

Dear Prospective Student:

Thank you for your interest in the two-year Plumbing & Heating Systems program at Mechanics Institute. **Plumbing & Heating Systems classes are held two nights a week, Tuesday and Thursday, 5-8 pm.**

**Important notes:**

- All classes require continuous in-person attendance.
- **This application does not guarantee admission.**
- If accepted, classes begin on **Tuesday, September 17th.**
- Please do not send payment until further notice.

**Eligibility Requirements:**

- All applicants must be currently employed in the plumbing and heating field.
- Must have a minimum of two years of experience in the plumbing and heating field.
- Must be a High School, GED, or College graduate.

**Admission Materials:**

- Application (attached)
- Required Essay (essay questions can be found on the application)
- Letter from employer confirming employment in the plumbing and heating field (must verify at least two years of experience)
- Copy of high school diploma, GED, or college transcript
- Photo ID

**Those accepted to the Mechanics Institute must pay the required fees listed below:**

- \$100 Registration Fee due every Semester
- \$75 Membership fee due every year

**Please send your completed application, required essay and required documents in one email to [admissions@generalsociety.org](mailto:admissions@generalsociety.org).**

Thank you,  
Admissions



**MECHANICS INSTITUTE**  
20 West 44<sup>th</sup> Street New York City, NY 10036

**Fall 2024**  
**Plumbing & Heating Systems**  
**Two-Year Educational Program**  
Enrollment Application

**Required Documents**

- Letter from employer confirming employment in the plumbing and heating field (letter must verify at least two years of experience)
- Copy either of high school diploma, GED, or college transcript
- Photo ID

**Email this application, required essay and required documents to [admissions@generalsociety.org](mailto:admissions@generalsociety.org) or drop them off at the Admissions Office.**

Date: \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Company's Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Are you a member of a union?  Yes  No If Yes, please provide the information below.

Union's Name: \_\_\_\_\_

Are you a Veteran?  Yes  No

Are you on Active Military Duty?  Yes  No

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**If accepted into the program, a registration fee of \$175 will be due.**

Registration Fee (due every semester): \$100.00

Student Membership Fee (due every year): \$75.00

How did you first hear of the Mechanics Institute?

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**Required Essay:**

Please answer the following questions with a combined total of **250 words**. All essays, preferably typed on a separate piece of paper, must be attached to application with all required documents to [admissions@generalsociety.org](mailto:admissions@generalsociety.org).

1. What motivated you to apply for enrollment in the Plumbing & Heating Systems program at Mechanics Institute?
2. How will you benefit from the program in your career?

It is my understanding that I must read the student manual and adhere to the programs' policies and regulations as a condition of my enrollment. I further understand that:

1. **Registration is not complete until all due fees are paid.**
2. **Registration fee is not refundable unless the class is canceled.**
3. **A registration fee will be due every semester.**

Applicant's signature: \_\_\_\_\_

*Mechanics Institute enrolls all applicants meeting the school's entrance requirements regardless of race, color, creed, sex, age, or place of national origin.*

**IMPORTANT**

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