36,817.00
Books	\$ 420.00
Uniforms	\$ 73.00
Student Fee	\$ 726.00
Tools	\$ 1,787.00
Technology Fee	\$ 150.00
Total	\$ 39,973.00

Electrician Training - ET213D	
<i>1200 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 32,256.00
Books	\$ 423.00
Uniforms	\$ 77.00
Student Fee	\$ 912.00
Tools	\$ 1,491.00
Technology Fee	\$ 150.00
Total	\$ 35,309.00

Welding and Fabrication Technology with Pipe-WLDX200	
<i>960 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 28,528.00
Books	\$ 674.00
Uniforms	\$ 188.00
Student Fee	\$ 2,592.00
Tools	\$ 1,603.00
Technology Fee	\$ 150.00
Total	\$ 33,735.00

Medical Assistant-MAPX100	
<i>880 Hour Day, Afternoon or Evening Program</i>	
Tuition	\$ 21,032.00
Books	\$ 615.00
Uniforms	\$ 127.00
Student Fee	\$ 880.00
Tools	\$ 897.00
Technology Fee	\$ 150.00
Total	\$ 23,701.00

Transcript Request Fee: \$10.00

Methods of Payment: Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. These may include short term payment plans; long-term payment plans; long-term extended financing plans; Title IV financial aid programs; cash; check; credit card; or other agreeable method. If installment payments are made, a separate contract must be completed and made part of this agreement. Students who receive financing from Tuition Funding Group must review and sign the Supplement Enrollment Agreement. A \$2.50 late payment fee will be charged per occurrence.

FOR PENNSYLVANIA STUDENTS

CANCELLATION AND REFUND POLICY

1. CANCELLATION PRIOR TO STARTING CLASSES:

All monies will be refunded in full under any one of the following conditions:

- a. Rejection of the Enrollment Agreement by the SCHOOL.
- b. Receipt by the SCHOOL, within five (5) calendar days of the contract signing, of written notification that the STUDENT wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the STUDENT within an additional period of five (5) calendar days. The SCHOOL may retain all of the non-refundable fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian. (The postmark date will be effective date of cancellation.)

2. CANCELLATION AFTER FIVE (5) DAY PERIOD OR STARTING CLASSES:

- a. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees according to the following schedule.

PENNSYLVANIA STATE REFUND POLICY

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

- (1) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
- (2) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
- (3) For a student withdrawing or discontinuing after 25 % but within 50% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
- (4) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
- (5) For refund computations, a term, semester or quarter may not exceed 18 weeks.

* Plus charges for student fees and (if purchased from the School) tools.

- a. The calculations of refunds will be based on the last date of attendance.
- b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e; FFELP, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- e. The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan / Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal / Direct Graduate Plus Loan 4 - Federal / Direct Parent Plus Loan 5 - Federal Pell Grant 6 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

To obtain a refund of unearned tuition, STUDENTS are not required to notify the SCHOOL in writing, but are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term payment period will have their eligibility for Federal Aid recalculated based on the percentage of the term payment period completed, which shall be calculated as follows:

$$\frac{\# \text{ of calendar days completed by student}}{\text{total \# of calendar days in term payment period}}$$

The total number of calendar days in a term payment period excludes any scheduled breaks of 5 days or more (credit hour programs only).

Please note that students are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal aid funds.

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the school's notice of the intended disbursement within 14 days.

The Return to Title IV calculation will exclude any break days longer than five for credit hour programs only. If a student eligible for financial aid attends one day or more, the institution is required to complete a Return to Title IV calculation. Funds will be returned to the federal government if what was received is more than the student is eligible to retain. If the funds received are less than what the student is eligible to retain, the student may qualify for a post-withdrawal of funds. A post-withdrawal is the ability for a student to receive funds after they have ceased attending school. If the student or parent qualifies, they will be notified in writing, indicating the steps required to be completed.

Title IV refunds will be processed and sent to the appropriate agency no later than 30 days after the school determined withdrawal date.

The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan / Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal / Direct Graduate Plus Loan 4 - Federal / Direct Parent Plus Loan 5 - Federal Pell Grant 6 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

STUDENT FEE, UNIFORM FEE, TECHNOLOGY FEE, PARKING FEE, BOOKS & TOOL REFUND POLICY

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.



LINCOLN TECH
EAST WINDSOR

2025 STUDENT CALENDAR

January 6, 2025	Classes Resume
January 20, 2025 (NO CLASSES SCHEDULED)	Martin Luther King Day
January 21, 2025	Classes Resume
February 17, 2025 (NO CLASSES SCHEDULED)	President's Day
February 18, 2025	Classes Resume
May 26, 2025 (NO CLASSES SCHEDULED)	Memorial Day
May 27, 2025	Classes Resume
June 19, 2025 (NO CLASSES SCHEDULED)	Juneteenth
June 20, 2025	Classes Resume
July 4, 2025 (NO CLASSES SCHEDULED)	Independence Day
July 7, 2025	Classes Resume
September 1, 2025 (NO CLASSES SCHEDULED)	Labor Day
September 2, 2025	Classes Resume
November 27 – 28, 2025 (NO CLASSES SCHEDULED)	Thanksgiving Break
December 1, 2025	Classes Resume
December 19, 2025 (NO CLASSES SCHEDULED)	Winter Break Starts

DATES ARE SUBJECT TO CHANGE

SCHOOL BREAKS

December 19, 2025 – January 4, 2026

School Mod Dates

Start Date	End Date
1/6/2025	2/6/2025
2/10/2025	3/13/2025
3/17/2025	4/16/2025
4/21/2025	5/21/2025
5/27/2025	6/30/2025
7/1/2025	7/31/2025
8/5/2025	9/8/2025
9/9/2025	10/9/2025
10/14/2025	11/13/2025
11/18/2025	12/18/2025

Mod start & end dates vary by program

PLEASE LISTEN TO THE FOLLOWING STATIONS FOR SCHOOL

CANCELLATIONS:

TV/WEBSITE: NBC 30 WFSB 3 FOX CT

It is recommended that you sign into the Student Portal and sign up for LincAlert text messaging.

**LINCOLN TECHNICAL INSTITUTE
EAST WINDSOR CAMPUS**

PROGRAM SCHEDULE

Program	Months	Weeks	Semester Credit Hours	Morning Hours	Afternoon Hours	Evening Hours
Collision Repair and Refinishing Technology	13	54	41.5	7:00 am - 11:00 am	12:01 pm – 4:01 pm	6:00 pm – 10:00 pm
Electrician Training	12	52	48	7:00 am - 11:45 am	12:01 pm - 6:20 pm	6:00 pm – 11:00 pm
Air Conditioning, Refrigeration and Heating Technology	14	57	55	7:00 am- 11:45 am	12:01 pm - 6:01 pm	6:30 pm - 11:15 pm
Welding and Fabrication Technology with Pipe	10	43	40	7:00 am - 11:15 am	12:01 pm - 6:20 pm	6:30 pm - 10:45 pm
Automotive Service Technology	14	57	55	7:00 am - 11:15 am	12:01 pm - 6:20 pm	6:30 pm - 10:45 pm
Diesel and Truck Service Technology	14	57	55	7:00 am - 11:15 am	12:01 pm - 6:20 pm	6:30 pm - 10:45 pm
Medical Assistant	9	37	33.5	8:00 am - 12:15 pm	1:15 pm - 5:30 pm	5:45 pm - 10:00 pm

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