



**المعهد العالي للصناعات البلاستيكية**

Higher Institute for Plastics Fabrication

# HIPF CATALOG

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## INSTITUTE INFORMATION

HIPF is a premier institute in Saudi Arabia offers a complete training on plastics fabrication technology. The training process is supervised by the Japanese Experts with more than 30 years of experience from the prominent the plastics industry in Japan. The delivery of training is conducted by Senior Instructors well experienced in the plastic industries from different countries.

The Saudi Human Resource Development Fund (HRDF) and various Saudi plastics companies provide tuition fees and allowances for trainees.

## PROGRAM OFFERED

HIPF offers a two year diploma in plastic fabrication technology. The diploma program was designed based on the National Occupation Skill Standard (NOSS) for plastics fabrication machine operator which was built by a team of experts and best practitioners from the Saudi plastics industry. The medium of instructions is English and trainings are conducted in industry-sized state-of-the-art plastics manufacturing plants.

Name of program: **DIPLOMA IN PLASTICS FABRICATION TECHNOLOGY**

Duration of program – 4 semesters and each semester is 21 weeks duration.

The **Goal** of this program is to make trainees able to learn the principles, theories and practices of plastic fabrication technology and work as Machine operator in Plastics Industry. The measurable/quantifiable Objectives of HIPF Diploma program is that the trainee should achieve below attributes upon completion of program while maintaining

- 80% or more of overall attendance level including excuses
- 60% or more of overall grades level in all theoretical subjects
- 65% or more of overall grade level in English
- 60% or more of overall in practical subject with condition of compulsory Prior passing of Practical examination.

Attributes:

- Learn how to read, write and speak Basic English needed to understand the theories, principles and practices of plastic fabrication technology.
- Know/learn and understand the safety practices in the workplace and the Institute as a whole.
- Know/learn and understand the theories, principles of plastic materials and basic machineries and equipment related to plastic fabrication technology.
- Develop a working knowledge and learn how to operate the plastic machineries and equipment including their auxiliaries.
- Know/learn how to compute for material consumptions, how to mix raw materials needed in production and computations of production output & rejection rates.
- To know/ learn on how to analyze and solve practical plastic molding problems.
- Understand the basics of Plastic Molding technology, plastics behaviors and common problem solving (troubleshooting) situations.
- To know/learn and recognize the processing condition that affects product quality.
- To know the working environment and the basic operations of their sponsor companies during the 8 weeks OJT (On the Job Training) program.

## ACCREDITATION, APPROVALS AND MEMBERSHIP

The diploma of HIPF is Accredited by the national accreditation body Technical and vocational Training Corporation (TVTC).

HIPF has been granted international accreditation by Accrediting Council for Continuing Education & Training (ACCET), USA.

## HIPF HISTORY AND STATEMENT OF OWNERSHIP

As per agreement signed on 18th September 2004 between the General Organization for Technical Education and Vocational Training (GOTEVOT) and Eastern Petroleum Company (SHARQ) the establishment of HIPF was agreed. From then, HIPF was set up as vocational training institute under ownership of Technical and Vocational Training Corporation (TVTC) to practice the nonprofit vocational training in the field of Plastics fabrication technology. A Board of Directors was formed for HIPF to conduct the work functions of the Institute and this Board of Directors was headed by TVTC. It started its full-fledged operation in September 2007.

HIPF is governed by a board of Directors.

## BOARD OF DIRECTORS

Name	BOD	Company	Position
Dr. Ahmed Fahd Al-Fuhaid	Chairman	TVTC	Governor
Mr. Abdullah Ali Al-Sanea	Member	Sanea Mgt. & Ind. Consultants	President
Mr. Abdulrahman S. Al-Ismael	Member	National Petrochemical Co.	President
Mr. Fuad Mohammed Mosa	Member	SABIC	General Manager, Local Content Innovation & Business Development
Mr. Hamad Abdulaziz Al-humaidi	Member	Tasnee	GM for Rewards
Mr. Khalid Mohammad AlSalem	Member	National Industrial Clusters Development Program	MODON & National Industrial Clusters Development Program President –NICDP, Modon
Mr. Mushaigeh S. Al-Mushaigeh	Member	SAPPCO	GM
Mr. Nasser Yusuf Al-Rashed	Member	MOPM/MINPET	Advisor
Mr. Q. Sachio Nohara	Member	SPDC Ltd. Co.	Senior Advisor/Representative
Dr. Salah Suood Al-Eissa	Member	SABIC	Acting President -Sabic Academy
Khaled Mohammed Al-Ghefaili	Sec.	HIPF	Executive Director

## FACILITIES & EQUIPMENTS

HIPF is having five workshops equipped with modern art of technology machineries to cater the hand on training. HIPF class rooms are equipped with modern teaching aids like projector/ TV screen etc. Class rooms are designed to accommodate 30 trainees at a time. The workshops are designed to accommodate 75 trainees (maximum 5 trainees per machine) at a time.

<b>TRAINING MACHINES</b>			
Training Machines	No. of Machines	Company	Country
Injection Molding	15	Arburg	Germany
Blown Film Extrusion	15	Polyrema	Germany
Blow Molding	15	Kautex	Germany
Pipe Extrusion	14	Cincinnati	Austria
Thermoforming	01	Illig	Germany
Sheet Extrusion	01	Reifenhauser	Germany
Injection Molding	04	Netstal	Switzerland
Injection Molding	01	KraussMaffei	Germany
Injection Molding	01	Husky	Canada
Stretch Blow Molding	01	Sidel	France
Tensile Tester	02	Zwick Roell-Z020	Germany
Flexural Tester	02	Zwick Roell-Z100	Germany
Charpy Pendulum Impact Tester	02	Zwick Roell	Germany
Drop Impact Tester	01	Coesfeld	Germany
Puncture Impact Tester	01	Ray-Ran	UK
Elmendorf tear Tester	02	Thwing-Albert Instrument Company	USA
Melt Flow Rate Tester	02	Haake Melt Flow MT	Germany
Deflection Temperature Under Load	02	Coesfeld	Germany
Heat Sealer	02	Brugger	Germany
Gloss Meter	01	Novo Gloss – Rhopoint Instrumentation Ltd	UK
Haze Meter	01	Colorquest XE, Hunter Lab	USA
Color Meter	01	Colorquest XE, Hunter Lab	USA

## PERSONNEL

HIPF has well qualified & experienced teachers and instructors from all over the world. The list of administrative and teaching staffs are listed below.

NO.	NAME	POSITION	EXT. #	ROOM #	EMAIL
<b>EXECUTIVE MANAGEMENT</b>					
1.	Khaled Mohammed A. Al-Ghefaily,	Executive	111 &	202	<a href="mailto:ghefaily@hipf.edu.sa">ghefaily@hipf.edu.sa</a>
2.	Mr. Radhi Eid Al-Shammari	Dep. Exe.	303 &	205	<a href="mailto:radhi@hipf.edu.sa">radhi@hipf.edu.sa</a>
3.	Mr. Naif Ibrahim Al-Kaabi	Secretary	173 &	202	<a href="mailto:naif@hipf.edu.sa">naif@hipf.edu.sa</a>
<b>HUMAN RESOURCES DEPARTMENT</b>					
4.	Mr. Nasser Raki Al-Rimal	Director	180 &	208	<a href="mailto:nasser@hipf.edu.sa">nasser@hipf.edu.sa</a>
5.	Mr. Eyad Salah A. AlHadlaq	HR Specialist	152	209	<a href="mailto:eyad@hipf.edu.sa">eyad@hipf.edu.sa</a>
6.	Sadequr Rehman, M.D.	Institute	206	230	<a href="mailto:sadiq.r@hipf.edu.sa">sadiq.r@hipf.edu.sa</a>
7.	Mr. Waleed Al-Jabawi	Gov. Relation	311	209	<a href="mailto:waleed.j@hipf.edu.sa">waleed.j@hipf.edu.sa</a>
<b>IT ADMINISTRATION DEPARTMENT</b>					
8.	Mr. Mohammed Arshad	I.T.	123	122	<a href="mailto:arshad@hipf.edu.sa">arshad@hipf.edu.sa</a>
9.	Mr. Anurag Mishra	System	117	122	<a href="mailto:anuraag.m@hipf.edu.sa">anuraag.m@hipf.edu.sa</a>
<b>SECURITY PERSONNEL</b>					
10.	Mr. Obeid Al Shahrani	Security Guard	333	Gate	
11.	Mr. Hassan Ali Al-Shehry	Security Guard			
12.	Mr. Saeed Mohammed Al-Bishi	Security Guard			
13.	Mr. Abdullah Al-Harthy	Security Guard			
14.	Mr. Fahad Majorashi	Security Guard			
15.	Mr. Maadi Al Shehry	Security Guard			
16.	Mr. Hathal Al Saadi	Security Guard			
17.	Mr. Areef Al Zamaam	Security Guard			
<b>FINANCE DEPARTMENT</b>					
18.	Mr. Abdullah Abdullaziz Al-Ghati	Director	212 &	223	<a href="mailto:a.ghati@hipf.edu.sa">a.ghati@hipf.edu.sa</a>
19.	Mr. Turkey Mansour Al-Daham	Chief	185	222	<a href="mailto:turky.m@hipf.edu.sa">turky.m@hipf.edu.sa</a>
20.	Mr. Abdulrahem A. Al-Kateeb	Accountant	154	222	<a href="mailto:abdalrahem@hipf.edu.sa">abdalrahem@hipf.edu.sa</a>
<b>TRAINEES AFFAIR'S DEPARTMENT</b>					
21.	Mr. Yousef Rozaiq AlThobaiti	T. A. Manager	104	220	<a href="mailto:yousef@hipf.edu.sa">yousef@hipf.edu.sa</a>
22.	Mr. Tamer Ahmed Md. Al-Najar	T. A. Specialist	162	218	<a href="mailto:tamer.n@hipf.edu.sa">tamer.n@hipf.edu.sa</a>
23.	Mr. Ahmed Al-Shammari	T. A. Officer	153	218	<a href="mailto:ahmadshammari@hipf.edu.sa">ahmadshammari@hipf.edu.sa</a>
24.	Mr. Talal Saif Al-Talihin	Student	163	219	<a href="mailto:talal@hipf.edu.sa">talal@hipf.edu.sa</a>
<b>TRAINING DEPARTMENT</b>					

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27.	Mr. Ahmed Sulaiman Al-Gheth	PR Manager	155	212	<a href="mailto:ahmed.algheth@hipf.edu.sa">ahmed.algheth@hipf.edu.sa</a>
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29.	Mr. Noel Walid B. Rapsing	Exe. Secretary	140	217	<a href="mailto:w.rapsing@hipf.edu.sa">w.rapsing@hipf.edu.sa</a>
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38.	Mr. Alaa Md. Omar Ibrahim	Computer	184	221	<a href="mailto:alaa.omar@hipf.edu.sa">alaa.omar@hipf.edu.sa</a>
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<b>PLASTIC TESTING LABORATORY</b>				<b>WS 04</b>	
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53.	Mr. Sami Saud Al-Balwi	S.I.	243		<a href="mailto:sami.balwi@hipf.edu.sa">sami.balwi@hipf.edu.sa</a>



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71.	Mr. Shadeed Bin Al Shaair	ESP Teacher	116	109	<a href="mailto:shadeed@hipf.edu.sa">shadeed@hipf.edu.sa</a>
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75.	Mr. Mustafa Ibn Zaid	ESP Teacher	116	109	<a href="mailto:mustafa@hipf.edu.sa">mustafa@hipf.edu.sa</a>
76.	Mr. Said El Meeyuf	ESP Teacher	116	109	<a href="mailto:said@hipf.edu.sa">said@hipf.edu.sa</a>
77.	Mr. Mozafar Alemi	ESP Teacher	116	109	<a href="mailto:mozafar@hipf.edu.sa">mozafar@hipf.edu.sa</a>
	Mr. Ian Mcintosh	ESP Teacher	116	109	<a href="mailto:ian@hipf.edu.sa">ian@hipf.edu.sa</a>
	Abshir Mohamed Ahmed	ESP Teacher	116	109	
	Musharraf Usman Khalil	ESP Teacher	116	109	
<b>MAINTENANCE DEPARTMENT</b>		<b>WS 01</b>			
78.	Mr. Fahd Al-Zahrani	Head	217		<a href="mailto:fahad.z@hipf.edu.sa">fahad.z@hipf.edu.sa</a>
79.	Eng. Antonio L. Guasis	Maint.			<a href="mailto:anton.g@hipf.edu.sa">anton.g@hipf.edu.sa</a>

NO.	NAME	POSITION	EXT. #	ROOM #	EMAIL
80.	Eng. Arlin I. Velasco	Maint.			<a href="mailto:rln.iv@hipf.edu.sa">rln.iv@hipf.edu.sa</a>
81.	Eng. Rey Trani Rivera	Maint.			<a href="mailto:rey.rivera@hipf.edu.sa">rey.rivera@hipf.edu.sa</a>
82.	Bander Ali Al-Raqibah	Technical			<a href="mailto:bander.a@hipf.edu.sa">bander.a@hipf.edu.sa</a>
83.	Mr. Tomas Pia Lamano, Jr.	Operator			
84.	Mr. Saadodin Marohon Macadatu	Tea boy		Admin	
85.	Arnel R. Abeso	Cleaner			
86.	Robert John Lapinig	Cleaner			
87.	Mr. Richardson Buenseceso	Cleaner			
88.	Mr. Philip Santos	Cleaner			
89.	Mr. Christopher N. Taotao	Cleaner			
90.	William S. Enrique	Cleaner			
91.	Ariel B. Balatayo	Cleaner			
92.	Marlon M. Racines	Cleaner			
93.	Mr. Kenjohn Panuncillo	Cleaner			
94.	Suresh Gurung	Cleaner			
95.	Shyam Tamang	Cleaner			
<b>HOUSING / DORMITORY SECTION</b>					
96.	Mr. Mukhtar Eljekny	Head	183		<a href="mailto:mukhtar@hipf.edu.sa">mukhtar@hipf.edu.sa</a>
97.	Mr. Ateif Al Shehiry	Housing			<a href="mailto:atif@hipf.edu.sa">atif@hipf.edu.sa</a>
98.	Mr. Mansour M. Al-Ghurabi	Housing			<a href="mailto:mansour@hipf.edu.sa">mansour@hipf.edu.sa</a>
99.	Mr. Munir Al-Qahtani	Housing			<a href="mailto:munieer@hipf.edu.sa">munieer@hipf.edu.sa</a>
100.	Mr. Bandar Al-Mutairi	Housing			<a href="mailto:mutairi@hipf.edu.sa">mutairi@hipf.edu.sa</a>
	Cafeteria		288		
<b>JAPANESE ADVISORS (SPDC LTD.)</b>					
101.	Mr. Makoto Mizutani	Representative	187	210	<a href="mailto:makoto.mizutani@hipf.edu.sa">makoto.mizutani@hipf.edu.sa</a>
102.	Mr. Hajime Oyama	Japanese	255	WS 04/05	<a href="mailto:hajime.oyama@spdc.co.jp">hajime.oyama@spdc.co.jp</a>
103.	Mr. Kazunori Hirota	Japanese	214	WS	<a href="mailto:kazunori.hirota@spdc.co.jp">kazunori.hirota@spdc.co.jp</a>
104.	Mr. Noriyuki Okada	Japanese	181	WS 02/03	<a href="mailto:noriyuki.okada@spdc.co.jp">noriyuki.okada@spdc.co.jp</a>
	J.E. Meeting Room		299	211	

## MAXIMUM NUMBER OF STUDENTS IN TRAINING

The maximum number of students in a classroom is 30 and 75 in the workshops. The teacher /instructor to student ratio in class room is 1:30 and for practical is 1:15.

## **VISION**

We will be a premier institute in the development and delivery of training, knowledge and industrial services for the plastic industry

## **MISSION**

To develop and provide high quality technical training and technology services in order to meet the needs of the plastics industry.

## **STATEMENT OF NON-DISCRIMINATION**

HIPF does not discriminate on the basis of race, color, religion, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. HIPF complies with all Saudi laws barring discrimination. All inquiries or complaints regarding these laws should be directed to the Educational/Training Manager.

## **HOURS OPERATION**

Normal Training hours are from 7:15 AM to 3:00 PM from Sunday to Thursday. Saturday and Friday are week end holidays.

Break period: 9:00 AM to 9:30 AM; 11:00 AM to 11:10 AM and 12:00 NN to 1:20 PM

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## **IMPORTANT DATES & HOLIDAYS IN THE CALENDER YEAR**

### **Fall Semester 2017**

July 23: Starts fall semester, Begin U group  
August 29-September 7: Hajj Holidays  
September 23: National Day of Saudi Arabia  
November 05-December 28: OJT for R group  
December 10-14: Final practical examinations  
December 17-20: Final written examinations  
December 21: Result announcement  
December 24-28: Make up examinations

### **Spring Semester 2018**

January 7: Starts spring semester, Begin V group.  
April 15 – May 31: OJT for S group  
May 20-24: Final practical examinations  
May 27-31: Final written examinations  
May 31: Result announcement  
June 3-7: Make up examinations  
June 10- July19: Summer vacation & Eid Holidays

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## PLACEMENT ASSISTANCE

The Institute provides Job Placement assistance to all graduates but do not guarantee or assure any employment. All trainees must undergo two months on – the - Job Training (OJT) in their respective company. At the end of the OJT Program, all trainees will have a one month vacation based on HRDF policy. After one month vacation, all trainees will report to their respective company for immediate work assignment.

**Placement** is considered if any graduate trainee works in Plastics Fabrication Company for at least three consecutive months with corresponding salary. If any graduate trainee leaves the Company for any given reason without completing the three months period is considered as withdrawal.

**Placement data** or List of trainee's who works for three consecutive months in the company will be forwarded to the Institute by the company representative. The Public Relations Manager is responsible to compute the Placement Rate of the given batch of trainee's and the results will be documented, summarized and analyzed.

Job placement assistance includes:

- Job development by the placement department.
- Helping the trainees to identify and communicate with companies that have job openings in their area of training.
- Follow-up and assistance, if necessary, with trainees after interviews with companies and/or gaining employment with a company.
- The Institute will endeavor for the placement of all the trainees but do not guarantee the employment.

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## STUDENT SERVICES

HIPF's student services provide a range of support, information and specialist services to enhance their student experience HIPF's Student Services goal is to provide students with the resources to achieve their full potential, both within the HIPF community and in society as a whole. HIPF is dedicated to supporting the academic and personal endeavors of every trainee through advocacy, leadership and partnership.

Student Services:

- 1- Trainees' dormitory
- 2- Trainees' advisor for personal issues
- 3- Academic supervisor for academic counseling
- 4- Restaurant with almost free catering
- 5- Advisory before beginning of OJT program
- 6- Symposiums
- 7- Sports activities "soccer, basket ball, volley ball and table tennis"
- 8- Library and internet access.
- 9- Domestic trainees discount
- 10-Free internet access in dormitory
- 11-Free trips to Makah city
- 12-Exhibits inside and outside Saudi Arabia for exceptional trainees
- 13-Conferences inside and outside Saudi Arabia.

- 14- Short courses for important life and work skills like “time management and work ethics ”
- 15- Skill tests in injection Molding and Blown Film extrusion
- 16- Participate in research project in GPCA Fikra scheme
- 17- Overall excellent trainees are sent to Japan Trip

## ADMISSION POLICIES

### ADMISSION REQUIREMENTS

The applicant:

- Should be Saudi Nationals (male only).
- Should be a high school graduate (all sections).
- Should be a high school graduate within 5 years.
- Shouldn't be more than 23 years old.
- Should pass admission tests.
- Shouldn't be registered in human resources development fund.

Required documents:

- High school certificate.
- A copy of national ID.

How to Apply:

Application form is available in HIPF website <http://www.hipf.edu.sa/reg/registration.php>.  
Application form can be availed by directly visiting HIPF free of charge.

### ADMISSION TEST

- SMS messages will be sent to applicants cell phones to specify the time of admission test. "At least one week before test".
- Admission test is held in HIPF on every day of specified weeks for tests.
- The tests start with an Arabic interview followed by an English interview.

TEST	PERIOD
English interview	10 minute / 1 trainee
Arabic interview	10 minute / 1 trainee

English interview measure applicant's skills of listening and talking.

Arabic interview measures the applicant's desire to benefit from HIPF and their health background.

Admission integrity policy

- English interview done by English department only
- Arabic interview is to done by two officers from trainees' affairs department.
- English and Arabic interviews officers are fully separate.
- Selecting the chosen trainees is done by trainees' affairs Department

### SELECTION POLICY

- If any applicant failed in Arabic interview his name will be excluded from final screening.
- Highest 250 applicants in English level will be accepted.

### ***English selection criteria:***

The student should be able to proficiently answer and read the majority of questions in each level to be considered to be at that level. If they are not able to demonstrate this then they should be considered at the previous level. If a student scores between two levels of speaking & listening and the reading then he will be considered to be at the lower level of the two overall.

This test is for early assessment and placement during admissions. Due to the extensive nature of our comprehensive placement test and the schedule of interviewing applicants it would be logistically impossible to give every applicant our comprehensive placement test prior to admissions. Once the applicant is admitted there will be a comprehensive placement test for all trainees during the 2<sup>nd</sup> week of the semester to determine their true level and placement.

- If two applicants or more equaled in English level they will be chosen based on their high school percentage, the highest high school percentage will be chosen.
- Acceptance results are announced to trainee after interview.
- After final acceptance all accepted trainees and HIPF sign the enrollment agreement.

## **ACADEMIC POLICIES**

### **ATTENDANCE POLICY**

Attendance shall be checked and recorded by the instructor and teachers using Trainee Assessment Record (TAR) at the start of each training session and morning assembly.

One day is divided in to 7 hours. The trainee has to report to class on exact time , the trainee who is coming to training late , will be considered as absent for the hour.

Minimum attendance required for the subject to sit for final exams is 70% while it is 80% of the total training hours of semester.

### **TARDINESS AND EARLY DEPARTURE**

The trainee, who goes out before the end of training class time without permission is considered cutting classes and will be treated as absent and incident report is to be issued. The trainee, who is coming to training late from start of class time up to half time of 2 hours period, will be subject to 1 hour absent. After half time and for one (1) hour period same rule applies.

The trainee, who is absent/late to morning assembly after scheduled time will be considered one (1) hour absent for that day.

### **MAKEUP ATTENDANCE**

The trainees are requested to make up the 20% of absences only whereas a trainee will be dismissed if he exceeds the 20% of absence regardless of the make up.

## **MAKE-UP CLASS POLICY**

If a trainee is absent in regular classes then he has to go for makeup classes in the next week. The makeup class is half the duration of the normal class. *Example:* if a trainee is absent for 2 hours, he has to attend 1 hour make up class.

There is a fixed schedule for makeup classes after 3:30 pm. The trainee is given the following chances to finish his makeup classes:

The trainees are given A, B,C and D category make up. A make up means attending make up in the first week after absence, B make up means attending make up in the second week after absence, C make up means attending make up in the third week after absence and D make up means attending make up in the fourth week after absence. A make up charges are 20SR /hr B make up charges are 40SR /hr C make up charges are 60SR /hr D make up charges are 80SR /hr. If the trainee reaches D make up (4<sup>th</sup> Make up chance) his case is forwarded to Honor and Disciplinary Committee where disciplinary sanction as decided by the committee. If the trainee repeats the D make up he is liable to be dismissed.

The trainee, with one or more missed makeup classes in any subject and can't maintain before final exams week is not eligible to sit in final exam of that subject and eligible to sit in 1st makeup exam after attending his all missed makeup classes, in that case the trainee would get minimum passing grade only in that subject, i.e., "D" grade.

The trainee, with absence of 30% or more in any subject even if he finished all the required makeup classes for that subject is not eligible to sit in final exam of that subject and eligible to sit in 1st makeup exam, in that case the trainee would get minimum passing grade only in that subject, i.e., "D" grade.

## **ATTENDANCE PROBATION**

The trainees with more than 10% overall absence are given a probation notice by trainees affairs department.

## **ATTENDANCE TERMINATION**

The trainees who are identified as follows will be dismissed from the Institute and if they found to be failed based on negligence they will be subject to applicable penalty.

The trainee, who does not attend trainings for at least ten (10) consecutive days of the Institute's days without justification will be dismissed

The trainees whose overall attendance in a semester reaches more than 20%

Any Trainee issued a dismissal notice may pursue an appeal in accordance with the Institute appeal policy.



## LEAVES OF ABSENCE

Trainees who are absent from training due to sickness or other acceptable reasons, must provide justification for such absences (e.g. medical certificate issued by a government hospital or clinic) within 3 days after the end of the excused absence. Trainees, who take leave of absence due to prolonged sickness or other unavoidable reasons, must submit written notification to the Trainees Affairs department within the first 10 days of prolonged absence.

Number of days entitled for death of a trainee's parent or grandparent is three (3) days.

Number of days of entitled for a trainee's marriage is three (3) days

In case a trainee feels sick he should go to the HIPF Doctor. If the doctor recommends leave for the trainee, the permission slip shall be taken to the Trainee's Affairs Supervisor for the authorized absence.

All unexcused absence days will be deducted from the trainees' monthly salary.

Attendance grades for any missed hours in any subject will be deducted even if these missed hours were excused.

## CREDIT HOURS

Two (2) years consists of four (4) semesters. Each semester consist of 21 weeks in general. HIPF follows semester credit. The Credit Hour is an assigned credit value for each course subject.

The subjects to be taught for each semester are shown below.

SEMESTER	SUBJECT TO BE STUDIED	CONTACT HRS
<b>1st Semester</b>	General English	525
	Chemistry	84
	Computers	84
	Basic Engineering I	42
<b>2nd Semester</b>	ESP I	231
	Mathematics	63
	Work Ethics	42
	Basic Engineering II	126
	Basic Plastics	126
	Sheet & Thermoforming	147
<b>3rd Semester</b>	ESP II	63
	Injection Molding	245
	Blow Molding	245
	PTL	84
	Film Extrusion	49
	Pipe Extrusion	49
<b>4th Semester</b>	Film Extrusion	182
	Pipe Extrusion	182
	ESP III	91
	OJT	280

For theoretical subjects one credit hour can be given to a subject with one contact hour a week for the entire semester.

For practical subjects one credit hour can be given to a subject with two contact hours a week for the entire semester.

# Training Plan HIPF Diploma

SEMESTER	NO.	CODE	COURSE TITLE	PREREQUISITE	NO. OF UNITS			
					CTH	CT	PT	Cr.H
1 <sup>st</sup> (21 weeks)	1	ENG 101	English (Introduction)	-	25	25	0	0
	2	COM 111	Computer	-	4	2	2	3
	3	CHM 121	Chemistry	-	4	2	2	3
	4	PLS 150	Basic Engineering I	-	2	2	0	2
<b>Total</b>								<b>8</b>
2 <sup>nd</sup> (21 weeks)	5	ENG 202	English (ESP I)	ENG 101	11	11	0	0
	6	MAT 231	Mathematics	-	3	3	0	3
	7	WET 241	Work Ethics	-	2	2	0	2
	8	PLS 251	Basic Engineering II	ENG 101	6	6	0	6
	9	PLS 252	Basic Plastics	CHM 121	6	6	0	6
10	PLS 253	Sheet Thermoforming	PLS 150	7	3	4	5	
<b>Total</b>								<b>22</b>
3 <sup>rd</sup> (21 weeks)	11	ENG 303	English (ESP II)	ENG 202	7	7	0	0
	12	PLS 354	Plastics Test Methods	PLS 150	4	2	2	3
	13	PLS 355	Injection Molding	PLS 150, PLS251	12	4	8	8
	14	PLS 356	Blow Molding	PLS 150, PLS251	12	4	8	8
<b>Total</b>								<b>19</b>
4 <sup>th</sup> (21 weeks)	15	ENG 404	English (ESP III)	ENG 303	1	1	0	0
	16	PLS 457	Blown Film Extrusion	PLS 150, PLS251	11	3	8	7
	17	PLS 458	Pipe Extrusion	PLS 150, PLS251	11	3	8	7
	18	PLS 459	On the Job Training (OJT)		According to work hours			6
<b>Total</b>								<b>20</b>
<b>Total Credit Points</b>								<b>69</b>

CTH: Contact Hours - CT: Class Training Hours - PT: Practical Training Hours - Cr.H: Credit Hours

## GRADING AND EVALUATION SYSTEM

The grading evaluation shall be based on the Semester Grade Point Average (GPA) grading system as shown below:

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}}$$

Quality points = No. of semester hours x Numerical value of grade you received  
 E.g. A trainee in Math (3 semester hours) earned a B+, then his quality points = 3x 4.5=13.5

Grade Code			
LETTER GRADES	MARKS	POINTS	GRADES IN ENGLISH
A+	95 – 100	5.00	Exceptional
A	90- less than 95	4.75	Excellent
B+	85- less than 90	4.50	Very good
B	80- less than 85	4.00	Good
C+	75- less than 80	3.50	Above average
C	70- less than 75	3.00	Average
D+	65- less than 70	2.50	High pass
D	60- less than 65	2.00	Pass
F	less than 60	1.00	Fail
Inc	-----	-----	Incomplete
Dis	-----	-----	Dismissed

-Applicable to all subjects except English

The grading system is consistent with sound educational practices with proper weight age as shown below:

**Theoretical Subjects:** Attendance (20%), participation (5%), attitude (5%), workbook activity (10%), homework (5%), quizzes (10%), Mid Term Exam (15%) and final examination (35%).

**Practical Subjects:** Attendance (20%), participation (5%), attitude (5%), workbook activity (5%), homework (5%), quizzes (5%), Mid Term Exam (10%) and final written Exam(15%) and practical examination (30%).

## **GRADUATION REQUIREMENTS**

The minimum total passing score (Total of attendance, attitude, Quiz, Test/Exam) for any subject is 60% except for English which is 65 %. The trainee must achieve minimum of 60 % to proceed to the next semester. The Trainee must secure minimum 60% and above in the final practical examination to pass any practical subject. The trainee should have overall attendance of minimum 80% for graduation.

The overall GPA should be 2.0 or more for successful graduation of a trainee. Upon graduation the trainee will receive **Diploma in Plastics fabrication Technology.**

## **EVALUATION SYSTEM**

The trainee will be evaluated by Final examination. He is declared pass if his aggregate marks of attendance, workbook, quizzes, homework and final written & practical ( as applicable) exam is more than 60 ( For English its 65) . In case he secures less than 60 marks ( 65 in case of English) he is declared fail and he will be given another chance called Make up 1 written & practical exam( as applicable).In case his aggregate now is more than 60 ( 65 in case of English) he is declared to pass make up 1. In case he fail make up 1, he will get another chance called make up 2 and same rule applies. In case the trainee fails in make up 2 then he is dismissed

## **ON JOB TRAINING (OJT)**

To meet the requirement for completion of diploma each trainee has to attend on job training (OJT) for 8 weeks in the fourth semester as per the training schedule. The performance of trainee is evaluated by an assessor of the company and an assessor from HIPF.

## **TRANSFER OF CREDIT**

Higher Institute for Plastics Fabrication (HIPF) does not offer academic credit for previous course, work or related experience. Higher Institute for Plastics Fabrication (HIPF) has not entered into any transfer or articulation agreements with any other college or university. The transferability of credits earned at Higher Institute for Plastics Fabrication (HIPF) is at the complete discretion of an institution to which trainee seek to transfer. Acceptance of the certificate or diploma earned at Higher Institute for Plastics Fabrication (HIPF) is also at the complete discretion of the institution to which trainee seek to transfer. If the diploma or certificate that earned at this institution is not accepted at the institution to which trainee seek to transfer, he may be required to repeat some or all of your coursework at that

institution. For this reason trainee should make certain that his attendance at this institution will meet his educational goals. This may include contacting an institution to which he may seek to transfer after attending Higher Institute for Plastics Fabrication (HIPF) to determine if his diploma or certificate will transfer.

### **SATISFACTORY ACADEMIC PROGRESS**

Qualitative measure is done by GPA. The trainees must have GPA of 2.0 to graduate. The institutions Diploma in Plastics Processing is 69 credits divided into 4 semesters with 8, 22, 19, and 20 credits each. At the end of each semester all the trainees are evaluated for satisfactory academic progress

Quantitative progress is defined as credit hours achieved against credit hours attempted. To be making satisfactory academic progress, a trainee must have successfully completed 100% credits (8 out of 8 in 1st semester, 22 out of 22 in 2nd semester, 19 out of 19 in 3rd semester and 20 out of 20 in 4th semester) attempted at each interval of evaluation.

The progress is tracked by the HIPF Trainee Management system

Failure to above will lead to Dismissal. The trainees can appeal to Disciplinary committee in case he is not satisfied by dismissal decision.

### **MAXIMUM COMPLETION TIME**

Trainee can enter the Institute either from the fall semester or from the spring semester. Trainees will complete his diploma in two (2) years in the Institute. Enrollment for more than two (2) years is strictly prohibited.

### **DISMISSAL AND TERMINATION**

The trainees who are identified as follows will be dismissed from the Institute. Any trainees identified as failure based on negligence will be subject to applicable penalties.

- Trainees who do not attend for at least ten (10) consecutive days of the Institute's training schedule without justification will be dismissed.
- Trainees whose overall attendance reaches more than 20% will be dismissed
- Trainees who have committed a misconduct or indiscipline the Honor and Disciplinary committee will meet and decide for his dismissal.
- Trainees who have repeated D make up classes the Honor and Disciplinary committee will meet and decide for his dismissal.
- Trainees who fail three consecutive exams e.g., (English sessional final exam, makeup 1 & makeup 2 and theoretical and practical final exam, makeup 1 & makeup 2) in any subject will be dismissed.
- Failing to comply with the terms of their enrollment agreement will result in dismissal.

### **TRAINEES RIGHTS AND GRIEVANCE POLICY**

#### **1. Trainee's rights**

The trainees can access and review their records by submitting a written request citing the particular record he wants to see. The request will process in 3 steps as under:

### **1.1 Informal Resolution**

If a trainee demonstrates that the trainee's education record is inaccurate, misleading or otherwise in violation of the trainee's privacy rights, the trainee may request in writing that the record be changed. The request should be made directly to the custodian of the record. Any disagreement should be resolved informally, if possible and within a reasonable time period.

### **1.2 Formal Hearing**

If the request is denied, the trainee may file a written appeal within 30 days to the Trainee Affairs Manager. The Trainee Affairs Manager under intimation to Executive Director may propose a committee to review the complaint. The Trainee Affairs Manager/Committee will provide the trainee a full and fair opportunity to present evidence. The trainee may be assisted or represented by one or more individuals of the trainee's choice. After the Trainee Affairs Manager /Committee complete the proceeding and makes findings, it will render a written decision and forward it to the relevant parties for implementation.

### **1.3 Explanatory Statement**

Trainees, dissatisfied with the results of a hearing, may place an explanatory statement for disagreement with the institutional decision not to correct or amend the record. Such a statement will become part of the trainee education record.

## **2. Grievance Policy**

HIPF is committed to ensuring that student grievances are dealt with both fairly and promptly. The purpose of this policy is to ensure that:

- (a) Trainees have clear guidelines to give feedback, express their concerns, voice complaints and have their grievances resolved;
- (b) grievances are promptly and properly investigated, and decisions are based on evidence; and
- (c) There is a system to monitor grievances, and the actions taken by HIPF to resolve them.

In making or dealing with any grievance, staff and trainee should follow the principles set out below.

- (a) HIPF encourages any student with a grievance to express that grievance through the proper channel.
- (b) HIPF takes all grievances seriously and aims to resolve all trainee grievances within HIPF in the first instance if possible.
- (c) All complaints must be dealt with promptly and fairly, generally speaking, fairness means that
  - (i) Staff and trainees should be informed of any complaint made against them, and should be given an opportunity to respond to such complaints before any decision that affects them is made;
  - (ii) Decisions must be based on all the information provided, and after consideration of the relevant issues.

### **Grievance reporting**

- i. In general and where practicable a grievance should be made in the first instance to the person directly responsible. If this is not practicable the grievance should be made to a staff member/their manager. The grievance can be higher authority if the trainee is not satisfied with the response.
- ii. If a trainee has a grievance about another **trainee's behavior** the student should raise it with their teacher or Head of Department.
- iii. If the grievance is against **HIPF services and administration** the grievance should be lodged in the first instance with the appropriate staff member, lecturer or HOD and may be escalated to Trainee Affairs Manager.
- iv. If the grievance is about a **Training and education actions**, the trainee should refer to the appeals process in the Training Manager.
- v. If the grievance is about **other academic matters** (learning, teaching, course relevance) this should be raised with the lecturer in the first instance and may be escalated to the Head of Department, or Training Manager.
- vi. If a trainee has a grievance against a **staff member's behavior**, this should be raised **with the staff member or the HOD and may be escalated to Disciplinary committee through notification to Trainee Affairs department.**
- vii. Where a grievance is made the staff member approached will complete the Student Grievance Form and ensure that it is recorded and responded to appropriately.
- viii. The investigation into the grievance will start immediately after it has been lodged and the student will be notified of progress and actions within 5 days of lodging a grievance.

## APPEAL PROCESS

The Trainee's may appeal decisions made and policies enforced by the Institute. Appeals must be made in writing to the Trainee Affairs Department and must be accompanied by documentation of the circumstances that prevented the trainee's from complying with the Institute policies.

Any trainee not attaining the required GPA will receive a written dismissal notice .The student may submit a written appeal for his dismissal within 5 calendar days of receipt of dismissal notice. The appeal should be addressed to Trainee Affairs Manager. The appeal must be accompanied with documentation of the mitigating circumstances that have prevented the trainee from attaining satisfactory academic progress. The Honor and Discipline committee will examine all appeals and the decision of Committee is final

## COMPLAINT PROCEDURE

The trainee has the right to know any decision made by honor and disciplinary committee regarding his case and he has the right to object to the decision and request for further investigation and if he still objects to the decision of the committee he has the right to submit his request to the education manager. (For other details refer to Probation policy)

However, if the trainee still objects to the decision he has the right to approach the higher authority up to **Executive director** if he feels that his request/query is not properly resolved at lower level of authority.

When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure.

According to ACCET Doc 49.1, in the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following:

a) Name and location of the ACCET institution;

b) A detailed description of the alleged problem(s);

c) The approximate date(s) that the problem(s) occurred;

d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;

e) What was previously done to resolve the complaint, along with evidence? demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;

f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

SEND TO: ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org)

*Note: Complainants will receive an acknowledgement of receipt within 15 days.*

## **INSPECTION AND DISCLOSURE OF STUDENT RECORDS**

A. Each student may inspect his education record, subject to reasonable time, place, and manner restrictions. A student must submit a written request to review an education record. The request will be granted as soon as possible, but not later than forty-five (45) days from the date of the receipt of the request. At the time of inspection, the student must

present identification and must inspect the records in the presence of a designated HIPF official. If student requests the HIPF may provide a copy of the requested education record. The student may be charged for the actual costs of copying the records.

B. HIPF reserves the right to deny requests for copies of records if there is an administrative restriction on the individual's student account (e.g. financial obligation, disciplinary stop).

## **CODE OF CONDUCT**

### **STUDENT CONDUCT**

The Institute is committed to maintaining an environment conducive to learning and personal growth for the trainee's. The trainee's are required to conduct themselves in a considerate and professional manner at all times while on campus or at externship sites. The trainee's are encouraged to exhibit behaviors during their training program.

The trainees are required to:

Comply with the regulations and instructions and its amendments in addition to the traditions and conducts of the Kingdom especially those relevant to establishing a good neighborhood. Or (being a good neighbor, whichever you prefer)

Maintain safety and cleanliness of his room and its furniture, the dormitory and all relevant facilities.

Comply with security and safety measures issued by the Technical Manager or Dormitory supervisor.

Coordinate in a friendly and respectful manner with the Dormitory Supervisor, security guards, workers and his colleagues.

### **DRESS CODE/UNIFORM**

The purpose of the dress code is to promote a professional and safety environment. HIPF provides a set of uniform free of charge. Trainees are required to wear the prescribed Institute's uniform during the morning assembly, class sessions and workshop sessions. No trainee is allowed to attend any session without wearing a complete uniform. HIPF's dress code includes proper grooming and proper haircut.

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## **COPYRIGHT INFRINGEMENT POLICY**

All staff and trainees of HIPF are required to comply with all institute policies as well as the national and international copyright laws applicable in the Kingdom of Saudi Arabia. It is the responsibility of the staff or trainee of HIPF to ensure that they neither cause to or they themselves commit any acts of copyright infringement or plagiarism.

Staff or trainees who are found to have engaged in plagiarism or copyright infringement of the copyrighted material including, but not limited to, peer-to-peer file sharing, adapting, displaying, etc. are answerable to the disciplinary committee and to the legal authority of the Kingdom.



## FINANCIAL INFORMATION

### FEES AND PENALTIES

There are no tuition fees, admission fees or withdraw fees charged from the trainees as it is sponsored by company and HRDF, government of Saudi Arabia. One set of books and uniform are given free of charge.

There are some nominal fees and penalties as follows:

Dormitory (Housing excluding food): SR 100 per semester

Key reissue charges- SR 5 per key

Additional Uniform: SR 175

Books reissue-SR 30 to 60 per one book

Make up fees first chance—SR 20 per hour and for second, third and fourth chance it is SR 40, SR 60 and SR 80 respectively.

Smoking Penalty- SR 50

ID card reissue fees- SR 50

Littering charge –SR 10

All the above fees and penalties are collected in cash by finance department and provided with a receipt. These fees are consistent for all trainees

### FINANCIAL ASSISTANCE AVAILABLE

After enrolling in HIPF the trainee signs a contract as an employee with a company to work after graduation. During his training period in HIPF he will receive a salary of SR1500 per month (provided by company & HRDF). 9% of the salary will be deducted for social security insurance. The salary may be proportionally deducted for any absence without excuse.

### CANCELLATION AND REFUND POLICY

Trainee has the right to cancel and quit from HIPF without any penalty or obligations. No cancellation charge is taken from trainees who withdraw or dismiss from Diploma program at any course of time. If the fees is paid by trainee the below policy will apply.



## POLICY

Code	IIIB 1.3
Issue date	10 <sup>th</sup> January 2016
Title	<b>Cancellation and Refund Policy</b>
Validity	Till further amendment
Related department	Finance and Trainee Affairs department

Source	Executive Management
Type	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Amended Policy
For amended policy	Previous policy: July 2014/Sep 2014

**Description:**

HIPF seeks to promote fairness to all trainees through the use of explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

1. The legitimate reasons why an applicant or trainee may not be able to either start or complete the training; and
2. The reasonable expenses incurred by the institution.

**General Conditions:**

1. HIPF has a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations.
2. If the Government mandates a cancellation and refund policy, the HIPF will demonstrate compliance with that policy, as well as with any unique requirements of ACCET's policy. HIPF will compare the Government's policy against ACCET's and follow the one that is consistently more lenient towards the trainee. If the Government does not have a required policy or the institution is not required to be licensed by the Government, HIPF will follow the policy as delineated in this document.
3. HIPF will provide (in English) enrollment agreements required for vocational programs and/or enrollment documents required for other types of programs/courses which include the cancellation and refund policy. HIPF will ensure that these documents are either translated into a language that the trainee understands and provided in hard copy or orally translated into a language that the trainee understands. The trainee must verify and attest in writing that he or she understands the content.
4. HIPF may not require written notification of withdrawal, unless required by federal or state laws or regulations. In addition, HIPF will not require notification of withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing.
5. An institution may not obligate a trainee for more than twelve (12) months at a time. Refund computations will apply to the stated charges attributable.

**Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled trainee, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the trainee gives written or verbal notice of withdrawal

to the institution or the date the institution terminates the trainee, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

#### FINANCIAL INFORMATION

##### **Fees and Penalties**

There are no tuition fees or admission fees charged from the trainees as it is sponsored by company and HRDF, government of Saudi Arabia. One set of books and uniform are given free of charge and is non refundable.

There are some nominal fees and penalties as follows that will be paid by the trainee.

Dormitory (Housing excluding food): SR 100 per semester

Key reissue charges- SR 5 per key

Additional Uniform: SR 175

Books reissue-SR 30 to 60 per one book

Make up fees first chance-SR 20 per hour and for second, third and fourth chance it is SR 40, SR 60 and SR 80 respectively.

Smoking Penalty- SR 200

ID card reissue fees- SR 50,

Littering in campus-SR10

Training fees to be paid by the company (employer)

Total training fees of 96000 Saudi riyals

##### **Cancellations:**

1. Rejection of Applicant: If an applicant is rejected for enrollment by HIPF, or if a prospective international trainee has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

2. Program Cancellation: If HIPF cancels a program subsequent to a trainee's enrollment, the institution will refund all monies paid by the trainee.

3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by HIPF cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid by trainee.

a) Cancellation after the Start of Class: HIPF will consider any withdrawal/dismissal as a cancellation or no show till the end of 14th week of first semester. The trainees will sign the enrollment agreement with HIPF within first two weeks period and if a trainee does not fulfill all the conditions (cited below), the enrollment agreement will be regarded as cancelled. A trainee who is considered a cancellation or no show under this will have all charges refunded and all payments returned if any and is clearly noted in the enrollment agreement. In no event may a trainee be treated differently based on the source of funding or the timing of disbursements or payments.

Additionally, the trainees who do not fulfill following conditions will not be included as a start in the ACCET document 28.1

- a) Trainees who could not pass the third session English preparatory exam in week fourteen of first semester.
- b) Trainees who were in non compliance for more than two week from start of semester i.e. not submitted the required documents of High school certificate, National ID, enrollment agreement and admission form.
- c) Trainees who have prolonged absence of 2 weeks or never attends class ( no show)in 14 weeks period.

**Withdrawal or Termination after the Start of Class and after the Cancellation Period:**

HIPF will establish, at a minimum, the following refund policy in case the fees are paid by trainee (which is very exceptional case in HIPF):

- a. The institution may retain an administrative fee associated with withdrawal or termination of \$100.
- b. During the first week of classes from week 14 onwards, tuition charges withheld will not exceed \$1,000. When determining the number of weeks completed by the trainee, the institution will consider a partial week the same as if a whole week were completed, provided the trainee was present at least one day during the scheduled week.
- c. After the first week from week 14 onwards and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
- d. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.
- e. HIPF will retain actual housing costs of SR100 if the trainees leave the housing after 3 weeks but if trainee leaves housing within 3 weeks the housing cost of SR100 SR will be refunded back. These non-refundable charges will be clearly identified in the enrollment agreement.

**Charges Other Than Tuition:**

- 1. All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar Charges are not included in the tuition price, will be clearly stated in the enrollment agreement.

Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the trainee is enrolled. Non-refundable charges will be explicitly stated in the catalog.

2. If applicable, trainees are bound by the terms as defined in any trainee housing agreements. In addition to the requirements outlined above, HIPF will also do following:

- The cancellation and refund policy and all program costs including tuition, fees, and any other costs will be published in the institution’s catalog. Any non-refundable fees and charges will be clearly labeled as such.

**The refund calculation will be done using following refund calculation sheet:**

**Refund Computation sheet**

**Dt.**

Name of Trainee:

Group:

1.	No. of weeks of training	:	
2.	Scheduled start of Training	:	
3.	Scheduled completion of Training	:	
4.	Tuition for the program	:	
5.	Tuition for one semester	:	
6.	Last date of attendance of Trainee(LDA)	:	
7.	Date of determination(DOD)	:	
8.	Last date of claim of fees from company	:	
9.	Number of weeks student attended	:	
10.	Number of weeks financially obligated	:	
11.	Pro rata portion completed (9/10)*100	= x%	
12.	Pro rata of tuition fees(x % of 5)	= .....	(earned tuition)
13.	10% unearthed tuition [10% of (5-12)]	= .....	
14.	Owed to Institution	= (12+13)	
15.	Student payment	= .....	
16.	Refunded to Trainee by dt .....	= (15-14)	

(Within 45 days from DOD)

*Based on above refund calculation sheet, the trainee has no financial liability towards HIPF and is free from any obligation.*

Implementation process:

The policy is applicable with immediate effect and the Finance and Trainee Affairs department are responsible to abide by this policy. This policy applies from R group but up to Q group till they graduate from HIPF, the tuition fees of SR 84000 as per old policy of Sep 2014 will remain.

- END -

