

Home Inspector Training Institute LLC

School Policies

Governing Body

The Home Inspection Training Course offered by Home Inspector Training Institute LLC is approved as a pre-licensing requirement of The West Virginia State Fire Commission for Home Inspectors in the State of West Virginia.

The Home Inspection Training Course offered by Home Inspector Training Institute LLC is accepted as a pre-licensing requirement for Home Inspectors in the State of Virginia.

Home Inspector Training Institute LLC has a Permit to Operate Issued by the West Virginia Council for Community and Technical College Education.

School Officials & Faculty

Steve Stuart, BS, NACHI CPI
School President /CEO/Trainer

Enrollment & Entry Requirements

Early enrollment is open starting at one month (4 weeks) prior to the 1st start date of any class session and ends 2 weeks prior to the start of any class session. Late registration begins at 9:00am of the 1st start date of any class session and ends at 9:00am of the 2nd day of any class session. The most recent class schedule may be seen at www.home-inspector-training-institute.com.

Enrollment is accomplished by completing the online enrollment form found at <http://www.home-inspector-training-institute.com/enrollment.html>.

The entrance requirements for each course are as outlined below:

- Student must register during early registration or late registration periods for each class session
- Students must pay the deposit or pay full tuition at the time of registration
- There are no minimum requirements of education or professional background to attend Home Inspector Training Institute LLC

Credit for Previous Education or Training

No credit will be given for any prior education or training other than that which is provided by Home Inspector Training Institute LLC. The previous training must be from the same course as the new course the student is enrolling.

Leave of Absence & Missed Class Sessions

Each student is expected to be at each class on time to receive full credit. Reasonable accommodations will be considered in the event of an emergency.

If the student will be late or miss a class period the instructor must be notified as soon as the student is aware he/she will not be in attendance. If a student misses too many class sessions (as determined by the instructor) to be able to stay with the class then the student may be required to attend another class session(s). Any missed time will need to be made up based on a mutually agreed upon time between the student and the instructor.

Please see the refund policy for any class withdrawals under the included Student's Right to Transfer and Cancellation Policy.

Student Progress/Evaluation

There is no grading scale as this is a pass/fail course. This means either the student passes the course or he/she fails it. The factors determining if the student passes the course include: attendance, beneficial participation that adds to the learning process of the entire class, preparedness for each class period, performance during field inspections and results of the in-class exam and report writing.

All student records including course completion shall be maintained for a minimum of 50 years. Each student who completes the course will receive a certificate of completion.

Standards of Conduct

Each student will be expected to read all required material and be prepared for each class by: respectfully listening to class lectures, taking notes as needed and participate productively in class discussion.

Each student is expected to respect the other students by refraining from using foul language or any jokes or actions of a crude manner which may be offensive to others.

Any student who violates this policy may be given a warning to respect his/her peers and if the behavior continues he/she may be asked to leave class for the day and may include dismissal from the course. If the latter is required the student may receive a partial refund of tuition based on the included Student's Right to Transfer and Cancellation Policy.

Student's Right to Transfer and Cancellation Policy

Course Session Registration Transfer

If any student is unable to attend the course for which he or she has registered, they may transfer their registration to another course date in the future of equal or lesser value without penalty for a period of six months following the starting date of the class session for which they were originally registered.

Any request for course transfer must be made by email (email@hiti.co) and will be accepted up till midnight of the day prior to the start date of the course for which the student was originally registered. Please see our website www.home-inspector-training-institute.com for course availability.

Course Session Registration Cancellations

All cancellations must be made by email (email@hiti.co) and will be accepted up till midnight of the day prior to the start date of the course for which the student was originally registered.

For registrations cancelled 15 days or more prior to the originally registered course start date, the amount of tuition paid will be refunded in full.

For registrations cancelled less than 15 days prior to the originally registered course start date, the amount of tuition paid less a \$50 service charge (to cover course materials and administrative costs) will be refunded.

Course Withdrawal Once Class Has Begun

For course withdrawal once the class session has begun the amount of tuition to be refunded will be prorated according to the following schedule:

- For students who have begun a class session and withdraws after completing one day or ten percent (10%) of the term he or she is entitled to a refund of ninety percent (90%) of the tuition less the deposit amount of \$50.00.
- For students who have begun a class session and withdraws after completing one day or ten percent (10%) through two and a half days or twenty-five percent (25%) of the term he or she is entitled to a refund of seventy-five percent (75%) of the tuition less the deposit amount of \$50.00.
- For students who have begun a class session and withdraws after completing two and a half days or twenty-five percent (25%) through five days or fifty percent (50%) of the term he or she is entitled to a refund of fifty percent (50%) of the tuition less the deposit amount of \$50.00.
- For students who have begun a class session and withdraws after completing more than fifty percent (50%) of the term he or she is not entitled to a refund.

Course Sessions Canceled or Rescheduled by Home Inspector Training Institute

Should a class session, by Home Inspector Training Institute LLC be cancelled, postponed or experience a date change because of illness, weather, acts of God, labor disputes or any other reason whatsoever foreseen or unforeseen, all students will be notified as early as possible. Home Inspector Training Institute's liability will be solely limited to the return of the registration fee should a student be unable to attend the rescheduled or any other available course session.

Any money due the student will be refunded within 20 days of proper notification of course cancelation.

Students agree to these terms and conditions by registering for any course offered by Home Inspector Training Institute LLC.

Facilities & Equipment

Home Inspector Training Institute LLC is currently located at:
5476 Big Tyler Rd
Cross Lanes WV 25312

Each course session is held in an office approximately 700 square feet. Two bathrooms are available.

The equipment available is Wi-Fi internet, Fat Screen TV for class presentations and a large conference table with chairs.

The available supplies and amenities include: pens, pencils, highlighters, snacks, water, coffee, microwave and a mini fridge with small freezer.

Notes:

Students agree to these terms and conditions by registering for any course offered by Home Inspector Training Institute LLC. Some or all policies are subject to change with or without notice.