



# Addendum to Student Catalog

**2024 – 2025**

Effective Date: 11/13/2025 TO 12/31/2025

**MAIN CAMPUS**

1955 West 9<sup>th</sup> Street  
San Bernardino, CA 92411  
Phone (888) 870-9757  
[www.heavyequipmentcollege.org](http://www.heavyequipmentcollege.org)

**Approved Satellite Classroom**

1584 West Base Line Street  
Suite 106  
San Bernardino, CA 92411

## **ACCSC STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201 (703) 247-4212  
www.accsc.org | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## **6.0 Non-Academic Policies**

### **6.1 Student's Right to Cancel and Refund Policy**

5. If the student cancels within the Right to Cancel period, the school must refund 100 percent of the amount paid for institutional charges, ~~less a reasonable deposit or application fee not to exceed \$250. We must include equipment, textbooks, and supplies in the refund, or provide these items to students after the Right to Cancel~~
6. If a student is terminated by the school within the Right to Cancel period, the student will be considered a cancelled enrollment and all monies paid will be refunded.