

Wind Academy

by Siemens Gamesa

7415 Emerald Dunes Drive Suite 100, Orlando FL 32822

407-412-4628

www.windacademyusa.com



WIND ACADEMY

by

SIEMENS Gamesa

Program Catalog

2024

Volume 1

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School Information

Name of Institution: Wind Academy by Siemens Gamesa

Website: www.windacademyusa.com

Main Branch

Physical Address: 7415 Emerald Dunes Drive Suite
100 Orlando, FL
32822

Mailing Address: 7415 Emerald Dunes Drive
Suite 100
Orlando, FL 32822

Telephone Number: (407) 412-4628

Office Hours: **8:00 am – 5:00 pm, Monday through Friday**

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

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684

Company Overview

Siemens Gamesa Renewable Energy, Wind Academy by Siemens Gamesa's parent company, is a respected industry leader committed to providing innovative and effective solutions to the energy challenges of tomorrow.

Wind Academy by Siemens Gamesa Training Center located in Orlando, FL strives to deliver training that ensures the best possible learning outcome by continuous improvement of our training facilities and training methods. We believe the range of our program is designed to train the installation and service wind technician according to the highest quality standards on the market. In addition to our Global Wind Organization (GWO) courses, we offer a wide range of technical and safety courses that were developed based on onshore and offshore industry needs. At Wind Academy by Siemens Gamesa, we are dedicated to instilling a safety-first, zero-harm mindset. This dedication is proven by our extensive safety record at our Orlando training facility. In 2020, our training staff delivered over 36,000 hours of training for 4,300 students.

The Wind Academy by Siemens Gamesa Orlando training facility is a state-of-the-art training facility that has few peers in the United States. All our instructors are professional and quality certified. They utilize cutting edge tools and technology to provide theoretical and practical hands-on training in multiple settings: classroom, online, onsite or at customized locations. Our instructors bring a combined 85 years of wind service experience and 150 years of classroom education experience to every class they teach.

Wind Academy by Siemens Gamesa is an integral part of Siemens Gamesa Renewable Energy Inc. and is the same training facility that is utilized to train our own technicians. Wind Academy by Siemens Gamesa is guided and controlled

Mission

Providing internationally recognized training to the wind turbine technician of the future in support of the growing US renewable energy industry.

Wind Academy by Siemens Gamesa Staff and Faculty

Administration

Director

Dr. Kyle DeWitt

Office Administration

Training Manager *

Mr. Robert Clark

Training Manager

Mr. Ysabel Ledezma

Finance

Accounting Manager

Mr. Patrick yost

Admissions

Admissions Manager *

Ms. Cami Czohara

Funding

Funding Advisor *

Ms. Cami Czohara

Student Services and Career Placement Services

Student Services *

Ms. Cami Czohara

Career Services Advisor

Ms. Gabrielle Burns

Compliance/Instructional Design

Manager of Audits & Accreditation / Instructional Designer

Mr. Robert Clark

Faculty

Mr. Dan Madsen

WASG01/02, GWOB01/02/03, GWOA01

Ms. Melanie Berrocal

WASG01/02, GWOB01/02/03, GWOA01

Mr. Robert Clark

GWOB01/02/03, GWOA01, WASG01/03/04

Mr. David Tepas

GWOT01/02/03

Mr. Tim Vance

GWOT01/02/03

Mr. Brent Holt

GWOT01/02/03

Mr. Prabu Kailasam

WASG01/02, GWOB01/02/03

Mr. Austin Moore

WASG01/03/04

Mr. Justin Butler

GWOT01/02/03

Mr. Zach Butts

WASG01/02/03

Mr. Kyle DeWitt

WASG01/03/04

All instructors possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching, or equivalent qualifications. Instructors maintain their knowledge by completing continuing education. All instructors are certified yearly to teach Global Wind Organization classes. The training facility is audited internally yearly and externally by BVQI every three years. Date of most recent certification was April 2021.

All positions are part time unless annotated with a *.

STATEMENT OF LEGAL CONTROL

The following information is current as of December 8, 2023.

Board of Directors

Juan Gutierrez

Doreen Pryor (Effective 1/1/2022)

Kirk Johnson

Falk Mehdorn

Richard Voorberg

Officers

Juan Gutierrez, President

*Marten Uhlemann, CFO & Treasurer (not yet removed)

Kirk Johnson, General Counsel, Vice President and Secretary

Robert Socci, Assistant Secretary

Brenda Pence, Assistant Secretary

Greetings,

I am happy to welcome you to Wind Academy by Siemens Gamesa's training facility. My team and I are excited that you have selected us to be your training provider. We look forward to preparing you for the rewarding path ahead of you in the wind turbine industry.

Siemens Gamesa Renewable Energy is an industry leader both in the US and internationally. As a member of several national and international wind organizations, we help guide the direction of industry requirements. This puts Siemens Gamesa in a unique position to not only influence, but to understand the direction that standards and requirements are heading. This allows Wind Academy by Siemens Gamesa to remain at the forefront of providing unparalleled wind service technician training.

Wind Academy by Siemens Gamesa strives to deliver training that ensures the best possible learning outcome by continuous improvement of our training facilities and training methods. We believe the range of our program is designed to train the installation and service wind technician according to the highest quality standards on the market. In addition to our Global Wind Organization (GWO) courses, we offer a wide range of technical and safety courses that were developed based on onshore and offshore industry needs. Siemens Gamesa has a safety-first, zero-harm mindset. This dedication is proven by several years of zero recordable incidents at our Orlando training facility.

Again, thank you for choosing Wind Academy by Siemens Gamesa. On behalf of all the faculty and staff, we look forward to starting your journey.

Kyle DeWitt
Director

Instructional Facilities

The Wind Academy by Siemens Gamesa training facility is a 40,000 square-foot facility, built in 2013 for \$7M USD to U.S. LEED gold standards. All our instructors are professional and quality certified. They utilize cutting edge tools and technology to provide theoretical and practical hands-on training in multiple settings: classroom, online, onsite or at customized locations. Classroom training is conducted in one of our nine classrooms, each containing smart boards and individually temperature controlled. Eight classrooms can hold up to 24 people, and one classroom up to 120 people. One classroom is our dedicated computer lab, providing access to all required online training and documentation. Safety practical training occurs on one of three 30-foot climbing towers, two ladder structures (used for confined space training, advanced and hub/blade rescues) or in one of two full-size Siemens Gamesa nacelles (geared and direct drive platforms) which weigh over 100 tons each. Technical training takes place in our electrical and hydraulic lab and/or simulator lab which contains main components spread out for instructors to teach and where students practice hands on scenarios. We provide Personal Protective Equipment (PPE) for each student including harness, lanyards, clips, ropes, gloves, helmet, protective eyewear, and special arc flash protective clothing.

Maximum number of students for each Program is as follows:

- **Wind Energy Basic Technician (15 Days) 6 students**
Student/Teacher Ratios are outlined in the Program description ([included in this catalog](#)).

Admission Requirements

Standards for Admission:

- Must be at least 18 years of age.
- Must possess a high school diploma (or equivalent). A copy of the diploma or equivalent must be provided upon enrollment. Equivalent documentation may also be a copy of the GED, a high school transcript, a military DD Form 214, written certification by an authority for home-schooled students, or a signed student attestation of high school graduation, including the name of the secondary school, location, and date of graduation.
- Since all modules are taught in English and all student materials used in these modules are written in English, students must be proficient in English language skills.
- Students with special needs are asked to contact the Admissions Department to discuss any requests for special accommodations. Individual assistance with enrollment will be provided.

Visa services for foreign students are not currently available.

Physical Requirements

Our program includes climbing requirements for which the student must have the physical ability to climb 30-foot towers and weigh less than 265 pounds (due to equipment specifications).

Physical Exertion Disclaimer: Portions of the training are considered physical in nature and will include climbing and hanging from towers up to 30' in height. If a student has limitations or concerns with training in a physically exerting environment, this program is not recommended for them. If any student encounters any physical limitations while attending this institution, they are responsible for notifying an instructor or staff member immediately and it is the student's responsibility to cease any activity or activities that could cause themselves to become injured or sick.

Enrollment Policy

Payment in full shall be received before or on the first day of training or as agreed upon by Wind Academy by Siemens Gamesa. Students must complete an enrollment agreement. An example can be found at the end of this catalog or can be mailed to you. Students may enroll during Wind Academy by Siemens Gamesa's business hours, Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time. Students will be contacted via phone or e-mail and receive a letter confirming enrollment upon successfully completing registration requirements.

There will be a \$100.00 nonrefundable application fee for our program. For students using Veterans Administration benefits, the non-refundable application fee is \$100.00.

Non-Discrimination Policy

Wind Academy by Siemens Gamesa does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or marital status. In compliance with the Americans with Disabilities Act of 1990, as amended, Wind Academy by Siemens Gamesa provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Student Disability Services and Accommodations

Wind Academy by Siemens Gamesa provides equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Applicants or students with disabilities that wish to request disability accommodations must make a request to Admissions and provide documentation of a diagnosed disability which required accommodations and adequate information on the functional impact of the disability so that the appropriate actions can be identified. Students with disabilities that request disability accommodations will receive a written response to their request.

Coarse Numbering System

Wind Academy by Siemens Gamesa modules are grouped, per the first four letters, along a common subject. For example, all GWO Basic Safety Training modules are grouped under the title of GWOB. Classes to be taken in succession will be numbered with progressively higher numbers within the same group title.

Program Description and Fees

The program is designed to address specific vocational needs. The program description is as follows:

Wind Energy Basic Technician

Duration of Program: 15 days (8 hours each) Ratio: 6 students to 1

Hours of Instruction: 8 hours per day, 5 days per week, 40 hours per week, 3 weeks, for a total training period of 120 clock hours. Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

This program is recommended for anyone interested in an entry-level position as a wind technician.

Program Description:

This program offers a complete complement of GWO, OSHA, NFPA 70E safety and technical modules designed to prepare each student for an entry-level position in the wind energy industry. Emphasis will be placed on working safely in all aspects of the technician job and the basic technical skills required when working with electrical, hydraulic and mechanical systems. Students will be able to explain, identify, and demonstrate safe maintenance procedures utilized in the wind industry. Throughout the program students apply their knowledge during verbal reviews, quizzes, hands-on lab practical evaluation sessions, and final exams.

Tuition: \$12,500.00 (includes all training costs and fees)

Non Refundable Application Fee: \$100.00

Total Tuition and Fees: \$12,600.00 (maximum cost to student)

Admission requirements: High School diploma or equivalent. Must be capable of climbing and working at heights of up to 30 feet. Weight limit of 265 pounds (due to equipment specifications). Ability to read and speak the English language.

This program curriculum consists of the following required modules and approximate hours:

• WASG01	Welcome, Tour, Goals, Expectations	2 hours
• WASG02	Resilience and Human Performance Tools	2 Hours
• GWOB01	GWO BST Working at Heights with Manual Handling	16 Hour
• GWOB02	GWO BST Fire Awareness	4 Hours
• GWOB03	GWO BST First Aid	16 Hours
• GWOA01	GWO Advanced Rescue (Confined Space)	24 Hours
• GWOT01	GWO BTT Electrical	9.5 Hours
• GWOT02	GWO BTT Hydraulic	8.5 Hours
• GWOT03	GWO BTT Mechanical	14 Hours
• OSHA01	OSHA-10	10 Hours*
• WESA01	Wind Electrical Safety Awareness/NFPA 70E	8 Hours
• CCUR01	Crane User and Rigging Safety	4 Hours
• WASG03	Resume Writing	2 Hours
• WASG04	Interview Skills	2 Hours
	Total	122 Hours
		(*online)

Certificates: GWO BST Working at Heights Certificate; GWO BST Manual Handling Certificate; GWO BST First Aid Certificate; GWO BST Fire Awareness Certificate; GWO BTT Electrical Certificate; GWO BTT Hydraulic Certificate; GWO BTT Mechanical Certificate; Wind Electrical Safety Awareness/NFPA 70E Certificate; OSHA 10 Hour General Industry Safety Certificate

Wind Academy by Siemens Gamesa Wind Technician Program Certificate will be awarded upon successful completion of all modules in the program. This includes full payment of all tuition and fees. This certificate will provide verification to future employers of the level of training successfully completed.

Required equipment: Sturdy work/hiking boots with steel toed and steel shank with a defined heel. Cotton pants, (jeans are acceptable), cotton long and short sleeve shirts. If you have your own personal safety glasses or durable work gloves, it is acceptable to bring them for your use. Otherwise, hard hats, gloves, and safety glasses PPE will be provided.

Student material: All student materials required for class are provided by Wind Academy by Siemens Gamesa.

Attendance: Students are expected to attend each day class is in session. If a student must miss a day due to illness or an emergency, it is the student's responsibility to make arrangements with the instructor to make-up the necessary work.

Grading plan: In order to receive the certifications for the program, students will be expected to pass all exams with 70% accuracy for safety and technical related lessons. Weekly assessment gates are noted throughout the program outline given to you in your syllabus.

Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and field tests occur after the appropriate instruction is given. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. Students will have 2 attempts (honoring time constraints) to successfully complete the practical evaluations. For subjects that include both a practical assessment and a written final assessment, both assessments must be completed satisfactorily to pass that subject.

Holidays

All program dates/schedule is subject to change. In observance of the following holidays, classes will not be offered on:

- New Year's Eve and Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Friday, Day after Thanksgiving
- Christmas Even and Day

Instructional Schedule

Training hours are Monday through Friday. Class periods meet on the following schedule:

Instruction	8:00-11:30
Lunch	11:30-12:00
Instruction	12:00-4:30

Some days of instruction may last up to nine hours, on an as-needed basis.

Exception to lunch schedule: Students will be notified of exceptions to the scheduled lunch break as far in advance as possible. Potential reason for lunch schedule exceptions: Lunch may be taken slightly earlier or slightly later, or extended by 30 minutes.

Instructional Delivery

Wind Academy by Siemens Gamesa currently administers the program primarily in instructor-led, classroom and lab-based format. Some training will be self-paced eLearnings that will be conducted in the on-campus computer lab. This program is designed to be delivered at the Wind Academy by Siemens Gamesa campus. Any assessments/assignments that require instructor review will be processed and returned with scores within 5 days.

Portions of some lessons are taught on wind tower simulators. In these cases, all equipment used is inspected to ensure the safety of the equipment. Students are provided all necessary Personal Protective Equipment and Personal Fall Prevention Equipment, as well as training on how to properly use it.

All equipment utilized in our program is comparable to equipment generally used in the wind energy industry. Equipment is inspected per OSHA standards and is in good working condition. The equipment used for instructional purposes provides the student with the necessary experience and skills to prepare each student for an entry-level position in the wind industry and to perform the tasks associated with those positions.

Required Dress

No shorts, sleeveless shirts, or sandals allowed. Sturdy work/hiking boots with steel toed and steel shank with a defined heel. Cotton pants, (jeans are acceptable), cotton long and short sleeve shirts. If you have your own personal safety glasses or durable work gloves, it is acceptable to bring them for your use. Otherwise, hard hats, gloves, and safety glasses PPE will be provided.

Attendance Policy

Daily attendance is required. One of the most significant factors that contribute to success in the program is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the program. Consider attendance at Wind Academy by Siemens Gamesa as a job interview. Employers will be looking for graduates with perfect (or near-perfect) attendance records. Students must attend at least 90% of the scheduled class hours on a cumulative basis. You are expected to call Wind Academy by Siemens Gamesa if you will be absent.

Absence

If a student misses a class, the student may work with the instructor to receive the missed instruction. It is the student's responsibility to make up any missed work assigned by the instructor. If a student misses classes (up to 10%), the Training Manager will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. Make-up hours must be prearranged with the instructor and/or Training Manager, must not interfere with other scheduled class hours/activities, and must be completed by the end of the program or within the maximum timeframe of 150% of the class time. If the missed instruction cannot be made-up or if a student misses more than 10% of the instruction, the student will not receive certification for the missed portion of the program and the student will not be a graduate of the program. Any student who is absent from class for three consecutive days without contacting the instructor or school and without a valid excuse will be considered automatically withdrawn from the program.

Tardiness/Early Departure

Students are expected to be in their seats at the scheduled times, ready for instruction at the beginning of class and following any lunches or breaks. Tardiness is a disruption to the learning environment and is not acceptable. A tardy is an unapproved/unscheduled late arrival for any scheduled start time.

In addition, early departure from class (leaving before the instructor releases the class) is unacceptable.

Tardiness and early departures without prior approval will be counted toward the 90% attendance policy as follows:

- 3 tardies or early departures = written/documented counseling.
- 4 tardies or early departures = one-half (1/2) day of absence.
- Tardiness or early departures in conjunction with absence will count cumulatively toward the 90% attendance rule which could result in academic probation.

Progress Policies

Learning outcomes are established for each Wind Academy by Siemens Gamesa module. All learning outcomes state the performance expected of each student and under which condition the behavior is performed. All learning outcome statements meet the following criteria:

1. States the expected performance in measurable terms.
2. Specifies the condition under which the learner is to perform.
3. Specifies the criteria for acceptable performance.
4. Is directly related to the subject matter and content.

It is Wind Academy by Siemens Gamesa's goal to ensure that each of our students meet all established learning outcomes within our program. Our instructors closely monitor student progress and adjust instruction as needed. Instructors will work with you and are here to help, so please be sure to communicate with them if you need additional assistance or do not understand the concepts or program content.

Grading Plan

In order to receive the certifications for the program, students will be expected to pass all final exams with 70% accuracy for safety and technical related lessons. Weekly assessment gates are noted throughout the program outline given to you in your syllabus.

Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and field tests occur after the appropriate instruction is given. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. Students will have 2 attempts (honoring time constraints) to successfully complete the practical evaluations. For subjects that include both a practical assessment and a written final assessment, both assessments must be completed satisfactorily to pass that subject.

Only those students who meet the criteria for satisfactory completion of a program will be awarded credit for that program and/or certifications.

Satisfactory Academic Progress

Satisfactory academic progress is evaluated at least weekly throughout the program.

The student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis. The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period for the safety and technical assessments. Incomplete grades are not given, and students must repeat any assessment in which they earn less than a 70% average. Work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to Wind Academy by Siemens Gamesa.

Probation

Students who are making unsatisfactory progress (less than 90% attendance and/or less than 70% on assessments) will be contacted by the Training Manager to offer support and assistance along with being placed on academic probation at that time. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status which can include retaking an assessment. These discussions will be documented via a Student Progress Report.

If after receiving additional support, the student continues to not be successful with the initial retake of the exam or practical evaluation, an additional conference will be held between the Training Manager and the Student to evaluate the student's continuance in the program and to determine the best course of action. Students will be allowed one attempt to retake any assessment required. If unsuccessful after a the retake, the student will be notified of termination verbally and in writing.

In the case of a termination due to unsatisfactory academic progress and the student notifies Wind Academy by Siemens Gamesa that they wish to re-enroll (which must be in writing), the student will be placed on a waiting list and re-enrolled in another administration of the same program, as space is available. Re-enrollment or re-entrance will be approved only after evidence is shown to the Training Manager's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

Appeal Process

The student may submit a written appeal of his/her placement on academic leave within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Training Manager. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Training Manager will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of Wind Academy by Siemens Gamesa's receipt of the appeal. The decision of the Training Manager is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The Wind Energy Basic Technician (WA101) Program, 3 weeks in length, must be completed within 4.5 calendar weeks. Students exceeding the maximum time frame will be administratively withdrawn.

For VA Students only: All VA students are required to finish their program requirements within the allotted timeframe for the program contract offered.

Tuition Funding Options/Assistance

Payment arrangements for programs must occur before or on the first day of instruction. Payment may be made by check, money order or credit card (Visa, MasterCard, Discover or American Express).

Cancellation/Refund Policy

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Any student who drops or cancels registration prior to the program beginning will be refunded any tuition paid, less a nonrefundable application fee. You must contact Student Services to drop or cancel. You will be contacted to make the necessary arrangements for withdrawal and/or refunds within 5 business days. Any student dropping the program after it begins will be refunded a pro-rata amount, through the first 50% of the program. Any student dropping after 50% of the program has been completed will not be refunded any portion of the program tuition. All refunds due will be paid within thirty days (30) days of the drop date or cancellation. Fees charged to a credit card will be refunded as credit to your account. If you have received federal student financing funds, you are entitled to a refund of moneys not paid from federal aid program funds.

The student must contact Student Services to drop or cancel. The \$100.00 registration fee, if assessed, is non-refundable. Students who withdraw will be refunded their tuition on a pro rata basis using the following formula:

If a student should withdraw for mitigating circumstances, i.e. circumstances beyond the student's control that prevent the student from continuing in school, the tuitions shall be fully refunded. Examples of mitigating circumstances are:

- An illness or death in the student's immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or

her to suspend pursuit of the program of education to obtain employment.

- Discontinuance of the program by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

$(\# \text{ of days of instruction remaining}) \div (\# \text{ of instructional days in the program}) \times (\text{tuition charged})$

The unused portion of the tuition fees and other charges paid by the individual will be refunded promptly within thirty (30) days of notification of a student's change of status.

Delinquent Tuition Collection Policy

It is the responsibility of the student account holder (a) to provide Wind Academy by Siemens Gamesa with a current address and phone number and (b) to contact the Finance Office if he or she will have difficulty meeting any payment deadlines.

The student account holder is responsible for all interest, fines, penalties, and collection costs associated with a past due or delinquent student account. The student account holder is responsible for the amount owed, even if the student no longer receives bills from Wind Academy by Siemens Gamesa.

If a student fails to make payment to a monthly payment plan in accordance to the agreement, the account will be determined to be delinquent. Once the account is determined to be delinquent, Wind Academy by Siemens Gamesa Finance Department will send a formal letter to request payment and remind the student that failure to make payment will result in the account being sent to an outside collection agency. The student may lose access to services related to their certifications including access to: additional program registration, transcripts, graduation, and certifications/recertifications. If the student fails to respond within 30 days, the account will be sent to an outside collection agency.

Credit Evaluation Policy

Upon request, Wind Academy by Siemens Gamesa will review any student's previous education and training for evaluation of transfer credit. Transcripts, program descriptions, and/or certifications will be evaluated, and credit will be granted as appropriate, up to a maximum of 50% of a program. Any program/training submitted for evaluation must have been passed with at least a C/70%.

Programs/certifications that will be considered are any that can be verified as offering the **same wind technician specific content and rigor as the Wind Academy by Siemens Gamesa programs.**

Because of the nature of our accelerated training, transferability of credit is extremely limited.

Program fees will be adjusted accordingly (approximately \$600 per day of training for which transfer credit is accepted). Please contact the Training Manager to request credit evaluation. The result of the credit evaluation will be communicated to any student, as well as being included in the student's written record. If you would like to appeal a transfer of credit determination, please contact the Training Manager.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at Wind Academy by Siemens Gamesa is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn

in the name of Wind Academy by Siemens Gamesa is also at the complete discretion of the institution to which you may seek to transfer. If the credits/certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Wind Academy by Siemens Gamesa to determine if your credits/certificates will transfer.

Copyright Policy

All student material issued to students by Wind Academy by Siemens Gamesa, printed or electronic, is the copyrighted property of Wind Academy by Siemens Gamesa.

Wind Academy by Siemens Gamesa strictly enforces its policy for copyright violations and complies with all copyright applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, in any form, is subject to discipline by the school and copyright violation liabilities per U.S. Copyright laws, for each separate act of infringement. Copyright infringement may also be subject to criminal prosecution.

No Tolerance Conduct Policy

Wind Academy by Siemens Gamesa reserves the right to remove any student who is disruptive to the learning environment. Students shall conduct themselves in an orderly and considerate manner and shall appear for classes in an alert and receptive condition. Violation of this condition is just cause for dismissal from the program.

Wind Academy by Siemens Gamesa does not allow firearms or explosives of any kind on campus or at any training activity. Violation of this policy will result in immediate expulsion.

Wind Academy by Siemens Gamesa facilities are violence free and any altercations resulting in verbal threats or physical violence of any kind will result in termination with no refund.

No Tolerance Alcohol and Drug Policy

We proudly welcome each of our students to Wind Academy by Siemens Gamesa and commit to producing a healthy and safe environment for each of the students who attend our school, as well as the instructors and faculty who work at our institution. Wind Academy by Siemens Gamesa maintains a drug-free environment. In compliance with the Drug Free Schools and Campuses Act of 1989, Wind Academy by Siemens Gamesa prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campus or during any training activity. This policy applies to all employees and students. Due to the dangers involved in the program (heights, electrical hazards, etc.) we reserve the right to remove any student from class immediately if we suspect alcohol abuse, use of illegal substances, or abuse of legal drugs.

Smoking Policy

There is a non-smoking policy within Wind Academy by Siemens Gamesa facilities, to include: classrooms, offices, and laboratories. There is no smoking in or around turbines or any equipment. Smoking is allowed only within designated areas.

Records Policy

Wind Academy by Siemens Gamesa maintains a permanent student record, electronically and original copies, that includes registration information, program title, date, instructor name, and location. Records also include quiz, final exam and practical evaluations results, certificates, and cards of completion issued, and all other required documentation (pursuant to Article 3, Section 71920 of CCR Title 5). Upon successful completion of a program, the student's information is recorded in the individual student's paper file and in the electronic file. Students have a right to review their records at any time. Please contact the Training Manager to arrange for access.

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. FERPA guidelines prohibit institutions from releasing student data to anyone without expressed written permission from the student.

Wind Academy by Siemens Gamesa adheres to FERPA policies and regulations. Staff is not allowed to give out student information to anyone but the student; information cannot be shared with parents, siblings, spouses, and/or friends without expressed written permission from the student. The student's written permission is not required to disclose information about a student who is claimed as a dependent for income tax purposes, however; the parent will be required to provide a copy of the most recent income tax return as proof of the student's dependency status. This policy is adhered to without exception.

Please be aware that if anyone contacts Wind Academy by Siemens Gamesa on your behalf, staff will be limited to providing general information only unless written permission from you is on file. If you would like to grant permission for someone to have access to your records (i.e. potential employers), please complete a Release of Information Form and return to Admissions on the first day of class.

Transcripts

The student will receive the first copy of their transcript electronically for free. For any additional copies of a transcript, there will be a \$5.00 charge each. Contact the Training Coordinator for a Transcript Request Form.

Certificate Distribution

All certificates will be presented during the graduation ceremony on the final day of class. If not distributed at graduation, certificates will be mailed approximately 7 business days after the graduation date. All certificates are mailed via the U.S. Postal Service.

NOTE: Students with a financial hold for tuition will not receive their certificates until the hold is released.

Certificate Replacement

All applicable program certificates are issued to the student upon graduation. If a replacement certificate is required, there is a \$25.00 replacement fee per certificate and accompanying ID card as applicable. Please contact the Training Coordinator if replacement certificates are needed.

Audio and Video

No photography, audio, or videotaping of class instruction by students is allowed.

Pets

Students are not permitted to bring pets to the Wind Academy by Siemens Gamesa campus unless the pet is required to navigate by handicapped individuals.

Program and Instructor Evaluations

Students complete End of Class Questionnaires which include evaluation of the individual course experiences at Wind Academy by Siemens Gamesa. The results of the questionnaires are summarized and put into a report format. These reports are reviewed and discussed by staff, and changes/improvements are made accordingly.

Student Services

Student Lodging

Securing lodging or housing is the responsibility of the student. Wind Academy by Siemens Gamesa does not provide lodging. There are several hotels in the Orlando area as well as some apartment complexes who offer monthly rates. When contacting them, mention you are attending the Wind Academy by Siemens Gamesa class as some offer discounted rates.

Student Mail

If a student needs to receive mail while attending our Orlando campus, it must be sent as follows:

Wind Academy by Siemens Gamesa
Attn: "Student Name"
7415 Emerald Dunes
Drive, Suite 100
Orlando, FL 32822

Airports/Transportation

Arrangements for travel/transportation are the responsibility of the student. The following airports are within travel distance to our main campus in Orlando, FL:

Orlando International Airport-Orlando, FL (MCO)	4 miles
Orlando Sanford International Airport-Sanford, FL (SFB)	28 miles
Orlando Melbourne International Airport-Melbourne, FL (MLB)	60 miles
Daytona Beach International Airport-Daytona Beach, FL (DAB)	64 miles

New Student Orientation

The Student Services department facilitates the orientation presentation on the first day of class. The orientation introduces students to the Wind Academy by Siemens Gamesa team of employees and what their specific functions are to help students. The orientation also provides a list of rules and

expectations for new students and allows them to better understand what to expect and what they will gain from their studies at Wind Academy by Siemens Gamesa.

Student Counseling

Student Services management provides counseling services for any student who is struggling in specific areas. This counseling may include discussions pertaining to obstacles which may be preventing students from focusing in class, concerns with necessary accommodations, including hidden disabilities.

On Campus Computers

Wind Academy by Siemens Gamesa Student Services offers a computer for students who do not have a laptop or other computer access. The computers are located in classroom 1.

Graduation Ceremony Luncheon

Student Services conducts a formal graduation ceremony at which students receive a class photo and a celebration luncheon.

Career Placement Services

Wind Academy by Siemens Gamesa cannot guarantee job placement after graduation, but we do assist students in a variety of ways. The first step in assisting our students is the training they receive on resume writing, cover letter writing, and interviewing skills which includes mock interviews. Our Student Services department provides all students career opportunity listings via the student job board, email, and text, both during the time students are in class and after graduation. Hiring company contact information is included and we assist, as needed with application submission. Students are also provided with links to pertinent job boards and encouraged to post their resumes. Wind Academy by Siemens Gamesa has dedicated staff members who work closely with companies to fill their open positions and career placement assistance doesn't end at graduation. We maintain career profiles for each student to ensure they receive the most current job listings available.

Student's Rights/Complaint Policy

Students have the right to receive a quality education and fair, supportive treatment from our staff. If you have any difficulties or problems while attending our programs, we encourage you to communicate with the Wind Academy by Siemens Gamesa staff to resolve any issue of concern. If, in working with our staff, you do not find a resolution, then please contact the Training Manager. The complaint will be investigated, and a written response will be provided upon request.

Complaints can be lodged at any time with one of the Training Managers, even after the student has left Wind Academy by Siemens Gamesa. This complaint will be reviewed within 24 hours of receipt. The action items, if deemed necessary, from the complaint will be explained to the student within 72 hours of receipt of the complaint.

Grade Appeals

The student may submit a written appeal of their grade five calendar days of their receipt of the grade. The appeal should be addressed to the Training Manager. The appeal must be accompanied by documentation, if possible, detailing expected academic performance. The Training Manager will assess all appeals and determine whether the student's grade will be modified. The student will be sent the written decision within five days of Wind Academy by Siemens Gamesa's receipt of the appeal. The decision of the Training Manager is final.

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

- Global Wind Organization

Student Handbook/Catalog Acknowledgement

I acknowledge that I have received, read, understood and will comply with the information contained in this Student Handbook/Catalog.

Student's Name (Print)

Student Signature

Date

