REVISED 070125



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

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.

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*

Trerequisite(s). WEB110, WEB120

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. 66 / 9676R0724

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:

<u># of calendar days completed by student</u> 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

66/9676R1124

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

EFFECTIVE MAY 27, 2025

REVISE the following program on page 15:

Welding and Fabrication Technology with Pipe

WLDX210 – DIPLOMA PROGRAM

Program Fact Sheet to follow

EFFECTIVE JULY 1, 2025

REVISE the following program on page 11:

Collision Repair and Refinishing Technology

CRTX100 – DIPLOMA PROGRAM

Welding and Fabrication Technology with Pipe

WLDX210-DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAM

*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 48.0508 SOC CODE: 51-4121

program objective

The Welding and Fabrication Technology with Pipe program prepares students for entry level welder positions. Students begin with fundamental skills in welding and cutting before advancing to more complex techniques using Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc (GTAW/TIG). Training includes welding plate and pipe in multiple positions, as well as metal cutting and preparation using oxyfuel cutting (OFC), plasma arc cutting (PAC), and air carbon arc cutting (CAC-A). Students will be required to complete out-of-class assignment in each course. In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include:

- Student Success
- · Financial Literacy
- · Professional Development
- Career Success

Upon successful completion, graduate should have the knowledge and skills to qualify as entry-level welders using standard industry processes. In addition to technical training, students develop professional behaviors that align with employer expectations, ensuring they are prepared for success in the workforce.

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
FOUNDAT	ION COURSES					
WEL115	Welding and Cutting Fundamentals	60	60	120	5.0	
	FOUNDATION TOTAL	60	60	120	5.0	
CORE COU	IRSES					
WEL125*	SMAW Welding Procedures	60	60	120	5.0	WEL115
WEL135*	GMAW Welding Procedures	60	60	120	5.0	WEL115
WEL145*	FCAW Welding Procedures	60	60	120	5.0	WEL115
WEL155*	GTAW Welding Procedures	60	60	120	5.0	WEL115
WEL165*	SMAW Pipe Welding	60	60	120	5.0	WEL115, WEL125, WEL135, WEL145, WEL155
WEL175*	GMAW Pipe Welding	60	60	120	5.0	WEL115, WEL125, WEL135, WEL145, WEL155
WEL185*	GMAW/GTAW Fabrication Process	60	60	120	5.0	WEL115, WEL125, WEL135, WEL145, WEL155
	CORE COURSE TOTAL	420	420	840	35.0	
	TOTAL PROGRAM	480	480	960	40.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 60.0 semester credits.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



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WEL115 – WELDING AND CUTTING FUNDAMENTALS

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course introduces the fundamental skills and knowledge required for welding and cutting operations. Students will set up and safely operate oxyfuel cutting (OFC) equipment, read and interpret welding symbols from welding detail drawings, and perform basic Shielded Metal Arc Welding (SMAW) operations. Students will also identify common weld defects, their causes, and evaluate weld quality to apply proper methods for repairing. Through hands-on practice, students will develop foundational cutting and welding skills while evaluating weld quality and safety compliance.

Prerequisite(s): None

WEL125 - SMAW WELDING PROCEDURES

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Shielded Metal Arc Welding (SMAW) and introduces students to the process of Plasma Arc Cutting (PAC). Students will develop the skills to set up and safely operate SMAW and PAC equipment and materials, focusing on proper joint design, material preparation, and welding variables to produce high-quality fillet and groove welds in multiple positions. Students will also perform cleaning and grinding operations, fit-up joints, and use PAC equipment to make various types of cuts. Through hands-on practice, students will refine their welding and cutting techniques and evaluate weld and cut quality to meet industry standards.

Prerequisite(s): WEL115

WEL135 - GMAW WELDING PROCEDURES

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Gas Metal Arc Welding (GMAW) and introduces students to the process of air carbon arc cutting (CAC-A). Students will develop the skills to set up and safely operate GMAW and CAC-A equipment and materials, focusing on proper electrode selection, welding variables, and material preparation to produce high-quality fillet and groove welds in multiple positions. Students will also learn to perform gouging, cutting, washing, and edge preparation using CAC-A. Through hands-on practice, students will refine their techniques and evaluate weld and cut quality to meet industry standards

Prerequisite(s): WEL115

WEL145 - FCAW WELDING PROCEDURES

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Flux Cored Arc Welding (FCAW). Students will develop the skills to set up and safely operate FCAW equipment and materials, focusing on proper electrode selection, welding variables, and material preparation to produce high-quality fillet and groove welds in multiple positions, both with and without shielding gas. Through hands-on practice, students will refine their welding techniques and evaluate weld quality to meet industry standards..

Prerequisite(s): WEL115

WEL155 – GTAW WELDING PROCEDURES

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Gas Tungsten Arc Welding (GTAW). Students will develop the skills to set up and safely operate GTAW equipment and materials, focusing on proper electrode selection and tip configuration, welding variables, and material preparation to produce high-quality fillet and groove welds in multiple positions. Through hands-on practice, students will refine their welding techniques and evaluate weld quality to meet industry standards.

Prerequisite(s): WEL115

WEL165 - SMAW PIPE WELDING

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Shielded Metal Arc Welding (SMAW) for pipe welding. Students will develop the skills to prepare, align, and safely weld pipes using SMAW procedures in multiple positions. The course will also cover the use of welding procedure specifications (WPS) and the efficiency of combining the SMAW and GTAW welding processes, in addition to evaluating weld quality and identifying and repairing defects. Through hands-on practice, students will develop the foundational skills and knowledge required to meet industry standards for pipe welding. *Prerequisite(s): WEL115, WEL125, WEL135, WEL145, WEL155*

WEL175 - GMAW PIPE WELDING

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on the principles, techniques, and applications of Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) for pipe welding. Students will develop the skills to prepare, align, and safely weld pipes using GMAW and FCAW procedures in multiple positions. The course will also cover the use of welding procedure specifications (WPS) and the efficiency of combining the GMAW and FCAW welding processes, in addition to evaluating weld quality, identifying and repairing defects. Through hands-on practice, students will refine their welding techniques and deepen their knowledge to ensure welds meet industry standards.

Prerequisite(s): WEL115, WEL125, WEL135 WEL145, WEL155

WEL185 - GMAW/GTAW FABRICATION PROCESS

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on using Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) in fabrication projects. Students will develop the skills to set up and safely operate welding equipment to work with various types of materials. The course emphasizes reading and interpreting technical drawings and welding symbols, along with skills in layout, cutting, bending, and assembling components. Hands-on projects help students develop the ability to fabricate and evaluate metal structures with accuracy and attention to detail, using techniques and standards common in the industry.

Prerequisite(s): WEL115, WEL125, WEL135 WEL145, WEL155

Collision Repair and Refinishing Technology

CRTX100-DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours						1	000
total semester credits*							41.5
weeks to complete (day/aft/eve)	ар	pr	ох	im	a	tely	54 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 47.0603 SOC CODE: 49-3021

program objective

This program is designed to provide the student with a comprehensive understanding and hands-on application of industry standard collision repair and refinishing techniques. The program also provides information on the latest collision repair tools, equipment, and techniques as well as important safety tips and strategies for students to use in protecting themselves and the environment. It offers an insight to what it takes to become a successful, well-rounded collision repair technician. Graduates of the program will be presented with the basic skills and knowledge that an entry-level technician needs to obtain employment in the collision industry. Upon graduation, the student will be qualified to work in a

shop that repairs conventional and unitized bodies using various manufacturers frame, alignment, and paint equipment as well as specialty shops. This program is structured to provide the student with I-CAR Pro-Level 1 Certifications in both the Non-Structural and Refinish areas along with preparation for I-CAR steel and aluminum welding certifications. The general education component will provide the student with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

Students will be required to complete out-of-class assignments in each course.

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
CORE COU	JRSES					
CRT110	Introduction to Collision Repair	80	20	100	4.5	
CRT120	Steel and Aluminum Welding Techniques	35	65	100	4.0	CRT110
CRT130	Structural I	80	20	100	4.5	CRT110, CRT120
CRT140	Vehicle Electrical and Mechanical Systems	80	20	100	4.5	CRT110
CRT170	Refinishing I	35	65	100	4.0	CRT110
CRT190	Non-Structural I	35	65	100	4.0	CRT110
CRT200	Estimating and Damage Assessment	35	65	100	4.0	CRT110, CRT120, CRT130 CRT140, CRT170, CRT190
CRT210	Non-Structural II	35	65	100	4.0	CRT110, CRT190
CRT220	Advanced Refinish Techniques with Custom Painting	35	65	100	4.0	CRT110, CRT170
CRT230	Shop Procedures	35	65	100	4.0	CRT110, CRT120, CRT130 CRT140, CRT170, CRT190
	CORE COURSE TOTAL	485	515	1000	41.5	
	TOTAL PROGRAM	485	515	1000	41.5	

Maximum Time Frame (MTF): 62 Semester Credits

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

*Prerequisite required.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

The Technical Core Program classes may be delivered in either a Residential or Blended Learning format.



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course descriptions

CRT110 – INTRODUCTION TO COLLISION REPAIR

100 Contact Hrs; 4.5 Credits

This course focuses on essential safety practices, including proper handling, storage, and disposal of hazardous materials, as well as the selection and use of personal protective equipment (PPE) and workplace safety resources. Students will learn how to locate and interpret vehicle information to ensure accurate estimates and repairs. Basic vehicle maintenance and washing skills will be introduced alongside the proper use and maintenance of common repair tools. This course covers the use of various abrasives and sanding techniques, materials used in vehicle construction, and the importance of proper material identification for effective repairs. Additionally, heating tools, corrosion protection methods, vehicle structures, collision physics, refinishing processes, and advanced driver assistance systems (ADAS) will be explored. Professional development exercises and seminars are also included. By the end of this course, students will have a well- rounded understanding of entrylevel repair techniques, industry-standard tools, and safety protocols necessary for professional vehicle maintenance and repair.

Prerequisite: None

CRT120 - STEEL AND ALUMINUM WELDING TECHNIQUES

100 Contact Hrs; 4.0 Credits

This course provides an overview of welding and fastening techniques used in vehicle repair, emphasizing safety, equipment operation, and quality assessment. Students will learn about appropriate personal protective equipment (PPE) and work area safety, as well as methods for protecting a vehicle during welding. Instruction covers the identification, setup, operation, and maintenance of saws, air hammers, and other cutting tools, along with spot weld removal techniques. Gas metal arc (GMA) welding is explored in detail, including equipment types, setup, operation, troubleshooting, and defect correction for both steel and aluminum. Students will also learn how to evaluate weld quality through visual inspection and destructive testing. Additional topics include aluminum welding techniques, MIG brazing procedures, and squeezetype resistance spot welding (STRSW), covering equipment, power sources, electrode types, and defect identification. Adhesive applications in vehicle repair are examined, including types of adhesives, application considerations, and failure analysis. The course also covers hem flange removal and replacement, along with rivet bonding techniques. Professional development exercises and seminars will also be conducted. By the end of this course, students will have a foundational understanding of welding, fastening, and adhesive bonding processes, as well as the necessary safety and quality control measures for effective vehicle repairs.

Prerequisite: CRT110

CRT130 – STRUCTURAL I

100 Contact Hrs; 4.5 Credits

This course covers essential concepts in vehicle structural repair, including anchoring methods for unibody and full-frame vehicles and structural alignment strategies. It introduces welding and joining techniques, sectioning considerations, and factory seam part replacement. Measurement principles, including point-to-point and threedimensional systems, are explained along with data interpretation methods. By the end this course, students will understand key tools, techniques, and procedures to ensure proper vehicle alignment and structural integrity.

Prerequisites: CRT110, CRT120

CRT140 - VEHICLE ELECTRICAL AND MECHANICAL SYSTEMS

100 Contact Hrs; 4.5 Credits

This course provides a foundational understanding of vehicle electrical systems. Students will learn about electricity and electrical current flow, including key concepts such as voltage, current, and resistance, as well as troubleshooting techniques using meters and electrical diagrams. The course also covers wire repair methods and decision-making for repair versus replacement. Additionally, students will explore the operation and maintenance of cooling and air conditioning systems, including identifying system components, troubleshooting failures, and understanding regulations and handling procedures for refrigerants during the repair process. Brake system components are reviewed alongside replacement procedures and servicing considerations. Steering system types and components will be explored with a focus on post-collision inspections, part removal, and replacement techniques. Suspension systems and vehicle alignment concepts are discussed, including the effects on vehicle

Collision Repair and Refinishing Technology – CRTX100 Diploma Program

handling and tire wear, how to read alignment reports, and the proper procedures for removing and installing key suspension system parts based on their variations.

Professional development exercises and seminars are also included. By the end of this course, students will have gained essential knowledge for diagnosing, servicing, and repairing critical vehicle systems, ensuring both safety and performance. *Prerequisite: CRT110*

Frerequisite: CK1110

CRT170 – REFINISHING I

100 Contact Hrs; 4.0 Credits

This course introduces the fundamentals of paint chemistry, refinishing terminology, and the wide range of paint products used throughout the refinishing process. Students will learn about different finishes, additives, and coatings, including undercoats, basecoats, and ultraviolet-cured materials. The importance of proper surface preparation for both metal and plastic parts is emphasized, covering materials, tools, and techniques used. The course includes an overview of equipment used in refinishing with instruction on their purpose, setup, and maintenance. Personal protection and safety requirements, including the use and maintenance of respirators, are highlighted throughout the instruction. A dedicated focus on primers explains their role in smoothing imperfections and providing corrosion protection, along with techniques for proper mixing, application, and defect correction. Additionally, students will learn methods for assessing and removing overspray without causing further damage. Professional development exercises and seminars are also included. By the end of this course, students will have a foundational understanding of refinishing materials, surface preparation, application techniques, safety considerations, and foundational steps necessary for achieving a high-quality finish.

Prerequisites: CRT110

CRT190 - NON-STRUCTURAL I

100 Contact Hrs; 4.0 Credits

This course provides an overview of the specialized hand and power tools used in collision repair, with an emphasis on proper tool selection, usage, and maintenance. Students will learn to identify and handle various fasteners and safely remove seized or broken hardware. Safety precautions regarding alternative fuel systems, biohazards, and preventing additional vehicle damage during drop-off and storage are covered. The course includes an in-depth examination of vehicle interior components along with methods for organizing and storing parts and fasteners. Exterior part removal and installation, panel adjustments, and alignment techniques are covered to ensure students can efficiently start a collision repair and properly align and reattach components. Professional development exercises and seminars are also included. By the end of this course, students will be equipped with the skills to systematically disassemble, store, and reassemble vehicle components while maintaining safety and quality standards in collision repair.

Prerequisites: CRT110

CRT200 – ESTIMATING AND DAMAGE ASSESSMENT 100 Contact Hrs; 4.0 Credits

This course covers the fundamentals of estimating and repair planning, including vehicle parts categorization, labor operations, and documentation practices. It explores damage analysis techniques for exterior, interior, structural, mechanical, and electrical components, emphasizing repair vs. replacement considerations.

Students will learn about estimate refinishing and non-structural processes, as well as customer communication and maintaining quality standards. Additionally, the course introduces scheduling, efficiency practices, and the transition of repair plans into production to ensure accurate, efficient, and high-quality vehicle repairs. Professional development exercises and seminars are also included. By the end of this course students will be prepared to create accurate estimates, analyze damage effectively, and manage the repair process from start to finish.

Prerequisites: CRT110, CRT120, CRT130, CRT140, CRT170, CRT190

CRT210 - NON-STRUCTURAL II

100 Contact Hrs; 4.0 Credits

This course introduces the dent repair processes on steel and aluminum. Students will learn to analyze damage and determine appropriate repair methods. Techniques for minor dent removal, including metal shrinking methods, and weld-on dent removal tools, will be covered with a focus on material-specific considerations. The curriculum

course descriptions

Collision Repair and Refinishing Technology – CRTX100 Diploma Program

also explores body fillers, surface preparation, paintless dent repair (PDR), and sanding techniques while addressing safety precautions. Plastics are covered including material identification, damage evaluation, and reshaping techniques using heat. Students will learn about adhesive repair methods and plastic welding procedures for proper and safe repairs. Professional development exercises and seminars are also included. By the end of this course, students will be equipped with the fundamental knowledge and skills necessary for metal and plastic dent repair, material-specific techniques, and industry-standard safety practices.

Prerequisites: CRT110, CRT190

CRT220 – ADVANCED REFINISH TECHNIQUES WITH CUSTOM PAINTING 100 Contact Hrs; 4.0 Credits

This course covers a comprehensive understanding of spray gun operation, maintenance, and troubleshooting, including the identification and assembly of its components, proper techniques for use, and necessary adjustments. Additionally, the process of surface preparation, such as block sanding and panel refinishing, will be covered to ensure smooth and effective application of coatings. The fundamentals of color theory, with the impact of lighting on color perception, will be explored to achieve accurate color matching. Various refinishing materials, such as primer-sealers, specialty finishes, and topcoats, will be defined and their application techniques explained. Furthermore, both solvent- and water-based basecoats will be examined, along with blending techniques to create seamless transitions. Special considerations for refinishing plastic parts, identifying potential defects, and applying corrective measures will also be discussed to ensure high-quality finishes. Students will learn how to apply airbrush techniques, with an emphasis on freehand skills. Students will learn how to properly select airbrush components; correctly use and maintain an airbrush; creatively layout and mask areas for airbrushing; use and apply decals. Professional development exercises and seminars are also included. By the end of this course, students will have the knowledge and skills to effectively operate and maintain spray guns, prepare surfaces for refinishing, achieve precise color matching, apply various coatings, and utilize airbrush techniques to produce high-quality automotive finishes.

Prerequisites: CRT110, CRT170

CRT230 - SHOP PROCEDURES

100 Contact Hrs; 4.0 Credits

This course covers advanced driver assistance systems (ADAS) calibration, including static and dynamic procedures, diagnostic tools, and troubleshooting considerations. Students will learn about vehicle damage analysis related to ADAS functionality and the use of scan tools for diagnosing system issues. The course also explores alternative energy vehicle systems, including hybrid, electric, hydrogen fuel cells, and compressed gas-powered vehicles, with a focus on safety protocols, personal protective equipment, and high- voltage system service. Additionally, students will further develop their skills learned in CRT100 level classes in a shop environment. Professional development exercises and seminars are also included. By the end of this course, students will be able to accurately diagnose and calibrate ADAS components, analyze vehicle damage affecting these systems, and safely service alternative energy vehicles while applying industry-standard safety protocols and hands-on skills in a shop environment.

Prerequisites: CRT110, CRT120, CRT130, CRT140, CRT170, CRT190



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.

	Submission OPENS	Submissions CLOSES	Winner Announced	
1.	October 1, 2024	November 15 <i>,</i> 2024	February 1, 2025	
2.	April 5, 2025	May 20, 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 Segarra, Business Office Administrator

CAREER SERVICES

Jenna Arbeit, Director of Career Services Julie Lemire, Career Services Representative Jenna Clinkscales, Career Services Representative Ayanna Palmer, Career Services Representative Stephanie Kubiczki, 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 Jack Maher, High School Representative Paul Jette, High School Presenter/Sales Representative

CAMPUS SECURITY

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

Automotive Service Technology

Mark Charette, Automotive Instructor (Lead Instructor) Mike Davey, Automotive Instructor Wilbert Lawrence, Automotive Instructor AJ Parker, Automotive Instructor Carl Bridges, 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 Dorian Dobbins, Diesel Instructor

Electrician Training

Michael Yagarich, Electrician Instructor (Lead Instructor) Nicholas Fernandez, Electrician Instructor Marc Nowak, Electrician Instructor Rondell Priester, Electrician Instructor Brian Gay, Electrician Instructor Carlos Flores, Electrician Instructor Thad Allan, Electrician Instructor

HVAC/R Technology

Michael Mazzella, HVAC/R Instructor Cesar Rosado, HVAC/R Instructor Mark Hoffman, HVAC/R Instructor Eric Valentine, 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 Joshua Sandamena, Welding Instructor Jose Vera, Welding Instructor Jason Tompkins, Welding Instructor



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

A Branch Campus of

Lincoln Technical Insittute, 200 John Downey Drive, New Britain, CT 06051

Schedule of Fees Catalog Addendum For all Enrollments on or after July 1, 2025

Collision Repair and Refinishing Technology - CRTX100 1000 Hour Day, Afternoon or Evening Program						
Tuition	\$	26,810.00				
Books	\$	-				
Uniforms	\$	73.00				
Student Fee	\$	750.00				
Tools	\$	1,787.00				
Technology Fee	\$	150.00				
Total	\$	29,570.00				

Automotive Service Technology - AUXX100						
1320 Hour Day, Afternoon or Evening Program						
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				

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

Medical Assistant - MAPX100								
880 Hour Day, Afternoon or Evening Program	880 Hour Day, Afternoon or Evening Program							
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						

Diploma Replacement Fee: \$25.00 + shipping

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 occurrance.

Air Conditioning, Refrigeration and Heating Technology - HVACR411D						
320 Hour Day, Afternoon or Evening Program						
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				

Diesel and Truck Service Technology - MHTX100					
1320 Hour Day, Atternoon or Evening Program					
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			

Welding and Fabrication Technology with Pipe - WLDX210 960 Hour Day, Afternoon or Evening Program						
Tuition Books	\$	28,528.00 674.00				
Uniforms	\$	188.00				
Student Fee	\$	2,592.00				
Tools	\$	1,603.00				
Technology Fee	\$	150.00				
Total	\$	33,735.00				

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, FDSLP, 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:

of calendar days completed by student

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.



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	Morning	Afternoon	Evening
			Credit Hours	Hours	Hours	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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