

**DEADLINE: FRIDAY, JULY 17th 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 7th.**
- If accepted, classes begin on **Monday, September 14th.**
- 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](mailto:admissions@generalsociety.org).**

Thank you,  
Admissions



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

**Fall 2026**  
**HVAC Systems**  
**Two-Year Educational Program**  
Enrollment Application

**Required Documents**

- 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 17<sup>th</sup> 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

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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.

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**

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