



Catalog and Student Handbook

Fall 2021

Mission: *Our mission at Stonepile LLC is to harness the power of innovation, technology, and experience to train the next generation of construction leaders in values-based perspectives, success-oriented knowledge, and real-world construction skills.*

Goal: **Build Leaders to Analyze, Communicate, & Execute.**

Values: *Humility. Honesty. Respect. Freedom.*

Stonepile LLC Catalog and Student Handbook

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Stonepile LLC Catalog and Student Handbook

August 30, 2021;

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Stonepile LLC is authorized by the Tennessee Higher Education Commission.

This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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Ownership:

Stonepile LLC is privately owned and operated college offering AAS in Construction, BAS in Construction Management, and MAS in Pre-fabricated, Offsite and Modular Construction.

Stonepile LLC is owned 50% by Drs. Garry and Jodi Vermaas, 25% by Blair Hildahl, and 25% by Adam Ginsburg.

Current Faculty and Credentials:

- Garry Vermaas, PhD in Engineering Mechanics, Licensed Professional, Structural, and MEP Engineer. He is also the Institutional Director.
- Jodi Vermaas, PhD, in Counselor Education and Supervision, Licensed Professional Counselor with Mental Health Practitioner Designation; MS in Mental Health Counseling; BA in English. She also serves as Program Director of the AAS and BAS programs.
- Adam Ginsburg, BS in Structural Engineering, Licensed Professional and Structural Engineer
- Vijay Rathod, BS, MS in Structural Engineering

2021 Calendar

Summer Semester 2021	
August 30	Classes Begin- Last day of open enrollment
October 3	Tuition due in Full. Last day to withdraw from class without being responsible for tuition charges
September 6	Labor Day
November 25	Thanksgiving
December 10	Classes End

Admission Policy

Stonepile LLC requires the following:

- Students enrolling in an Associate of Applied Science or Bachelor of Applied Science degree program must possess, at a minimum, a high school diploma, a high school diploma equivalency, or postsecondary credit in a degree program.
- Students enrolling in the Masters of Applied Science in Prefabrication, Modular, and Offsite Construction must possess, at minimum, a bachelor's degree.
- In addition, Stonepile LLC requires the submission of original and formal transcript from highest level of schooling mailed to Stonepile LLC by the institution, complete

application form, and all required documents with appropriate signatures, including Basis for Admission, Transferability of Credit Disclosure, Pre-Enrollment Checklist, Executed Enrollment Agreement, and Standards for Attendance.

- *There is no cash discount for tuition.*
- *There is no abilities test requirement.*

Enrollment

- Students may enroll in STONEPILE llc up until the First Day of Class of each semester.
- STONEPILE llc's open enrollment allows admission any time, with a start date at the beginning of any of the three semesters each year (Spring, Summer, Fall).
- Tuition is \$200 per credit for AAS and BAS, and \$300 per credit for MAS.
- To secure the enrollment spot, a student must complete the following registration steps in this order: completion and execution of a Transferability of Credit Disclosure, the Pre-Enrollment Checklist, and finally, the Enrollment Agreement.
- 100% of the semester tuition fee will be invoiced on the last day of Week Five and payable in full by the end of Week Eight.
- Cancellation: An applicant who withdraws/cancels enrollment within the first five weeks of the semester is entitled to a refund of all monies paid. No refund will be given for withdrawal after the last day of Week 5.
- All refund monies shall be returned to the student by the institution within thirty (30) days of the withdrawal or determination of withdrawal.

Attendance Policy

In accordance with the U.S. Department of Education guidance regarding class participation, students must submit their required Week 1 Assignment within each course(s) during the first 7 calendar days of the class. The first calendar day of class is the official start date of the course as listed on the Stonepile LLC calendar. If students have any questions about their assignments, or they are unable to complete their assignments, they should contact their faculty member.

The guidelines and policies that follow are designed to provide the faculty and students with a common understanding of attendance expectations for the classroom and are the same for all courses and instructors.

General Overview: As distance learners, students' engagement is expected. Our classes are not independent study courses. They require independent work outside the online classroom and within the online classroom with all work completed according to the syllabi. Students are expected to engage in courses in an active and timely fashion. All students must fulfill their class syllabus expectations, including engaging in discussions and discussion responses, completing assignments, and taking all tests, quizzes, and assessments. Time outside class requires student engagement in reading, studying, writing, and presenting written work, presentations, and media work.

Determination of Attendance or Absence: Students must engage (log in and participate) three separate days per week, and then submit their assignment/quiz by the end of the week. The engagement should be to post their original response to the online discussion (by Day 3 of each week), to post the first response to another student's discussion post (by Day 4 of each week) and to post the second response to another student's discussion post (by Day 5 of each week), finally to post their completed assignment (by Day 7 of each week).

Any student who does not log on and participate in any of these above will be considered absent. An absence is defined as failure to log on and post in the discussion board (thrice weekly as delineated above) and once in the assignment area (to respond to the weekly assignment) by the expected date of completion. An absence is defined as failure to log in and post in any one of these by the expected date of completion.

True emergency absences (e.g., death in family, extreme illness, or natural disaster) or planned absence should be discussed with your instructor. As a private institution, Stonepile LLC is not required to follow federal holidays; however, main holidays are noted on the calendar. Should a post fall on a federal holiday, the student may post one day later than scheduled (e.g., If Labor Day is on Day 3 of a Course Week, the Discussion board response typically due by Day 3 will be due by Day 4 of that week).

Holidays: As a private institution, Stonepile LLC is not required to follow federal holidays; however, some of the major holidays are noted on the calendar. On the major holidays listed on the Calendar, the student can post one day later than scheduled (e.g., If Labor Day is on Day 3 of a Course Week, the Discussion board response typically due by Day 3 will be due by Day 4 of that week).

Grading Policy

All grades follow a point system:

- Discussion Posts: 30 Points
- Assignments: 50 Points
- Discussion Responses: 20 Points

It is expected that students engage in all discussions and submit all assignments/quizzes. Students may submit assignments late; however, late assignments (those assignments turned in up to one week after due date) will receive an automatic 10% grade reduction. Anything beyond 7 days receives zero points. Any outstanding situations (e.g., death in family, serious sickness, crises, or religious observances) communicated to the instructor by the due date of the assignment can receive an Incomplete for that assignment, and get a two-week extension for the respective assignment.

All instructors will post graded assignments with written feedback within 7 days of the due date of the respective assignments. Students maintain access to their grades via their Basecamp Classroom Grades section, which is updated weekly.

Grades reflect the total points earned for all class work per total class points available, as follows according to the following *Expectations*:

- Clearly identifies the content and summarizes it
- Organized in a way that demonstrates relevant background knowledge and mastery of the material
- Uses proper grammar, syntax, and punctuation
- Correctly and Fully answers all question prompts
- Shows original thought and synthesis of the information.
- Accurately calculates, if needed.

The following **Grading Scale** will be used for all courses:



Grade	Grade points per unit	Interpretation
A+, A, A- (90-100)	4.0, 4.0, 3.7	Excellent - Discussions and assignments exceed expectations.
B+, B, B- (80-89)	3.3, 3.0, 2.7	Good - Discussions and assignments meet expectations
C+, C, C- (70-79)	2.3, 2.0, 1.7	Fair - Discussions and assignments meet some expectations.
D (60-69)	1.0	Poor (Barely Passing) - Discussions and assignments meet very few of the expectations.
F (Below 60)	0.0	Fail - Discussions and assignments do not meet expectations.
P	Degree Pass	C or better on all assignments, discussion posts, and responses.
NP	Degree Not Pass	Below C average on all assignments, discussion posts, and responses.

I	Incomplete (of course)	Work of passing quality but incomplete.
W	Withdrew (of course)	Withdrew after the fifth week.

Unsatisfactory Attendance or Grades: It is expected that students engage in all discussions and submit all assignments/quizzes. Students may submit assignments late; however, late assignments (those assignments turned in up to one week after due date) will receive an automatic 10% grade reduction. Anything beyond 7 days receives zero points. A student's attendance record therefore directly impacts a student's course grade.

Any student found to be failing the class by Week Three, due to absences or a failing course grade, will be notified via written communication by their instructor for progress monitoring. Progress report monitoring will be in the form of weekly written communication reports given to the student by their instructor noting their grades each week with specific areas noted for improvement. Any student failing a class by Week Five will be given the option in written communication to Withdraw without penalty.

A student will be determined to be withdrawn from a course for Unsatisfactory Attendance if the student misses 20 consecutive instructional days. Instructional days are all calendar days of the semester, not including holidays. Missed instructional days are those which the student does not log on and post a message, assignment, or discussion post. The 20 days will be measured from the last day of posting a message, assignment, or discussion post in the course.

Students who fail a class or are withdrawn for Unsatisfactory Attendance must retake the course in its entirety, submitting all new work.

Successful completion of the AAS and BAS requires at least a 1.7 GPA overall (a cumulative 70% or higher on average of all classes).

Successful completion of the MAS requires at least a 2.5 GPA overall (a cumulative 80% average).

Student Conduct

Stonepile LLC strives to uphold Four Core Values: Honesty, Humility, Respect, and Freedom. Students are subject to corrective action when they violate Stonepile LLC's conduct expectations, including but not limited to the following:



The Online Construction College

- Physical abuse of any person. Any findings of this misconduct are cause for immediate expulsion.
- Sexually assault or abuse. Any findings of this misconduct are cause for immediate expulsion.
- Conduct that may endanger the health of members of the classroom. Any findings of this misconduct are cause for immediate expulsion.

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- Disorderly conduct in group work. Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.
- Lewd language, conduct, or expression; Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.
- Threats to another student or faculty. Any findings of this misconduct are cause for immediate expulsion
- Giving false information or identification to Stonepile LLC administration, instructors, or directors. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Cheating. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Plagiarism. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Helping another student break Stonepile LLC's conduct expectations. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.

Expulsion Policy

- In the event of a violation of the Student Conduct code, there shall be an investigation and report on the violation by the Program Director of the student's program.
- If evidence of a violation is found, the student will be notified and informed by the Program Director of the student's program. The student will be asked for a written response.

- Institutional Director, Dr. Garry Vermaas, will review the evidence, including the Program Director's report on the violation as well as the student's response, and render a decision.
- Readmission and reapplication to the program after expulsion may occur after one calendar year from date of expulsion upon written request by the student and an interview with the Institutional Director. Determination on the student's readmission or reapplication will be made solely by the Institutional Director.
- Grievances may be filed with Tennessee Higher Education Committee.

If a student is found in violation of Stonepile LLC's Student Conduct code, the corrective action will be in accordance with the listed actions in the Student Conduct Section, as follows:

- Physical abuse of any person. Any findings of this misconduct are cause for immediate expulsion.
- Sexually assault or abuse. Any findings of this misconduct are cause for immediate expulsion.
- Conduct that may endanger the health of members of the classroom. Any findings of this misconduct are cause for immediate expulsion.
- Disorderly conduct in group work. Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.
- Lewd language, conduct, or expression; Any findings of this misconduct are cause for immediate suspension for one week. Work may be turned in, but no interaction with other students or staff are allowed.

- Threats to another student or faculty. Any findings of this misconduct are cause for immediate expulsion.
- Giving false information or identification to Stonepile LLC administration, instructors, or directors. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Cheating. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.
- Plagiarism. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.



- Helping another student break Stonepile LLC's conduct expectations. Any findings of this misconduct are cause for immediate failure and cancellation of the course in which the violation occurred.

Program Description: Associate of Applied Science in Construction

The objective of this program is to prepare the student to work in the building construction field. The program coursework will include 60 credits and will fulfill the general education requirements for an Associate degree and specific coursework in construction. The program is designed to train the student through the construction timeline of a building project. The student will learn construction materials, site construction, foundation and concrete construction, building framing construction, masonry construction, plumbing construction, HVAC construction, envelope construction, electrical construction as well as construction drawings, construction mechanics, leadership development, technical communication in construction, and accounting practices for the industry. The student will work daily with construction drawings, construction specifications and product specifications acutely preparing them for actual field conditions. In addition, General Education credits per the standards of the Department of Education for an AAS degree are included. This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have five 3-credit classes for a total of 15 credits per semester. Each class will be 4 months long with 30-45 lessons and assignments. Stonepile LLC will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$200. Full-time students will complete the program in 4 semesters (16 months). A part-time student will complete the course requirements within 4 continuous years. Courses remain the same length for both full- and part-time students.

Syllabi for courses or, for short programs, an outline and description of the training:

Semester 1

- 161 Site Construction & Construction Materials
- 162 Foundation & Concrete Construction
- 101 English Literature and Composition
- 111 Analytic Geometry and Trigonometry
- 191 Construction Practicum 1 (field lab for 101 and 102)

Semester 2



- 171 Building Framing Construction
- 131 Psychology - Ethics, Values, and Leadership
- 164 Masonry Construction
- 112 Accounting
- 192 Construction Practicum 2 (field lab for 106 & 108)

Semester 3

- 271 Construction Drawings & International Building Code
- 231 Communication - Digital Composition
- 281 Plumbing Construction
- 282 HVAC Construction
- 291 Construction Practicum 3 (field lab for 281 and 282)

Semester 4

- 272 Envelope Construction
- 221 Physical Science - Mechanics & Statics
- 231 Psychology - Leadership Development
- 284 Electrical Construction
- 292 Construction Practicum 4 (field lab for 272 and 284)

Program Description: Bachelor of Applied Science in Construction Management

The objective of this program is to prepare the student to work in a leadership role in the building and construction field. The program coursework will include 120 credits and will fulfill the

general education requirements for a BAS degree and specific coursework in construction. The program is designed to train the student through the construction timeline of a building project. The student will learn construction materials, site construction, foundation and concrete construction, building framing construction, masonry construction, plumbing construction, HVAC construction, envelope construction, electrical construction as well as construction drawings, mechanics, leadership development, technical communication, and accounting practices for the industry. The student will work daily with construction drawings, construction specifications and product specifications acutely preparing them for actual field conditions.

In the BAS program, students will extend their knowledge base from practical skills and basic project management leadership in the field and move to higher level executive leadership, organizational psychology, and high-level project management. Key objectives include increasing circumspection of the needs of the industry, creative and robust problem-solving skills, innovation toward technology, and entrepreneurial leadership. We expect graduates of the BAS program to not only excel in construction knowledge and skills, but to have an acutely high-level analytical skills, executive-level communication skills, and keen awareness of executing full projects via values-based, efficient, and innovative leadership. The students experience saturation in the ideas of data collection and management, automation, AI, robots, rendering, 3D technology, as well as the global business landscape. Leadership training includes personal leadership assessments and coaching to help graduates become the leaders of the next generation of construction contractors, innovators, and executives.

In addition, General Education credits per the standards of the Department of Education for a BAS degree are included. The Bachelor of Applied Science in Construction Management program devotes 35% (42 out of 120 credits) of its instruction to General Education with at least two Humanities/Fine Arts, two Math/Hard Science, and two Behavioral Science.

This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have five 3-credit classes for a total of 15 credits per semester. Each class will be 4 months long with 30-45 lessons and assignments. Stonepile LLC will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$200. Full-time students will complete the program in 8 semesters (32 months). A part time student has a maximum of 8 years to complete the program. Courses remain the same length for both full- and part-time students.

Syllabi for courses or, for short programs, an outline and description of the training:

Semester 1

- 161 Site Construction & Construction Materials
- 162 Foundation & Concrete Construction
- 101 English Literature and Composition
- 111 Analytic Geometry and Trigonometry
- 191 Construction Practicum 1 (field lab for 101 and 102)

Semester 2

- 171 Building Framing Construction
- 131 Psychology - Critical Thinking, Values, Leadership
- 164 Masonry Construction
- 112 Accounting
- 192 Construction Practicum 2 (field lab for 106 & 108)



Semester 3

- 271 Construction Drawings & International Building Code
- 201 Communication - Digital Composition
- 281 Plumbing Construction
- 282 HVAC Construction
- 291 Construction Practicum 3 (field lab for 281 and 282)

Semester 4

- 272 Envelope Construction
- 221 Physical Science - Mechanics & Statics
- 231 Psychology- Leadership Development
- 284 Electrical Construction
- 292 Construction Practicum 4 (field lab for 272 and 284)

Semester 5

- 311 Introduction to Licensed Contractors
- 331 General Contracting I
- 332 General Contracting II
- 333 General Contracting III
- 301 Introduction to Architectural design

Semester 6

- 321 Business and Law I
- 322 Business and Law II
- 341 Mechanical HVAC/Refrigeration Contracting I
- 342 Mechanical HVAC/Refrigeration Contracting II
- 343 Mechanical HVAC/Refrigeration Contracting III

Semester 7

- 451 Masonry Contracting I
- 452 Masonry Contracting II
- 461 Electrical Contracting I
- 462 Electrical Contracting II



- 463 Electrical Contracting III

Semester 8

- 441 Mechanical Plumbing Contracting I
- 442 Mechanical Plumbing Contracting II
- 443 Mechanical Plumbing Contracting III
- 444 Mechanical Fire Sprinklers and Fire Protection Contracting I
- 445 Mechanical Fire Sprinklers and Fire Protection Contracting II

Program Description: Master of Applied Science in Prefabrication, Modular, and Offsite Construction

The Master of Applied Science in Prefabrication, Modular, and Offsite Construction degree program trains students in the science, theories, and skills of professional development, servant leadership, organizational change, and program development. Different from a Business Administration degree, the MAS focuses on automation, prefabrication, and not being complacent with industry habits of the past. Targets of study include the optimization of monetary and human capital, product quality and scheduling proficiency, as well as innovating to improve industry efficiency. Students learn to navigate the people-side of the business world, creating positive workplaces that lead to personal and corporate growth, learning, development, innovation, and success. Furthermore, the program prepares students with the technologies needed to lead in a rapidly changing global economy and communications landscape. Graduates from this program have a variety of employment opportunities such as working for general contractors, sub-contractors, construction management firms, and architectural and engineering firms.

This program will be taught online using Basecamp as the secure correspondence platform. Each semester will have two 3-credit classes for a total of 6 credits per semester. Each class will be 4 months, and up to 45 different lessons and learning points.



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Class 591 Master Thesis will be 6 credits and the pinnacle thesis addresses this question: How would you revolutionize the construction industry—with potential research to address speed, cost, quality, green, safety, and innovation advancements.

Stonepile LLC will offer 3 semesters per year: fall, spring, summer. Each credit will cost \$300. A part-time student will take at a minimum 20 Months (5 semesters) to complete the program.

Semester 1

- 561 Site Construction & Prefab Logistics
- 562 Prefab Foundation & Concrete Construction

Semester 2

- 564 Factory Layout and Operations
- 571 Prefab Building Framing Construction

Semester 3

- 582 Prefab HVAC Construction
- 572 Prefab Envelope Construction

Semester 4

- 581 Prefab Plumbing Construction
- 584 Prefab Electrical Construction

Semester 4

- 591 Master Thesis – How to Revolutionize the Construction industry Part #1
- 592 Master Thesis – How to Revolutionize the Construction industry Part #2

Job Placement

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Stonepile LLC guarantees that all graduates will receive career counseling, resume assistance, and connection with potential employers for immediate hire. Although we cannot guarantee immediate placement, we guarantee all graduates continuing assistance with job placement until they receive job offers.

Prior Credits

Stonepile LLC will consider previous credits earned at other licensed and/or accredited institutions; however, all learning objectives in the curriculum must match Stonepile LLCs benchmarks for learning. Original transcripts and descriptions of the courses taken must meet Stonepile LLC's standards and receive approval by the Program Director.

Transfer of Credits

Stonepile LLC is a special purpose institution. That purpose is to harness the power of innovation, technology, and experience to train the next generation of construction experts in values-based leadership, success-oriented knowledge, and real-world construction skills. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institute.

Facilities, Equipment & Distance Technology

STONEPILE llc allows students to transfer credit from prior academic institutions and professional certifications and trainings. Students may transfer in a maximum of 25% credits toward completion of an undergraduate degree and 10% from a graduate course.

Here is the Process: -

1. Students applying will be asked for their transcripts and any other professional trainings or experiences that might be used for transfer.

During enrollment, the enrollment officers will collect transcripts for potential transfer credits from post-secondary institutions. Students may also provide professional

1. certifications, military training and coursework (ACE-reviewed transcripts), and portfolios of professional experience to demonstrate college-level or master's level work.
2. Official transcripts must be submitted to complete admission and transfer credits. Unofficial transcripts may be used during the process and while waiting for the formal transcripts. Should a student be using a portfolio of experience, the document must demonstrate learning points and skills commensurate with the course map and be signed off by the person overseeing the training.
3. The program director will evaluate the transcripts, and any courses from a regionally-accredited, professional/specialized accreditation, or national accrediting organization recognized by the U.S. Department of Education at the time the course was completed.
4. The Program Director reviews the transcripts and courses to be transferred to ensure the courses cover the same goals and learning points as the course to be satisfied in STONEPILE llc's curriculum and were earned under the appropriate institutions or authorities.
5. The student might need to provide course descriptions for those courses being transferred. Note: Most General Education classes will transfer while many of the construction-specific courses will not fulfill STONEPILE llc's curriculum goals, since STONEPILE llc is highly specific and current in the course offerings.
6. Once the Program Director has investigated the course and found it transferrable, the student must show passing grades, as follows: -
 - a. For the AAS and BAS programs, a score of 2.0 or C on the official transcript in a course that aligns with STONEPILE llc's course map.
 - b. For the MAS program, a score of 3.0 or B on the official transcript in a course aligns with STONEPILE llc's course map.
7. Once the Program Director has accepted the transfer credit, the registrar will mark off the courses for transfer, but the student is responsible to notify the Registrar at the beginning of each term that holds transfers credit options.

Technology Requirements:

Recommended Setup:

- Broadband Internet Access (1.5 Mbps or higher)
- Windows 10 or Mac OS X
- 4GB minimum, 8+ GB suggested
- 128GB Hard Drive minimum
- Intel Core i3 processor or higher
- Screen resolution 1024x768 minimum
- Speakers, headphones and webcam
- Inkjet or Laser Printer

Software Requirements:

- Recommended Web Browser – current version of Chrome or Microsoft Edge
- Microsoft Office
- Bluebeam Revu (free academic version available through Stonepile LLC)

Withdrawal, Refund, and Cancellation Policy

WITHDRAWAL/CANCELLATION POLICY AND PROCEDURE

- Prior to the last day of Week Five (of 15 total weeks [33%] of the semester), students may withdrawal and receive a full refund by STONEPILE llc of all monies paid. No refund for the semester will be given for withdrawal *after* Week Five (of 15 weeks) of that current semester.
- If special circumstances arise, a student may request, in writing, a leave of absence,



which should include the date the student anticipates the leave beginning and ending. The withdrawal date, if applicable, will be the date the student is scheduled to return from the leave of absence but fails to do so.

- A student will be determined to be withdrawn from the institution if the student misses 20 consecutive instructional days. Instructional days are all calendar days of the semester, not including holidays. Missed instructional days are those which the student does not log on and post a message, assignment, or discussion post. The 20 days will be measured from the last day of posting a message, assignment, or discussion post.
- Students may give written notice of their intent to withdraw by notifying the Program Director or the Institutional Director by private message on Basecamp (Stonepile llc's online platform). In the case of this written notice of withdrawal, the last date of enrollment will be the date notice was given by the student.

REFUND POLICY

- Prior to the last day of Week Five (of 15 total weeks [33%] of the semester), a student who withdraws, drops out, is expelled, or otherwise fails to attend classes, may receive a full refund from Stonepile LLC of all monies paid
- No tuition refund from Stonepile LLC will be given for a student who withdraws, drops out, is expelled, or otherwise fails to attend classes after the conclusion of Week Five (of 15 weeks [33%]) of that current semester; provided however, that any fee paid to Stonepile LLC for tangible goods or services that were not delivered to or fully provided to the student shall be fully refunded regardless of the date of withdrawal, cancellation, or expulsion.
- Stonepile LLC reserves the right to reschedule the program start date when the number of students scheduled is too small. In this case, the student or sponsoring organization shall receive a full refund of monies paid, and has the option to start at a later date. If student chooses the latter, a new enrollment agreement with new start/completion dates must be executed.
- Within 30 days of the determination of a withdrawal, cancellation, or expulsion, Stonepile LLC shall mail a check to the student's or sponsoring organization's listed address in the refund amount due, whether or not it has been requested.
- All refunds by Stonepile LLC shall be given to the student or sponsoring organization within 30 days from the last day of enrollment. The last day of enrollment is determined as follows:
 - The last date of enrollment may be the date of withdrawal notice by the student
 - Or in the case of expulsion, the date of formal, written expulsion by the institution

•Or in the case of the student being withdrawn by the institution for reasons of missing 20 consecutive days, the date of termination will be the last day of attendance, defined as the last time a student posted on a discussion board or assignment.

•Or in the case of an approved leave of absence, the date the student fails to return from an approved leave of absence.

Sample Table of Refunds

Withdrawal, Cancellation or Drop Date prior to the end of Week Five of Semester:

Student Name	Program	Start Date	Withdrawal/Drop Date	Refund Amount	Date Paid
John Doe	BAS	08/30/21	09/30/21	100%	10/15/21

Withdrawal, Cancellation or Drop Date after the last day of Week Five of Semester:

Student Name	Program	Start Date	Withdrawal/Drop Date	Refund Amount	Date Paid
John Doe	BAS	08/30/21	10/04/21	0%	N/A

Financial Data for Transparency and Accountability to the State:

Each student will be set up as a CLIENT in QuickBooks when they send their first application fee. From that point on – all financial records will be kept accurately in quick books:

- Charges to student for credits or other fees
- Charges will clearly indicate the period of enrollment that the charge is for

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- Payments from student
- Current balance
- Amounts owed
- Any tuition waiver from Stonepile LLC

Students will receive financial statements by the end of Week 5 with all final payments due by the end of Week 8. Current financial records will be maintained and can be requested at any time by contacting the institutions' Financial Director and Bursar Adam Ginsburg.

Grievances

Please contact Dr. Garry Vermaas, Institutional Director, at 274 Mallory Station Road, Franklin, TN, 37067 or 615-613-3605 or info@stonepile.us with any grievance, complaint, or issue with anyone involved at Stonepile LLC. Dr. Vermaas will consider the grievance informally and confidentiality at first. He will investigate and provide written response to the student. At any time, the student may request mediation with the Institutional & Executive Director, Dr. Garry Vermaas at: 274 Mallory Station Road, Franklin, TN, 37067 or 615-613-3605

At any time the student may contact the Tennessee Higher Education Commission at:



The Online Construction College

- 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243-1102 and its telephone number of (615) 741-5293.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

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APPLICATION

BASIC INFORMATION

First Name _____

Middle Initial _____

Last Name _____

Maiden Name _____

Please Note: Stonepile LLC requires the name on your academic record to match the records of the Social Security Administration (SSA).

Mailing _____ Address _____

State _____

Zip Code _____

Phone Number _____

(xxx) xxx-xxxx _____

Phone type: _____

E-Mail Address: _____

College of Interest: _____

Program of Interest: _____

Social Security Number: _____

Date of Birth: _____

Gender: _____

Race: _____

Emergency Contact and Phone: _____

Marital Status: _____

The following questions are important for understanding job placement opportunities and degree considerations for the applicant. Please note: they are not required and will remain private to only the applications team at Stonepile LLC.

Disability Status of any kind: _____



Relevant health related issues: _____

Criminal Record background: _____

Any additional information you think pertinent for your application:

BASECAMP ACCESS:

You will receive a Basecamp access upon processing your application.

Please indicate the email you wish to use for your Basecamp account.

Stonepile LLC does not offer college email addresses and will not use email for any communication. All communication will be conducted through Basecamp.

CURRENT EDUCATIONAL ATTAINMENT

Formal Transcript Required must be submitted. Please have your prior institution mail directly a formal transcript to:

Stonepile LLC
274 Mallory Station Road
Franklin TN 370

Highest Level of School Completion:

Please note:

- High School Graduation Date
- Or High School Equivalency Completion Date
- Post-Secondary Graduation Date, if applicable:
- Post- Secondary Course work, if applicable:
- Other Learning Programs or Technical Programs or Certificates and Completion Dates: