

North American Trade Schools

Student Handbook | Version 1.0 | September 2026

**5760 Wabash Avenue, Suite B
Baltimore, Maryland 21215**

Effective September 2026

Permanent publication location: <https://natradeschools.edu/consumer-information/>

Table of Contents

1. About This Student Handbook
2. Student Rights and Responsibilities
3. Equal Opportunity, Nondiscrimination and Access
4. Student Records and Privacy (FERPA)
5. Drug and Alcohol Abuse Prevention Program
6. Campus Safety and Security
7. Student Conduct and Discipline
8. Student Services and Support
9. Student Complaint and Grievance Procedure
10. Consumer Information and Required Disclosures
11. Academic and Enrollment Responsibilities
12. Student Handbook Acknowledgment

1. ABOUT THIS STUDENT HANDBOOK

Welcome

Welcome to North American Trade Schools (NATS). This Student Handbook is intended to help students understand the policies, rights, responsibilities, resources, and expectations that apply during their enrollment.

Purpose and Relationship to the School Catalog

The Student Handbook supplements the NATS School Catalog. The Catalog remains the primary source for academic programs, tuition and fees, refund and cancellation policies, satisfactory academic progress, attendance requirements, graduation requirements, and other academic or program-specific requirements. This Handbook provides student-facing policies, rights and responsibilities, conduct expectations, safety information, privacy information, support resources, and consumer information.

Changes and Version Control

NATS may revise policies when necessary to comply with changes in law, regulation, accreditation requirements, institutional operations, or other legitimate institutional needs. Material changes will be communicated as required. The effective date and version of the Handbook should be retained with each published edition.

Questions

Students should contact the appropriate NATS office when they have questions about a policy or requirement. Students are encouraged to ask questions rather than rely on informal information from another student or outside source.

2. STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- To be treated fairly and respectfully and to learn in an environment free from unlawful discrimination, harassment, and retaliation.
- To receive information about academic requirements, institutional policies, costs, financial aid, student services, and required consumer disclosures.
- To have education records handled in accordance with FERPA and other applicable privacy requirements.
- To raise concerns and use applicable complaint, grievance, appeal, or reporting processes without retaliation.
- To request reasonable disability-related accommodations through the applicable NATS process.
- To receive information concerning campus safety and security and to report safety concerns.
- To access student support and career services actually offered by NATS.

Student Responsibilities

- Review and comply with the School Catalog, Student Handbook, program requirements, course requirements, and other applicable NATS policies.

- Attend and participate in scheduled instruction and maintain required academic and attendance progress.
- Provide accurate information and timely documentation to NATS.
- Maintain current contact information.
- Treat students, employees, visitors, property, facilities, and equipment with appropriate respect.
- Follow safety rules and authorized instructions.
- Use NATS technology and resources appropriately.
- Ask questions and seek assistance when a policy, academic requirement, financial obligation, or other requirement is unclear.

3. EQUAL OPPORTUNITY, NONDISCRIMINATION AND ACCESS

Nondiscrimination

NATS is committed to providing an educational and work environment free from unlawful discrimination, harassment, and retaliation. NATS does not discriminate in employment or education on the basis of sex or another characteristic protected by applicable law. Retaliation for reporting discrimination, participating in an investigation, or exercising a protected right is prohibited.

Title IX

NATS complies with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities, admissions, or employment.

Questions, reports, or complaints concerning Title IX may be directed to the NATS Title IX Coordinator:

- Responsible role: Education Director (Title IX Coordinator and Investigator)
- When the Education Director position is vacant, NATS designates and authorizes another qualified NATS employee to serve as Interim Title IX Coordinator.
- Address: 5760 Wabash Avenue, Suite B, Baltimore, Maryland 21215
- Telephone: (410) 298-4844
- Email: titleix@natradeschools.edu

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person, by mail, telephone, or email. Reports may be made at any time, although responses outside normal business hours may be delayed.

NATS maintains a separate Title IX Policy containing definitions, reporting options, supportive measures, and the applicable grievance process. Please see the NATS Title IX Policy for additional information, including how to make a report and the NATS grievance procedure.

Title IX Policy: <https://natradeschools.edu/consumer-information/>

Students with Disabilities

NATS provides equal educational opportunity to qualified students with disabilities. Students seeking an accommodation should contact the responsible NATS administrator and provide information reasonably necessary to evaluate the request.

Accommodation decisions are made on an individualized basis. An accommodation does not eliminate essential academic, technical, licensing, safety, or program requirements. Students are encouraged to request accommodations as early as reasonably possible.

- Accommodation contact: Education Director
- Telephone: (410) 298-4844
- Contact: through the NATS main office at (410) 298-4844

NATS prohibits retaliation against a student for requesting an accommodation or participating in the accommodation process.

4. STUDENT RECORDS AND PRIVACY (FERPA)

Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. At a postsecondary institution, FERPA rights belong to the student once the student attends the institution, regardless of age.

1. Inspect and review the student's education records.
2. Request amendment of records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Provide written consent before NATS discloses personally identifiable information from education records, except when FERPA permits disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning alleged failures by NATS to comply with FERPA.

Inspection and Review

A student seeking access to education records should submit a written request identifying the records to the Education Quality Coordinator. NATS will make arrangements for access and notify the student of the time and place the records may be inspected. Access will be provided within a reasonable period and no later than 45 days after receipt of the request.

FERPA generally provides a right to inspect and review records, not an automatic right to receive copies. NATS will provide copies or another appropriate arrangement when circumstances effectively prevent the student from exercising the right of inspection.

Requesting Amendment

A student who believes an education record is inaccurate, misleading, or otherwise violates the student's privacy rights may submit a written request identifying the portion to be changed and explaining why. If NATS declines to amend the record, the student will be informed of the decision and of the right to a FERPA hearing. If the decision after the hearing is not to amend the record, the student may place a statement in the record commenting on the contested information.

FERPA is not a process for challenging a substantive academic judgment, such as disagreement with a properly recorded grade.

Consent and Permitted Disclosures

NATS generally obtains written consent before disclosing personally identifiable information from education records unless FERPA authorizes disclosure without consent. Permitted disclosures may include disclosures to school officials with legitimate educational interests, another institution in connection with transfer or enrollment, financial aid purposes, audit or evaluation activities, accrediting organizations, studies conducted under FERPA conditions, judicial orders or lawfully issued subpoenas, health or safety emergencies, and other circumstances permitted by law.

School Officials and Legitimate Educational Interest

A school official may include a person employed by NATS in an administrative, supervisory, academic, instructional, student-support, financial aid, student accounts, admissions, career services, information technology, safety/security, or other institutional position. A school official may also include a governing or oversight body member or a contractor, consultant, attorney, auditor, service provider, volunteer, or other outside party to whom NATS has outsourced an institutional service or function when FERPA requirements are satisfied.

A school official has a legitimate educational interest when access to an education record is necessary to perform an assigned professional, educational, administrative, regulatory, safety, support, or institutional responsibility on behalf of NATS. Employment or association with NATS alone does not provide unrestricted access.

Directory Information

NATS designates the following categories as directory information:

- student's name;
- program of study;
- dates of attendance;
- enrollment status;
- credentials, diplomas, certificates, honors, or awards received;
- date of graduation or program completion; and
- participation in officially recognized institutional activities.

NATS does not designate home or mailing address, personal telephone number, personal email address, Social Security number, protected student identification credentials, financial aid information, account information, grades, attendance records, disciplinary records, disability/accommodation information, immigration or citizenship information, or date/place of birth as directory information.

Directory Information Opt-Out

A student may request that NATS not disclose some or all directory information without prior written consent. The student should submit a written Directory Information Opt-Out Request to the Education Quality Coordinator.

A Directory Information Opt-Out Request should be submitted within 10 calendar days after beginning enrollment or within 10 calendar days after receiving the annual FERPA notice. Requests submitted later will be honored prospectively after NATS has had a reasonable opportunity to process them.

An effective restriction remains in place until the student provides written notice changing or revoking it, subject to FERPA. A restriction does not prevent a disclosure otherwise permitted or required by law.

Parents and Other Individuals

FERPA rights generally belong to the postsecondary student, including a student under age 18. NATS generally does not disclose protected education-record information to a parent, spouse, family member, employer, or other person merely because that person assists the student or pays educational expenses. A student may authorize disclosure through a FERPA-compliant written consent. Other disclosures may be permitted by law.

Annual FERPA Notification

The FERPA provisions in this Student Handbook are intended to constitute NATS's annual notification of FERPA rights. NATS will provide the current Handbook at initial enrollment, retain evidence of receipt or access, and distribute the current Handbook electronically to all enrolled students at least annually. NATS will retain evidence of the annual distribution.

FERPA Complaints and Questions

Students may file a FERPA complaint with the U.S. Department of Education's Student Privacy Policy Office. Current federal information is available at studentprivacy.ed.gov. Students are encouraged, but are not required, to raise a privacy concern with NATS first.

- Responsible official: Education Quality Coordinator
- Telephone: (410) 298-4844
- Contact: through the NATS main office at (410) 298-4844

5. DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Purpose and Scope

NATS maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) in accordance with applicable federal requirements. The program applies to students on NATS property and at NATS-sponsored or supervised activities.

Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on NATS property or as part of NATS activities. The unlawful possession, use, or distribution of alcohol is also prohibited. Students must comply with applicable federal, state, and local law and NATS policy.

Cannabis / Marijuana

State authorization or legalization of cannabis does not eliminate NATS's obligations under federal law. Cannabis or marijuana use, possession, or distribution remains prohibited on NATS property and in NATS activities to the extent required by federal law and NATS policy.

Sanctions

Violations may result in sanctions appropriate to the circumstances, including warning or reprimand, probation, required education or counseling, restrictions, suspension, termination of enrollment, referral to law enforcement, or other appropriate action. Discipline need not be sequential. Serious drug or alcohol violations, including distribution, impairment while operating vehicles, machinery or equipment,

use or possession in a lab, shop, driving or other safety-sensitive environment, or conduct creating a significant safety risk, may result in immediate suspension or termination.

Legal Consequences and Health Risks

Violations of federal, Maryland, or local drug and alcohol laws may result in criminal or civil penalties. Depending on the offense, legal sanctions may include fines, imprisonment, probation, mandatory education or treatment, driver's-license consequences, and other penalties authorized by law. Federal law also provides criminal penalties for unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. Maryland law separately prohibits and penalizes unlawful controlled-substance activity, underage possession or consumption of alcohol, impaired driving, and other alcohol- and drug-related conduct. Applicable penalties depend on the substance, amount, conduct, prior offenses, and other circumstances.

Alcohol and other drugs can create significant health and safety risks. Depending on the substance, risks may include impaired judgment, injury, dependence, overdose, respiratory depression, cardiovascular effects, cognitive impairment, mental-health effects, and death. NATS provides prevention information addressing alcohol, cannabis, opioids, stimulants, sedatives, hallucinogens, and other commonly misused substances.

Counseling, Treatment and Recovery Resources

Students seeking assistance are encouraged to contact an appropriate NATS representative or an outside treatment or support provider. In an emergency, call 911. Individuals experiencing a mental-health or substance-use crisis may call or text 988. The SAMHSA National Helpline is 1-800-662-HELP (4357).

- NATS student assistance contact: Education Quality Coordinator
- Referral resources include 211 Maryland (dial 211), the 988 Suicide & Crisis Lifeline (call or text 988), and SAMHSA's National Helpline at 1-800-662-HELP (4357) for free, confidential treatment referral and information. Students may also use FindTreatment.gov to locate treatment services.

Annual Distribution and Biennial Review

NATS distributes required DAAPP information in writing to enrolled students and employees annually and provides the information to students and employees who enter after the annual distribution. NATS maintains evidence of distribution and conducts the required biennial review of the program. The biennial review evaluates program effectiveness, needed changes, reported violations and fatalities, sanctions imposed, and consistency of enforcement.

6. CAMPUS SAFETY AND SECURITY

Emergency Assistance and Reporting

For an immediate threat to life or safety, call 911. Students should also promptly report crimes, emergencies, suspicious activity, safety hazards, or other serious concerns to the appropriate NATS official.

- NATS emergency/security contact: Director of Operations & Facilities
- For emergencies call 9-1-1. Campus safety concerns may be reported to the Director of Operations & Facilities through the NATS main office at (410) 298-4844.

Campus Security Authorities

NATS identifies Campus Security Authorities (CSAs) in accordance with applicable Clery Act requirements. Students may report Clery-reportable crimes to designated CSAs. The Director of Operations & Facilities is a designated CSA and primary campus safety reporting contact. Other officials with significant responsibility for student and campus activities may also have CSA responsibilities under federal law.

The Director of Operations & Facilities is a designated Campus Security Authority. Other NATS officials with significant responsibility for student and campus activities may also have CSA responsibilities and must forward reportable information for Clery review.

Annual Security Report

NATS publishes an Annual Security Report (ASR) containing required campus safety policies and crime statistics for the three most recent calendar years. NATS annually distributes notice of the ASR to current students and employees and provides required information to prospective students and employees.

Annual Security Report: <https://natradeschools.edu/consumer-information/>

Timely Warnings and Emergency Notifications

NATS issues timely warnings for Clery crimes that present a serious or continuing threat when required. NATS also provides emergency notifications upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, subject to applicable exceptions.

- Timely Warning authority: Director of Operations & Facilities
- Emergency Notification authority: Director of Operations & Facilities

Emergency Response and Evacuation

NATS maintains emergency response and evacuation procedures and periodically tests those procedures. Students are expected to follow emergency instructions, alarms, evacuation directions, and safety requirements.

NATS conducted an unannounced campus-wide fire evacuation drill on September 23, 2026 at 9:15 a.m. Students and staff participated. The campus was evacuated within 1 minute, 48.34 seconds; the building was deemed safe within 4 minutes, 54.52 seconds; and re-entry was permitted approximately five minutes later. NATS retains the test documentation and follow-up actions.

Campus Access and Security

NATS maintains access and security practices appropriate to its facilities and operations. Students may not enter restricted areas without authorization and must comply with access-control requirements.

Exterior doors are secured outside normal operating periods. During evening operations, access is controlled through designated entry points and applicable key-card or staff-controlled access. Only authorized instructors and staff may be in the facility after normal operating hours; students and unauthorized individuals may not independently access the facility after hours.

Hazing

NATS prohibits hazing. Students should report suspected hazing to the designated NATS reporting contact. NATS maintains hazing prevention and awareness information and will publish required hazing information and a Campus Hazing Transparency Report when applicable.

- Hazing reporting contact: Education Quality Coordinator
- If a Campus Hazing Transparency Report is required, NATS will publish it through the Consumer Information webpage. The Education Quality Coordinator coordinates the required reporting process.

Safety in Instructional Areas

Students participating in shop, laboratory, driving, equipment, vehicle, or other technical training must follow applicable safety procedures, use required personal protective equipment, and comply with authorized safety instructions.

7. STUDENT CONDUCT AND DISCIPLINE

NATS expects conduct consistent with a safe, professional, respectful educational environment. This policy applies to conduct on NATS property, in NATS programs or activities, through NATS technology systems, and to off-campus conduct when there is a direct and substantial connection to NATS operations, safety, or the educational environment.

Prohibited Conduct

- Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false academic information.
- Forgery, falsification, alteration, misuse, or unauthorized use of institutional documents, records, identification, materials, or property.
- Substantial disruption or obstruction of teaching, administration, disciplinary processes, or other authorized NATS activities. Respectful disagreement, criticism, questions, complaints, or use of a grievance process do not by themselves constitute disruption.
- Physical abuse, threats, intimidation, or other conduct that endangers the health or safety of another person.
- Unlawful discrimination, harassment, or retaliation.
- Theft, intentional damage, or unauthorized misuse of NATS or another person's property.
- Unauthorized entry, access, occupation, or use of facilities, equipment, systems, or restricted areas.
- Intentional interference with lawful access, movement, or protected expression.
- Possession or use of weapons, explosives, incendiary devices, or other dangerous materials in violation of law or NATS policy.
- Drug or alcohol violations described in the DAAPP.
- Disorderly, lewd, obscene, or unsafe conduct that materially interferes with the educational environment.
- Hazing.
- Failure to follow applicable safety requirements.
- Failure to comply with a reasonable and authorized direction of a NATS official. Students may respectfully question or report a direction they believe is improper.
- Knowingly assisting another person in serious misconduct.

- Retaliation.
- Failure to comply with applicable dress, uniform, or personal protective equipment requirements.
- Violation of NATS tobacco or electronic-cigarette requirements.

Visitors and Children

Children and visitors may be restricted from instructional, shop, laboratory, driving, and other controlled areas for safety and operational reasons. Staff children may visit when accompanied but may not enter labs, shops, or other restricted instructional areas. Students' children may be present only in designated administrative office areas with approval and may not enter instructional, lab, shop, driving, or training areas.

Technology and Network Use

NATS technology systems are provided primarily for authorized educational and institutional purposes. Students must comply with copyright law, information-security requirements, and applicable NATS technology policies. Unauthorized access, illegal downloading, distribution of copyrighted material, abusive or threatening communications, or misuse of NATS systems may result in discipline.

Outside Conduct and Criminal Matters

NATS does not regulate a student's private lawful opinions or conduct merely because NATS disagrees with them. Off-campus conduct may be addressed when it has a direct and substantial relationship to NATS safety, operations, legal obligations, or the educational environment.

The filing of criminal charges does not automatically establish that a student violated NATS policy. NATS may take reasonable interim safety action when circumstances indicate an immediate or significant risk.

Sanctions and Process

Depending upon the nature and severity of the conduct, sanctions may include warning or reprimand, educational or corrective action, restrictions, restitution, disciplinary probation, temporary suspension, permanent suspension or termination, or another reasonably related action. NATS is not required to impose sanctions sequentially when the circumstances warrant a different response.

Except when immediate interim action is reasonably necessary for safety or institutional operations, a student will be informed of the concern and given an opportunity to respond before a final disciplinary decision. Applicable review or appeal procedures will be available as provided by NATS policy.

Return following suspension requires approval by the Education Director; while that position is vacant, the Campus President serves as the approval authority.

8. STUDENT SERVICES AND SUPPORT

NATS provides or coordinates student services intended to support students from enrollment through program completion. Student Services is distinct from Career Services.

Academic and Student Support

Students experiencing academic, attendance, personal, financial, or other circumstances that may interfere with completion are encouraged to seek assistance early. NATS provides or coordinates academic support and faculty assistance, retention/intervention support, disability accommodations,

veteran-student support, Financial Aid assistance, Student Accounts assistance, and referrals to appropriate community resources. Students should contact the appropriate office or the Education Quality Coordinator for help identifying the right resource.

Student Services are distinct from Career Services. Availability and scope of particular supports may depend on the student's circumstances and program.

Financial Aid and Student Accounts

Financial Aid personnel are available to assist students with financial aid questions, required documentation, eligibility, student responsibilities, and applicable processes. Student Accounts personnel can assist with institutional charges, balances, payments, and account questions. Students should raise questions promptly.

Transportation

Transportation to and from NATS is the student's responsibility. NATS does not provide transportation assistance, operate a carpool program, or maintain a transportation-pass program.

Career Services

Career Services is a separate student-facing function focused on career preparation and employment assistance. Services include professional development, resume and cover-letter assistance, employment application assistance, interview preparation, job-search coaching, employer outreach, recruiting activities, job leads, graduate follow-up, and placement documentation. Career Services assistance does not guarantee employment.

NATS may provide career and placement assistance, but employment is not guaranteed. Students and graduates remain responsible for actively participating in their employment search.

Personal and Community Resources

When appropriate, NATS may help students identify community or public resources. NATS is not a medical, mental-health, legal, housing, or social-services provider, and referral to an outside resource does not constitute an endorsement or guarantee of services.

9. STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Purpose and Non-Retaliation

NATS encourages students to raise concerns promptly and provides a process through which student complaints can receive a full and fair review. NATS prohibits retaliation against a student for making a good-faith complaint, participating in a complaint review, or contacting an accrediting, regulatory, governmental, or oversight entity.

Step 1: Initial Resolution

When appropriate, a student should first raise the concern with the faculty or staff member most directly involved. The student may bypass this step when direct discussion would be inappropriate because of the nature of the concern or the individuals involved.

Step 2: Department Review

If the matter is not resolved, or Step 1 is inappropriate, the student may submit the concern to the appropriate department leader. Depending upon the issue, this may include the Program Director, Education Director, Financial Aid Director, Admissions leadership, Career Services, Student Accounts, or another responsible administrator.

Step 3: Formal Written Complaint

If the matter remains unresolved, the student may submit a formal written complaint to the Education Director. While the Education Director position is vacant, the Campus President serves as the interim formal-complaint official.

The complaint should include the student's name and contact information, a description of the concern, relevant dates and individuals, previous steps taken, supporting documentation, and the resolution or action requested.

NATS will acknowledge receipt, conduct a full and fair review, and provide written communication regarding the status and disposition of the complaint.

NATS will review formal complaints promptly and reasonably based on the nature and complexity of the matter. NATS may provide status updates when additional time is needed. A student may bypass an initial informal discussion when direct discussion would be inappropriate or unsafe.

Specialized Procedures

A complaint governed by another NATS policy or legally required procedure may be referred to that process. Examples include Title IX, disability accommodations, FERPA, satisfactory academic progress appeals, attendance appeals, financial aid determinations, and disciplinary appeals.

External Complaints

Nothing in the NATS complaint process prevents a student from contacting an accrediting, governmental, regulatory, or oversight entity. Students are not required to complete the NATS complaint process before submitting a complaint to ACCSC. Complaints to the Maryland Higher Education Commission are subject to MHEC's applicable requirements, which generally require exhaustion of the school's grievance process.

Maryland Higher Education Commission

Maryland Higher Education Commission
217 East Redwood Street, Suite 2100
Baltimore, Maryland 21202

Current complaint instructions and the applicable Private Career School Student Complaint Form are available through MHEC.

Accrediting Commission of Career Schools and Colleges

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Email: complaints@accsc.org

Current complaint instructions and the ACCSC Complaint Form are available from ACCSC.

Maryland Consumer Protection Division

Consumer Protection Division
Office of the Attorney General of Maryland
200 St. Paul Place
Baltimore, Maryland 21202
Telephone: 410-528-8662

Complaint Records

NATS will maintain written student complaint records in accordance with applicable accreditation, regulatory, and institutional record-retention requirements. NATS will maintain a centralized complaint log documenting receipt, ownership, review, status, resolution, written disposition, and any appeal or external-agency involvement known to the School.

10. CONSUMER INFORMATION AND REQUIRED DISCLOSURES

NATS provides consumer information required by federal and state law and applicable accreditation requirements through the School Catalog, this Student Handbook, the NATS website and Consumer Information webpage, Annual Security Report, DAAPP, financial aid materials, program-specific disclosures, annual notices, and other required communications.

Annual Consumer Information Notice

NATS provides enrolled students with an annual individual notice describing required consumer information, where it can be found, and how to request a paper copy. Posting information on a website alone does not replace required individual distribution. NATS will retain evidence of distribution.

Financial Aid Information

NATS makes required financial assistance information available to enrolled and prospective students, including available aid programs, application procedures, eligibility requirements, student rights and responsibilities, satisfactory academic progress, disbursement, loan responsibilities, withdrawal and Return of Title IV Funds information, and contact information for assistance.

Institutional, Academic and Outcome Information

NATS makes required information available concerning programs, program length, facilities, faculty, tuition and fees, other costs, refund/cancellation policies, transfer of credit, graduation, accreditation and approval, student services, completion/graduation, retention, applicable placement outcomes, student-body diversity, cost of attendance, and other required disclosures.

Consumer Information and outcomes: <https://natradeschools.edu/consumer-information/>

Net Price Calculator and Cost of Attendance

- Cost of Attendance and financial-aid information are available through the Financial Aid Office and NATS Financial Aid webpage.
- Net Price Calculator: available from the NATS website footer and Financial Aid webpage.

Copyright and Peer-to-Peer File Sharing

Unauthorized copying, downloading, uploading, distribution, or sharing of copyrighted material may violate federal copyright law and NATS policy. Unauthorized peer-to-peer distribution may subject an individual to civil and criminal liability and NATS discipline.

NATS prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing using institutional information-technology resources. The Director of Operations & Facilities is responsible for coordinating institutional copyright/P2P controls. Additional consumer information is maintained on the NATS Consumer Information webpage.

Voter Registration

NATS makes required voter-registration information widely available and sends the required individual electronic voter-registration communication when applicable. The Education Quality Coordinator coordinates the voter-registration communication, which is devoted exclusively to voter-registration information.

Constitution Day

NATS provides an educational program concerning the United States Constitution in connection with Constitution Day as required. The Education Director is the responsible role; while that position is vacant, the Campus President coordinates the annual activity and documentation.

Vaccination Policy

NATS does not maintain a general institutional vaccination requirement. A program, employer, clinical/externship site, government agency, or other third party may impose health or vaccination requirements applicable to a particular student or activity. Students are responsible for satisfying applicable external requirements.

Professional Licensure and Certification

Certain programs may prepare students for occupations involving licensure, certification, testing, driving credentials, or other governmental or industry requirements. Completion of a NATS program does not eliminate requirements imposed by an outside licensing, certification, governmental, or employer entity.

Consumer Information Assistance

- Consumer Information coordinating role: Education Director; while the position is vacant, Campus President.
- Telephone: (410) 298-4844
- Contact through the NATS main office or applicable responsible office.
- Permanent Consumer Information webpage: <https://natradeschools.edu/consumer-information/>
- School Catalog: <https://natradeschools.edu/consumer-information/>
- Student Handbook: <https://natradeschools.edu/consumer-information/>
- Annual Security Report: <https://natradeschools.edu/consumer-information/>
- Title IX Policy: <https://natradeschools.edu/consumer-information/>

Students may request paper copies of required information provided electronically by contacting the NATS main office. NATS will provide reasonable assistance to individuals who need help accessing consumer information because of a disability.

11. ACADEMIC AND ENROLLMENT RESPONSIBILITIES

The NATS School Catalog is the primary source for detailed academic and enrollment policies. This section summarizes student responsibilities and directs students to the controlling policies.

Attendance and Participation

Students are responsible for attending scheduled instruction, arriving on time, completing required classroom, laboratory, shop, driving, or other activities, following procedures for absences/tardiness/make-up work, monitoring attendance, and promptly raising questions about attendance records. Program-specific requirements may apply.

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) under the NATS SAP Policy. The complete SAP Policy, including evaluation points, applicable statuses, appeal procedures, and maximum timeframe, is maintained in the current School Catalog.

Academic Integrity and Records

Students are expected to complete academic work honestly. Students are also responsible for reviewing grades and academic records and promptly raising questions about possible inaccuracies.

Make-Up Work and Schedule Changes

Students who miss instructional activities must follow applicable NATS requirements for make-up work or time. Students may not independently change a class, schedule, section, or instructional assignment; approved changes must follow NATS procedures.

Withdrawal and Enrollment Changes

Stopping attendance does not necessarily complete the NATS withdrawal process. Students considering withdrawal, a program change, or another significant enrollment change should consult the Education Department and Financial Aid Office because the change may affect academic standing, institutional charges/refunds, federal student aid, loans, veteran benefits, SAP, and future eligibility.

Financial Aid Responsibilities

Students receiving financial assistance must provide accurate information, complete required documents, respond to requests, and notify NATS of changes affecting eligibility. Students are encouraged to consult Financial Aid before withdrawing, changing programs or enrollment status, taking an extended absence, or making another enrollment decision that may affect aid.

Veteran and Military Education Benefits

Students using veteran or military education benefits must provide required documentation and promptly communicate enrollment changes. Eligibility and payment decisions remain subject to the applicable governmental agency.

Program and Occupational Requirements

Program-specific requirements may include physical or technical requirements, safety requirements, driver's-license requirements, licensing or certification, background considerations, drug testing, equipment/PPE requirements, or outside employer/governmental requirements. Admission to or

completion of a NATS program does not guarantee an outside license, certification, credential, or employment authorization.

Graduation and Contact Information

Students must satisfy the graduation requirements stated in the current School Catalog. Students are also responsible for maintaining current legal name, mailing address, telephone number, email address, emergency contact information, and other information necessary for NATS operations and communications.

12. STUDENT HANDBOOK ACKNOWLEDGMENT

By signing or electronically acknowledging receipt of this Student Handbook, the student acknowledges receipt or access, responsibility for reviewing the Handbook, the relationship between the Handbook and School Catalog, the possibility of lawful policy revisions, and the responsibility to review applicable updates.

1. I have received or been provided access to the North American Trade Schools Student Handbook.
2. I understand that I am responsible for reviewing the Handbook and asking questions about policies or requirements I do not understand.
3. I understand that the Handbook works together with the School Catalog and other applicable policies, disclosures, notices, program materials, and student communications.
4. I understand that detailed academic requirements are contained in the current School Catalog and other applicable NATS materials.
5. I understand that NATS may revise policies when necessary and will communicate material changes as required.
6. I understand that this acknowledgment does not waive any right provided by law, accreditation requirements, or NATS policy.
7. I understand that this acknowledgment does not replace any separate notice, consent, authorization, disclosure, or acknowledgment NATS is required to provide or obtain.

Student Name: _____

Student ID: _____

Program: _____

Student Signature: _____

Date: _____

Handbook Version/Effective Date: _____

Electronic acknowledgments may be retained as part of the student's institutional record.