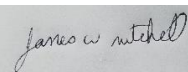


Montana Hunting Fishing Adventures
(Fishing Guide School)
870 Sleeping Child Road
Hamilton, MT 59840
(406)360-7238



I hereby certify that this catalog is correct in content and policy

Signature 

Catalog Volume 1 #1 June 30 2019

Mission

The purpose of Montana Hunting Fishing Adventures (Fishing Guide School), is to provide maximum instruction in the art of guided fishing to allow the student to start their own fishing guide service.

School

Montana Hunting Fishing Adventures (Fishing Guide School) is a non-accredited private for-profit school. So therefore, any courses taken here may not transfer to an accredited institution. The school curriculum was approved by the Montana Board of Outfitters March 6th 2015 and has been in operation since then, providing instruction for fishing guides.

Facilities

We are located on 2 acres 3 miles south of Hamilton, MT. Our buildings include a 2000 square foot main office and owner's residence that houses the main classroom, as well as a 1500 square foot work area and equipment storage facility. A 1000 square foot Fly Shop the Bitterroot Fly Company located at 808 N. Main #2 Darby, Montana 59829 that houses the base for the guiding activities. The public waters of Montana provide the on the water training. To include the Bitterroot River, Blackfoot River, and Clark Fork River.

Governing Body

James Mitchell Owner, School President and Instructor

School Administrators and Faculty

James Mitchell: Owner and lead instructor.

James started guiding anglers in 2001 and was taught by his father whom started the outfitting business in 1969. Over the years he improved and perfected his technique.

Instructor Training Qualifications

James Mitchell: Orvis endorsed guide, Tenkara certified guide, Independent contractors license, First aid and CPR training, Commercial Auto-insurance, Montana outfitter/guide license

Admission Requirements

Montana Hunting Fishing Adventures is open to everyone 18 years of age and older. Every student must complete an enrollment application prior to attending a course.

School Calendar

The school observes all federal holidays, and also includes the day after Thanksgiving and the day after Christmas.

The school year will begin on January 1 and end on December 31. Classes begin March 1 and will end October 31 of each school year.

Applications are accepted starting January 1 of the school year the student will attend. Course terms are very stringent and are 8 days in length.

Spring course 1

Starts March 1, 2020 ends March 8, 2020

Spring course 2

Starts May 3, 2020 ends May 10, 2020

Fall course

Starts October 1, 2020 ends October 8, 2020

Prior Credit

Montana Hunting Fishing Adventures (Fishing Guide School) will evaluate all prior training to ensure the standards of our school are met. If we feel that you have acquired the necessary skills, we will reduce your required training time in that area and focus on honing skills in needed areas.

Tuition and Fees

8 Day Fishing guide course- 98 hours.

This course consists of, First Aid/CPR training, Fly casting instruction, Streamside ecology and entomology, Knot tying (Western/Tenkara), Float/Wade fishing safety and techniques, Boat operation and safety, Meal planning and food safety, River etiquette, Fly tying basics, Self-marketing and resume building

The tuition fee for the 8-day Course is \$3,895.00. A 50% deposit is required with your completed registration. This leaves a balance of \$1,947.50 plus the cost of your lodging and meals if needed (\$1500.00) 2 weeks prior to the first day of school. Lodging is provided at local motels Meals are at provided at local restaurants or on the river at the classroom as needed.

* Tuition deposits are not required for chapter 31 or 33 students as required by PL 115-407 Section 103. The \$1500.00 meals and lodging option cannot be certified to the VA.

Refund Policy

The tuition deposit will be refunded less a \$150.00 processing fee if canceled 30 days prior to the first day of the scheduled course. If you are unable to make the registered course and make arrangements more than 30 days prior to the first day of class, you will be allowed to attend a later course if available. Refunds will be returned within 40 days.

Pro-Rata Addendum

Veteran Pro-Rata Policy – Students using GI Bill who withdraw from the school will have the remainder of the course fees refunded in accordance with the refund table below. The tuition fee for the 8-day Course is \$3,895.00. Refunds will be returned within 40 days.

REFUND TABLE FOR VETERAN ELIGIBLE STUDENTS

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

Satisfactory Academic Progress

Student's progress will be evaluated for satisfactory progress half-way through the course. Students will be placed on probation if they do not have an overall 3 average. If at the end of the probationary term a determination is made that the student has achieved an overall 3 average, the probationary status will be removed. If the student is unable to achieve an overall 3 average, the student will be withdrawn from the program. The withdrawn student will be allowed to return within one year from the withdraw date and restart the program at the full tuition rate.

A numerical grade between 0 and 4 will be given during daily work evaluations. Student's will also receive a 0-4 grade for each completed task. The daily work evaluations and project grades will be combined at the end of the course for the student's overall grade. A student must achieve a combined overall 3 or 4 in the training program to graduate.

Numerical Level of performance

0 = not proficient at task

1 = start skill development

2 = developing skill

3 = progressing in skill development

4 = proficient in skill

Graduation Requirements: Graduation is based on a pass-fail basis. A final grade in each major study area of 3 or better is required to pass the course and qualify for a diploma certificate.

Student Records and Transcripts

Montana Hunting Fishing Adventures (Fishing Guide School) will maintain student progress records for a minimum of 3 years. At any point during this time students may contact the school to request copies of their certificates or any documents within their folder.

Attendance

Students are required to attend and participate in all daily classes and ensure they are on time for class each morning. Students will not be allowed to have more than 1 unexcused absence per 8-day course. Students failing to meet this requirement will be dismissed from the course. If students are late due to adverse weather, arrangements will be made available for the student to make up any work.

Medical absence

If a student misses for medical issues. The instructor will schedule a time for the student to make up the time missed during regular hours.

Student Conduct

Safety is foremost in all our activities. Any student who willfully or irresponsibly causes another student, instructor or client to be placed in jeopardy may be immediately dismissed at the discretion of the head instructor or school administrator. Students are expected to cooperate, act maturely and respect other students, instructors and other staff members at all times. Dismissal may also occur when a student displays an uncooperative attitude towards the school's faculty or fellow students. The school reserves the right to be the sole judge of such conduct, which may be detrimental to the school. Other grounds for dismissal or termination include but are not limited to: Cheating, dishonesty, stealing, falsifying records.

Excessive absenteeism or tardiness.

Immoral, unprofessional, or unlawful conduct.

Misuse or abuse of equipment, public or school property.

Fighting or Intentional disruption of school activities.

Physical abuse or sexual harassment of any person on or off school premises.

Threatening or endangering the health or safety of any person on or off school premises.

Unauthorized use or entry into school facilities theft or damage to school property or equipment.

Students dismissed from the course will not be allowed to re-enter.

Code of Student Conduct

The Code of Student Conduct outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct.

The following summarizes the levels of disciplinary action, which shall be enforced by school personnel with students who are in violation of school rules,

Level 1 - Verbal

Warning/Reprimand

The teacher/staff members will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule.

Level 2 - Conference

Staff members may conduct a conference with the student.

Level 3 - Intervention

Staff members may use one of the following interventions:

Referral to school Director, temporary removal of a student from class, a meeting of school personnel and others to consider the behavior of the student and make recommendations for improvement, Behavioral Contract (a written agreement between the student and school listing requirements for improvement), Probation (a written agreement with the student for a defined period of good behavior in lieu of suspension), Mediation - referral to conflict mediation.

Level 4 - Suspension

The Program Director, or his/her designee may suspend a student from school with approval of the director, for engaging in prohibited conduct as outlined in the Code of Student Conduct. The student shall be required to confer with the director or his/her designee prior to the student's reinstatement.

Level 5 - Expulsion

A student can be expelled only by the action of the Director who meets in council with the support of 2 staff members. One of the staff members must have been directly involved in the incident. Expulsion from school excludes the student from regular school attendance and activities. Readmission may occur after a petition of the student to the Director and satisfactory progress must be made before readmission.

Drugs and Alcohol

Drugs and Alcohol are not permitted. Students are not to consume or possess any alcohol or controlled substance unless they have a prescription. Any violation may be grounds for termination from the program.

Graduation

Upon successful completion of all course objectives every student will receive a certificate of completion with the title of the course completed from Montana Hunting Fishing Adventures.