



ADDENDUM

This addendum revises the
MIAT Institute of Technology
Catalog, Volume 6 dated February 13, 2013
Effective April 19, 2013

ADMISSIONS REQUIREMENTS AND PROCEDURES

Persons interested in obtaining additional information about MIAT Institute of Technology and its program offerings should contact MIAT Institute of Technology to speak with an Admissions Representative. Admissions Representatives will provide general information about MIAT Institute of Technology and based on this discussion will determine if the prospective student should be scheduled for a Student Interest and Motivation Assessment (SIMA). During the SIMA, Admissions Representatives will explain admissions requirements, review program information, career opportunities, employment assistance, educational costs and conduct a tour of the facilities. In the event a SIMA is conducted offsite a tour of the facilities is required prior to starting training. All prospective students interested in attending MIAT Institute of Technology must participate in a SIMA with an Admissions Representative. After meeting with an Admissions Representative, prospective students interested in applying to MIAT Institute of Technology must complete an Application for Consideration and any additional required documentation to begin the application process as well as submit a \$25 application fee. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation to the Admissions Committee detailing the applicant's strengths and potential challenges as it relates to successfully completing the selected training program and/or obtaining meaningful employment upon graduation.

The applicant will then, with the assistance and guidance of MIAT Institute of Technology support personnel, begin the post-application process. Admissions requirements include proof of high school graduation, academic evaluation, and background evaluations. The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment:

- I. Proof of Graduation** – Applicants must provide documentation of high school graduation or its equivalent. Satisfactory documentation includes, but is not limited to:
- a) Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
 - b) Copy of a high school or college transcript indicating high school graduation status;
 - c) Copy of form DD-214 indicating graduation status;
 - d) Copy of a letter indicating graduation status and graduation date from an appropriate school or state official;

All documentation must be in English or have been translated to English by a recognized translator.

- II. Academic Evaluation** – Applicants must complete an academic evaluation recognized by MIAT Institute of Technology. The evaluation offered on campus is the Career Programs Assessment Test (CPAT), the Wonderlic Scholastic Level Exam (SLE), and the Office Proficiency Assessment and Certification (OPAC). MIAT Institute of Technology also recognizes the American College Testing (ACT) scores and those results must be within three years of the date of application.
- a) CPAT minimum acceptable score is a composite score of 142 and a score of 45 in the Numerical Skills section.
 - b) ACT minimum acceptable score is 16 in Reading and 17 in Math.
 - c) Wonderlic SLE minimal acceptable score for the Global Logistics and Dispatch Program and Aircraft Dispatch Program is 15. Wonderlic SLE minimal acceptance score for the Energy Technician Program, Wind Power Technician Program and HVACR Technician Program is 14.
 - d) OPAC minimal acceptable score for the Global Logistics and Dispatch Program or Aircraft Dispatch Program is 50%.

Based on extenuating circumstances, the Campus President or Director of Training may waive the minimum standards of the CPAT , ACT, Wonderlic SLE or OPAC upon presentation of acceptable documentation demonstrating that the applicant has the ability to successfully complete the training program. A student may be admitted on an academic probationary status not to exceed fifteen (15) school days.

All courses are taught in English therefore; applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the Test of English as a Foreign Language (TOEFL) exam or other acceptable documentation of ability to read, write and understand the English language.

- III. Background Evaluation** - All applicants are required to complete an authorization and disclosure form permitting MIAT Institute of Technology to conduct a secure background evaluation. These evaluations are conducted to identify potential employment limitation and advise applicants prior to investing in the training. This also helps to ensure the safety of our current student population, staff and faculty. Background evaluations include, but are not limited to:

- a) Social security number verification
- b) Driving record verification
- c) Sexual and/or violent misconduct
- d) Use of alias's
- e) State and national criminal history

MIAT Institute of Technology reserves the right to deny or rescind admission based on criminal and/or motor vehicle records that contain one or more convictions for serious criminal and/or motor vehicle offenses. Additionally, MIAT Institute of Technology reserves the right to deny or rescind admission based on incomplete or falsification of information. Information obtained may be only as accurate as the state and national information on file and may occasionally contain discrepancies. Therefore, prior to starting the background evaluation, applicants are required to read a summary of their rights according to the Fair Credit Reporting Act which will include information on how to dispute any discrepancies indicated in the information provided by state and federal agencies in the completed background evaluation.

These requirements listed above will determine acceptance, academic probationary status or denial/rescission to MIAT Institute of Technology and is defined as:

- a) Accepted – Applicant has met or exceeded all admissions requirements.
- b) Academic Probationary Status – Status assigned to an Applicant that has not successfully completed the academic evaluation admissions requirements. To be accepted, an applicant must meet the academic plan developed by the institution and the applicant. Failure to meet the requirements of the academic plan will result in denial or rescission.
- c) Denied/Rescinded – Applicants who fail to provide required documentation and/or achieve admissions requirements as detailed above. Applicants who have their admission denied or rescinded will be provided formal notification as to the reason(s) why and afforded an opportunity to appeal the denial decision. All appeals should be addressed to the MIAT Institute of Technology, 533 NorthPark Central Drive, Suite 150, Houston, TX 77073 and will be reviewed by the Admissions Review Board to determine whether the applicant has taken the necessary steps to meet the admissions requirement and/or be granted a waiver.

Admission to MIAT Institute of Technology is on a space-available basis. To be eligible for enrollment, the applicants must execute an Enrollment Agreement, and have been accepted.