



المعهد العالي للصناعات البلاستيكية

Higher Institute for Plastics Fabrication

# HIPF CATALOG

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## TABLE OF CONTENTS

<b>INSTITUTE INFORMATION</b> .....	3
Program Offered.....	4
Accreditation, Approvals and Membership.....	6
HIPF History and Statement of Ownership.....	6
Board of Directors.....	6
Facilities & Equipments.....	7
Personnel.....	8
<b>VISION</b> .....	11
<b>MISSION</b> .....	11
Statement of Non-Discrimination.....	11
Hours Operation.....	11
Important Dates & Holidays in the Calender Year.....	11
Placement Assistance.....	12
Student Services.....	12
<b>ADMISSION POLICIES</b> .....	13
Admission Requirements.....	13
Admission test.....	13
Selection Policy.....	14
<b>ACADEMIC POLICIES</b> .....	14
Attendance Policy.....	14
Tardiness and Early Departure.....	15
Makeup Attendance.....	15
Make-up Class Policy.....	15
Attendance Probation.....	16
Attendance Termination.....	16
Leaves of Absence.....	17
Credit hours.....	17
Grading and evaluation System.....	19
Graduation Requirements.....	20
On Job Training (OJT).....	21
Transfer of Credit.....	21
Satisfactory Academic Progress.....	21
Maximum Completion time.....	22
Dismissal and termination.....	22
trainees rights and grievance policy.....	22
Appeal Process.....	24
Complaint Procedure.....	24

Inspection and Disclosure of Student Records .....	25
<b>CODE OF CONDUCT</b> .....	26
Student Conduct .....	26
Dress Code/Uniform.....	26
Copyright Infringement Policy.....	26
<b>FINANCIAL INFORMATION</b> .....	26
Fees and Penalties.....	26
Financial Assistance Available .....	27
Cancellation and refund policy.....	27

## **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.

**Goal of Diploma program:** The main goal of HIPF Diploma program is to produce Plastics machine operators as manpower for Plastic technology based Industries

### Objective of Diploma program

The measurable/quantifiable Objectives of HIPF Diploma program is that the trainee should achieve below attributes upon completion of program while maintaining

- **90% & more overall attendance level**
- **60% & more overall grades level in all theoretical subject**
- **65% & more overall grade level in English**
- **60% & more overall in practical subject with condition of compulsory Prior passing of Practical examination.**

The overall program objectives and learning outcomes are as follows.

Area of competency	Objectives	Outcomes
	Trainees will	Trainees will be able to
English	Learn how to read, write and speak Basic English needed to understand the theories, principles and practices of plastic fabrication technology. Increase these skills in 4 semester from basic to proficient	<u>Explain</u> using proper sentence structures and vocabulary. <u>Recognize</u> advanced dialogues, instructions, and descriptions about receiving and replying to instructions and requests. Read and <u>identify</u> sentences, paragraphs and articles, bulletins and reports.
General subject knowledge	(CHM, COM, MAT) Learn the concepts of chemistry of plastics, how to use computers and maths skills (WET) Learn ethics and behaviour in work, ambitious, trustworthy, ability to work in a team, punctual, sharp, open minded, confident, follow company rules, and feel the importance of production economics.	(CHM) <u>Use</u> the basic concept of chemistry to do some chemical experiments, <u>identify</u> plastics and perform calculations; (COM) <u>Use</u> MS office skills of word processing, spread sheets and presentations, doing emails; (MAT) <u>Use</u> the general Maths skills and able to perform basic computation. (WET) <u>Demonstrate</u> ability to <u>recognise</u> and <u>implement</u> ethical principles during his work.

Area of competency	Objectives	Outcomes
	Trainees will	Trainees will be able to
Professional subject knowledge	(PLS251, 252) Learn the basic plastics materials, basic engineering principles focussing on safety, good shop floor practices, industrial engineering, cost accounting, electrical engineering, control technology, measurement & quality control.	(PLS252) <u>Explain</u> the concepts of Basic Polymers & their properties, formulation , fabrication processes for plastics, & recycling technologies; (PLS251) <u>Identify</u> the concepts of Basic Engg including basic principles of safety engineering, good shop floor practices, industrial engineering, cost accounting , electrical engineering, control technology, measurement & quality control.
Plastics processing technology and product testing	Learn the theories, principles of Plastics molding technology, plastic materials, their behaviour and basic machineries and equipment related to plastic fabrication technology as well as reading drawings and diagrams.	(PLS253) <u>Demonstrate</u> knowledge of Sheet & Thermoforming process and hands on operation of Sheet and Thermoforming machine and related safety practices.
	Learn how to operate, setting the program and parameters of different plastic machineries and equipment viz. Sheet & Thermoforming, Injection molding, Extrusion Blow Molding, Pipe extrusion, Blown film extrusion including its auxiliaries.	(PLS355, 356) <u>Demonstrate</u> the knowledge of process, operation cycle, parameters & machine parts of Blow and Injection Molding machines. <u>Identify</u> the Machine automatic operation and <u>demonstrate</u> this knowledge to operate machine, mold change and parameter setting. <u>Solve</u> the common product defects & auxiliary equipment. <u>Demonstrate</u> the operation of advanced technology like All-Electric, multi-component injection molding machine, two stage stretch blow molding process.
	Learn plastics production operation, compute material consumptions, how to mix raw materials needed in production and computations of production output	(PLS457, 458) <u>Demonstrate</u> the knowledge for extrusion process for pipe and film, machine parts & their functions, the machine mechanism, safe machine operation. <u>Operate</u> the pipe and film extrusion machine by processing different materials. (Common) <u>Compare</u> the basic characteristics of Products & troubleshoot the defects. <u>Use</u> the working principle of flexographic printing, bag making & recycling machine
	Learn on how to analyse & troubleshoot defects, parameters setting and recognize the processing condition that affects product quality.	
	(PLS354) Learn measuring units, quality control in laboratory using different plastics test equipment (Mechanical, Thermal, and Optical & Material characterisation)	(PLS354) <u>Define</u> the Plastics Testing & Specification, Test Standards and their application in plastics industry for quality inspection. <u>Operate</u> various mechanical, optical, thermal and material characterization test equipment.

## ACCREDITATION, APPROVALS AND MEMBERSHIP

The diploma of HIPF is licensed by Technical and Vocational Training Corporation (TVTC) and accredited by Education and Training Evaluation Commission (ETEC), KSA.

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

## HIPF HISTORY AND STATEMENT OF OWNERSHIP

As per the agreement held on 18th September 2004 between the General Organization for Technical and Vocational Training Corporation (TVTC), and Eastern Petrochemical Company (SHARQ) the establishment of HIPF was agreed. From then, HIPF was set up as vocational training institute under the Technical and Vocational Training Corporation (TVTC) to practice the nonprofit vocational training in the field of Plastics fabrication technology. Based on that The HIPF was established as a non-profit institute in another agreement signed by the Ministry of Energy and Mineral Resources along with the Technical and Vocational Training Corporation (TVTC), the Eastern Petrochemical Company (SHARQ), and SPDC Ltd. Japanese partner of SHARQ. It started its operation in September 2007.

With mentioning that the establishment of Higher Institute for Plastics Fabrication (HIPF) aims to train Saudi youth under Japanese Experts supervision to participate as skilled technicians in the booming plastics industry of the Kingdom.

HIPF is governed by a board of directors.

## BOARD OF DIRECTORS

Name	BOD
<b>His Excellency Mr.Youssef Abdullah Al-Bunyan</b>	Chairman
<b>Faris Saleh Alsaqabi</b>	Member
<b>Eid Ali Al-Ahmari</b>	Member
<b>Wajeeh Osamah Maghrebiah</b>	Member
<b>Isao Hatano</b>	Member
<b>Mushaigeh S. AlMushaigeh</b>	Member
<b>Abdullah Ali AlSanea</b>	Member
<b>Fahad Abdullah Altheeban</b>	Member
<b>Fahad Abdullah AlNassar</b>	Member
<b>Khaled Mohammed AlGhefali</b>	Sec.

## 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
<b>EXECUTIVE MANAGEMENT</b>		
1.	Khaled Mohammed A. Al-Ghefaily, Ph.D.	Executive Director
2.	Mr. Radhi Eid Al-Shammari	Dep. Exe. Director
3.	Mr. Naif Ibrahim Al-Kaabi	Secretary
<b>Human Resources Department</b>		
4.	Mr. Nasser Raki Al-Rimal	HR Director
5.	Mr. Yazeed Alharbi	HR Specialist
6.	Mr. Saad Nasser Alanzi	Paramedic
<b>IT Administration Department</b>		
7.	Mr. Mohammed Arshad	I.T. Administrator
<b>Security Personnel</b>		
8.	Mr. Saeed Mohammed Al-Bishi	Security Guard
9.	Mr. Hassan Ali Al-Shehry	Security Guard
10.	Mr. Abdullah Al-Harthy	Security Guard
11.	Mr. Maadi Al Shehiry	Security Guard
12.	Mr. Hathal Al Saadi	Security Guard
13.	Mr. Areef Al Zamaam	Security Guard
14.	Mr. Mamdouh Al-Dossary	Security Guard
15.	Mr. Ayed Al-Qahtani	Security Guard
16.	Mr. Ateif Al Shehiry	Security Guard
17.	Mr. Saad Muthyib M AlMuqati	Security Guard
<b>Finance Department</b>		
18.	Mr. Abdullah Abdullaziz Al-Ghati	Finance Director
19.	Mr. Turkey Mansour Al-Daham	Chief Accountant
20.	Mr. Abdulrahem A. Al-Kateeb	Accountant
<b>Trainees Affair's Department</b>		
21.	Mr. Yousef Rozaq Althobaiti	T. A. Director
22.	Mr. Ahmed Al-Shammari	T. A. Officer
23.	Mr. Khaled Al-Malki	Student Advisor
<b>Training Department</b>		
24.	Mr. Ahmad Abdullah Al-Jaiaan	Training Director
25.	Engr. Sanjay Rawat	Edu. Coordinator
<b>OUTREACH DEPARTMENT</b>		
26.	Mr. Ahmed Sulaiman Al-Gheth	Outreach Director
27.	Mr. Yazeed M. Al- Mujahed	PR Manager
28.	Mr. Noel Walid B. Rapsing	Outreach Officer
<b>BUSINESS UNIT DEPARTMENT</b>		
29.	Engr. Bader Hamoud Al-Mutairi	Head
<b>Basic Tech. &amp; Gen. Subject Dept.</b>		
30.	Engr. Hussain Ali Al-Mutawa	Head
31.	Engr. Saeed Q. Al-Ghamdi	S.I.
32.	Engr. Ehsan Yehya M. Bukhari	S.I.
33.	Dr. Abhilash George	S.I.
34.	Dr. Mohammed Farukh	S.I.



NO.	NAME	POSITION
35.	Mr. Mohammed Qasim	Chemistry Teacher
36.	Mr. Othman Al-Rashdi	Math. Teacher
37.	Mr. Musaad Fahad Al-Farraj	Computer Teacher
38.	Mr. Abdullah Al-Shamrani	Computer Teacher
39.	Mr. Dinbert E. Artigo	J. I.
40.	Mr. Rayan Alotaibi	S.I.
41.	Engr. Muath Alhamed	S.I.
<b>Plastic Testing Laboratory Dept.</b>		<b>LABORATORY</b>
42.	Engr. Abdo Yahia Maziad	Head
43.	Engr. Victor Mosquera	S.I.
44.	Mr. Mohamed Abdul Gani	S.I.
<b>Injection Molding dept.</b>		
45.	Engr. Muath Al-Sultan	Head
46.	Mr. Shajahan Khadar Khan	Head Adv.
47.	Engr. Mohammed Sajjad Hussain	S.I.
48.	Mr. Jose Dexter Dy	S.I.
49.	Engr. Radad Al-Balawi	S.I.
50.	Engr. Jayson L. Vergara	J. I.
51.	Mr. Swapna Kumar Dehuri	J. I.
<b>Blown Film Department</b>		
52.	Engr. Abdullah Mohammed Al-Kabi	Head
53.	Engr. Philip Floyd Yumul	S.I.
54.	Engr. Randy Malagueño	S.I.
55.	Engr. Sami Saud Al-Balwi	S.I.
56.	Engr. Irshad N. Inamdar	S.I.
57.	Engr. Jovanny Quilala	S.I.
58.	Mr. Louie Caezar L. Uy	J. I.
<b>Blow Molding Department</b>		
59.	Engr. Yaser Al-Abdli	Head
60.	Engr. Willy Magtangob Taperla	S.I.
61.	Engr. Ramon San Diego	S.I.
62.	Mr. Tobert M. Ragojo	J. I.
63.	Mr. Mohammed Sadir Ali	J. I.
<b>Pipe Extrusion Department</b>		
64.	Engr. Ali Abdullah Al-Ramel	Head
65.	Engr. Alfred B. Bacosa	S.I.
66.	Mr. Joseph P. Thomas	S.I.
67.	Engr. Khalid Hamad S. Al-Korbi	S.I.
68.	Mr. Abdulsalam Saad Alqahtani	S.I.
69.	Mr. Pradyumna Kumar Biswal	S.I.
70.	Mr. Al M. Sanchez	J. I.
<b>Sheet Extrusion &amp; Thermo. Dept.</b>		
71.	Mr. Suman Kumar	Head
72.	Engr. Edgar D. Lucero	S.I.
73.	Mr. Waliullah Ansari	S.I.
74.	Engr. Saeed Al-Harhi	S.I.
75.	Engr. Karthikeyan Sethu	S.I.
76.	Mr. Prashant K. Dufare	S.I.
<b>English Department</b>		

NO.	NAME	POSITION
77.	Mr. Musharraf Usman Khalil	Head
78.	Mr. Abdullah Vilburn	ESP Teacher
79.	Mr. Ahmed Eric Ali	ESP Teacher
80.	Mr. Bilal A. Mostafa	ESP Teacher
81.	Mr. Shadeed Bin Al Shaair	ESP Teacher
82.	Mr. Mozafar Alemi	ESP Teacher
83.	Mr. Saeed Hassan Hersi	ESP Teacher
84.	Mr. Abubakar Habib Abrar	ESP Teacher
85.	Mr. Elmi Mohamud	ESP Teacher
86.	Mr. Kasim Malik	ESP Teacher
87.	Mr. Bilal Nasir Mohammed	ESP Teacher
88.	Mr. Majid Chaudry	ESP Teacher
89.	Mr. Hussein Hussein	ESP Teacher
90.	Mr. Abul Hussain Khondoker	ESP Teacher
91.	Mr. Gashan Omar	ESP Teacher
<b>Maintenance Department</b>		
92.	Mr. Fahd Al-Zahrani	Head
93.	Engr. Sheikh Mohd Danish	Electrical Tech.
94.	Engr. Naveen Kumar	Maint. Tech.
95.	Mr. Saadodin Marohom Macadato	Tea boy
96.	Mr. Richardson Buenseceso	Cleaner
97.	Mr. Dorje Lama	Cleaner
98.	Mr. Krishna Kumar Shrestha	Cleaner
99.	Mr. Tej Kumar Shrestha	Cleaner
100.	Mr. Rajendra Baral	Cleaner
101.	Mr. Chet Kumar Shrees	Cleaner
102.	Mr. Dipak Gurung	Cleaner
103.	Mr. Gyan Bahadur Tamang	Cleaner
104.	Mr. Ashish Panta	Cleaner
105.	Mr. Manoj Kumar Shrestha	Cleaner
106.	Mr. Bikash Bhandari	Cleaner
107.	Mr. Bijaya Budha Magar	Cleaner
<b>Housing / Dormitory Section</b>		
108.	Mr. Talal Saif Al-Talihin	Housing Supervisor
109.	Mr. Munir Al-Qahtani	Housing Supervisor
110.	Mr. Bandar Al-Mutairi	Housing Supervisor
111.	Mr. Safar Al-Otaibi	Activity Supervisor
112.	Mr. Montasir Abdallah Yousif	Life Guard
	Cafeteria	
<b>Japanese Advisors (SPDC Ltd.)</b>		
113.	Mr. Eiji Kuchiki	Representative
114.	Mr. Hajime Oyama	Japanese Expert
115.	Mr. Masashi Takeuchi	Japanese Expert
116.	Mr. Shin Tokui	Japanese Expert
	J.E. Meeting Room	

## **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.

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## **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.

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## **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 PM to 1:00 PM

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

### **Fall Semester 2024**

May 19: Starts fall semester of 2024 with II new group

June 12 - June 20 : Hajj Holidays

August 14 - 21 : Final practical and written examinations for FF group

August 22: Result announcement for FF

August 25 - 28: Make up examinations for FF

September 1- October 24: OJT for FF

September 24: Holyday of National Day of Saudi Arabia

October 6 - 10: Final practical examinations

October 13 - 16: Final written examinations

October 17: Result announcement

October 20 - October 23: Make up examinations

### **Spring Semester 2025**

October 27: Starts spring semester of 2025 with JJ new group

January 19 - 22: Final practical and written examinations for GG group

January 23: Result announcement for GG

February 26 - 29: Make up examinations for GG

February 2 - March 26: OJT for GG

February 23: Founding day holyday

March 9 - 13: Final practical examinations

March 16 - 19: Final written examinations

March 20: Result announcement

March 23 - March 26: Make up examinations

March 27 – April 3: Eid Alfitr Vacation

April 4 – May 10: Annual vacation

May 11 : Start of Fall Semester 2025

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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**

1. The applicant:

- 1.1. Should be Saudi Nationals (male only).
- 1.2. Should be a high school graduate (All sections).
- 1.3. Should pass admission Examinations.
- 1.4. Shouldn't be supported by HRDF (Human Resources Development Fund).
- 1.5. Shouldn't be registered in GOSI (General Organization for Social Insurance).

Required documents:

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

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 EXAMINATION**

- SMS messages will be sent to applicants cell phones to specify the time of admission examination. "At least one week before test".
- The examinations consists of the followings:

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.

For further details please refer to policy of admission.

## ACADEMIC POLICIES

### ATTENDANCE POLICY

The attendance policy is based on the expected occupational outcome which is to operate various plastics fabrication machines to perform the machine operator job in the industrial sector. Where attendance is crucial for manufacturing, as it may impact on products quality and delivery, and affects the team in factories specially on employees rotation between the shifts, furthermore attendance and punctuality represent the factories to customer and may prevent accidents at workplace. Therefore, trainee needs to attend the needed theoretical and practical training hours and

maintain 90% of attendance to be in line with manufacturers and factories culture and commitment as well as acquiring all skills and knowledges that qualify him to work as a plastic fabrication machine operator.

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 into 7 training hours. The trainee has to report to class on exact time.

Trainee must have a minimum 90% attendance in the 21 weeks of training; this rule is applied for all trainees in all semesters. The minimum attendance required for the subject to sit for final exams is 80%.

### **TARDINESS AND EARLY DEPARTURE**

Tardiness in the class is not allowed as it disturbs the whole class lesson. 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 all absences only whereas a trainee will be dismissed if he exceeds the 10% of absence regardless of the make up.

### **MAKE-UP CLASS POLICY**

If a trainee misses regular classes, he must go to make-up classes the following week. The duration of the make-up class is half the duration of the regular class. Example: If the trainee is absent for two hours, he must attend a one-hour make-up class.

There is a set schedule for make-up classes after 3:30 p.m. (Which can change depending on prayer time).

Make-up classes are provided free of charge if the trainee has an excuse that is accepted by the Trainee Affairs Department. They are also provided for a fee if his excuse is not acceptable.

Note: make-up class fees is a result of the cost incurred by the institute from assigning teachers to conduct these classes outside the official working hours and preparing classes and workshops that are operated for this purpose.

Make-up classes fees are 20 riyals per class according to the following:

First (A) chance:

In the event of the trainee's absence, he is given a first make-up chance and is obligated to pay the cost of the class, which amounts to 20 riyals

Second (B) chance:

If the trainee is absent from the first make-up class and the institute holds this class, he is obligated to attend the second make-up chance and pay its price of 20 riyals. He will also bear the cost of the first chance of 20 riyals, so the amount to be paid will be 40 riyals.

Third (C) chance:

If the trainee is absent from the second make-up class and the institute holds this class, he is obligated to attend the third make-up chance and pay its price of 20 riyals. He will also bear the cost of the first and second chances if he does not pay them, so the amount to be paid will be 60 riyals.

Fourth (D) chance:

In the event of the trainee's absence in the third chance as well, the trainee will be transferred to the Disciplinary Committee and, according to the discretion of the Disciplinary Committee, he will be given a final chance. He will also bear the cost of the three chances if none of them pay, so the amount to be paid will be 80 riyals. In the event of his absence, he will be subject to dismissal.

Note: In the event that the trainee pays the make-up fee but misses the make-up class without excuse he must attend the next available chance and must pay the fee difference in addition to any other outstanding make-up hours including the new make-up hours.

For example: If the trainee had one make-up hour in chance A and paid 20 Saudi Riyals, but did not attend the make-up hour A without an excuse, then the one make-up hour becomes chance B, so he must pay only 20 Saudi Riyals. The total amount he paid becomes 40 Saudi riyals.

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 20% 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.

This make up time applies for normal training but during pandemic it is of reduced duration.

### **ATTENDANCE PROBATION**

The trainees with 5% 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 ten (10) consecutive days of the Institute's days without approved excuse will be dismissed.

The trainee whose overall attendance in a semester exceeds 10% will be dismissed.

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



## LEAVES OF ABSENCE

- A) The trainee, who is absent from training due to sickness or other reason, must provide justification for such absence (e.g. medical certificate issued by the government hospital and clinic) within 3 days after the end of the excused absence.
- B) Trainee, who takes 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.
- C) Number of days entitled for death of a trainee’s parent, grandparent, sons or daughters is five (5) days.
- D) Trainee is given an authorized leave of five (5) days prior for its marriage.
- E) Number of days entitled for a trainee’s new born baby is three (3) days.
- F) 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 officer for the authorized absence.

## CREDIT HOURS

The diploma program is of Two (2) years duration 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
	Work Ethics	42
<b>2nd Semester</b>	ESP I	231
	Mathematics	63
	Basic Engineering	168
	Basic Plastics	126
	Sheet & Thermoforming	147
<b>3rd Semester</b>	ESP II	63
	Injection Molding	245
	Blow Molding	245
	PTL	84
<b>3rd Semester</b>	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

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### Course Structure

#### 1st Semester (21 weeks)

No.	Code	Course Title	Training Hours (TRG)	Prerequisite	Units (CTH/CT/PT)	Credit Hours (Cr.H)
1	ENG 101	English (Introduction)	525	-	25/25/0	8
2	COM 111	Computer	84	-	4/2/2	3
3	CHM 121	Chemistry	84	-	4/2/2	3
4	WET 131	Work Ethics	42	-	2/2/0	2
<b>Total</b>						<b>8</b>

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#### 2nd Semester (21 weeks)

No.	Code	Course Title	Training Hours (TRG)	Prerequisite	Units (CTH/CT/PT)	Credit Hours (Cr.H)
5	ENG 202	English (ESP I)	231	ENG 101	11/11/0	0
6	MAT 241	Mathematics	63	-	3/3/0	3
7	PLS 251	Basic Engineering	168	ENG 101	8/0/8	6
8	PLS 252	Basic Plastics	126	CHM 121	6/0/6	6
9	PLS 253	Sheet Thermoforming	147	CHM 121	7/3/4	5
<b>Total</b>						<b>22</b>

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### 3rd Semester (21 weeks)

No.	Code	Course Title	Training Hours (TRG)	Prerequisite	Units (CTH/CT/PT)	Credit Hours (Cr.H)
10	ENG 303	English (ESP II)	63	ENG 202	7/7/0	0
11	PLS 354	Plastics Test Methods	84	PLS 252	5/2/3	3
12	PLS 355	Injection Molding	245	PLS 251, PLS 252	12/4/8	8
13	PLS 356	Blow Molding	245	PLS 251, PLS 252	12/4/8	8
<b>Total</b>						<b>19</b>

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### 4th Semester (21 weeks)

No.	Code	Course Title	Training Hours (TRG)	Prerequisite	Units (CTH/CT/PT)	Credit Hours (Cr.H)
14	ENG 404	English (ESP III)	91	ENG 303	1/1/0	0
15	PLS 457	Blown Film Extrusion	231	PLS 251, PLS 252	11/3/8	7
16	PLS 458	Pipe Extrusion	231	PLS 251, PLS 252	11/3/8	7
17	PLS 459	On the Job Training	280	According to Work		6
<b>Total</b>						<b>20</b>

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### Summary

- **Total Credit Points: 69**
- **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 =  $3 \times 4.5 = 13.5$

## 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

Note: - 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 (5%), participation (5%), attitude (5%), workbook activity (10%), assignment (20%), quizzes (10%), Major Exam (15%) and final examination (30%).

**Practical Subjects:** Attendance (5%), participation (5%), attitude (5%), workbook activity (5%), assignment (20%), 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 90% 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, assignment 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

English evaluation is session based. The trainees have to pass 3 out of 5 sessions Two consecutive failure is not allowed in between semester. In case trainee fails in two consecutive sessions he will undergo make up exam 1. If he fail make up 1 exam , he will be given remedial classes followed by makeup exam 2 which is his final chance

There will be a Comprehensive exam in week 20 which is compulsory to pass .Two times failure is not allowed in the last 2 sessions. If there is such case, trainee will not be allowed in the comprehensive exam and go to make up week 22.Session overall grades will not be part of final grades.

## **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 accept academic credit for previous course or program, 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.

For further details please refer to policy of transfer of credit.

## **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.

- Trainee who commits one of the offenses referred to in article 8, paragraph 3 in the trainee's handbook and recommended by the committee to be dismissed.
- Trainee who does not attend for ten (10) consecutive days of the Institute's training schedule without approved excuse will be dismissed.
- Trainee whose overall absence exceeds 10% will be dismissed
- Trainee who has committed misconduct or indiscipline and the Honor and Disciplinary committee decided for his dismissal.
- Trainee who have repeated D make up classes the Honor and Disciplinary committee will meet and decide for his dismissal.
- Trainee who fails three consecutive final exams of any subject, or two consecutive English sessions, or three non-consecutive English sessions in a semester are subject to dismissal.
- Failing to comply with the terms of their enrollment agreement will result in dismissal.
- Failing two times in OJT.

## **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 (by email or mail) 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 trainees 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 that will be paid by the trainee.

- Dormitory (Housing excluding food): SR 1000 per semester for the trainees who have contracts with companies & 100 for the trainees who don't have contracts with companies.
- Key reissue charges–SR 50 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 charge–SR 10. (non-refundable)
- Uncleanliness of the dormitory room–100 riyals (non-refundable)
- Training fees to be paid by the company (employer)
- Total training fees of 96000 Saudi riyals

All the above fees and penalties are collected in cash or via bank transfer 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

المعهد العالي للصناعات البلاستيكية

Higher Institute for Plastics Fabrication

Code	III B 1.4
Standard procedures	FINANCE CAPACITY AND RESPONSIBILITY/ Financial
Issue date	7 <sup>th</sup> Nov 2021
Title	Cancellation and Refund Policy
Validity	Till further amendment
Related department	Finance and Trainee Affairs department
Source	Executive Management
Type	Amended Policy
For amended policy	Previous policy: July 2014/Sep 2014/Jan 2016/ Dec 2020

#### 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 nonrefundable.

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

- Dormitory (Housing excluding food): SR 1000 per semester for the trainees who have contracts with companies & 100 for the trainees who don't have contracts with companies. The trainee has the right to refund the accommodation fees within two weeks from the date of payment, provided that his residence period does not exceed two days. The trainee can retrieve the full amount of the security deposit upon clearance, and the amount of damages will be deducted
- Key reissue charges—SR 50 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 charge—SR 10. (non-refundable)
- Uncleanliness of the dormitory room—100 riyals (non-refundable)
- 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 noncompliance 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.

**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.*

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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 -