

DEADLINE: FRIDAY, JULY 18th at 5PM

Dear Prospective Student:

Thank you for your interest in the two-year HVAC Systems program at Mechanics Institute.
HVAC Systems classes are held two nights a week, Monday and Wednesday, 5-7pm.

Important notes:

- All classes require continuous in-person attendance.
- **This application does not guarantee admission.**
- Applicants will be notified of their admission status on **Friday, August 8th.**
- If accepted, classes begin on **Monday, September 15th.**
- Please do not send payment until further notice.

Eligibility Requirements:

- All applicants must be currently employed in the HVAC field.
- Must have at least two years of experience in the HVAC 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 HVAC 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.

Thank you,
Admissions



MECHANICS INSTITUTE

20 West 44th Street New York City, NY 10036

Fall 2025

HVAC Systems

Two-Year Educational Program

Enrollment Application

- Letter from employer confirming employment in the HVAC 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 or drop off at the Admissions Office by
Friday, July 18th at 5pm - no exceptions.**

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

PLEASE TURN TO PAGE TWO

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?

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.

1. What motivated you to apply for enrollment in the HVAC 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

- All classes require continuous in-person attendance.
- This application does not guarantee acceptance.
- Applicants will be notified of their admission status on Friday, August 8th.
- If accepted, classes begin on Monday, September 15th.
- Please do not submit payment until further notice.