



Enrollment Procedures Checklist

HVAC/R

1 Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Must be in good health and able to lift, bend, and stand on concrete floors for up to six hours a day.

2 What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Meet with the instructor for an interview. You can contact the instructor via email from the HVAC/R program's page on our website.

3 Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

Financial Aid

Financial Aid information can be found at:

www.jamesrumsey.com

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925
wendy.reeves@k12.wv.us

Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.