



*Southeast Texas Career  
Institute*

School Catalog  
Student Handbook

975 Hwy 327 E. Suite 150  
Silsbee, Texas 77656  
(409) 386-2020  
[www.setxci.com](http://www.setxci.com)

January 2020- December 2020

*Cosmetology, Cosmetology Instructor, Nails, Esthetician, Medical Assistant, Medical  
Administrative Assistant*

*Volume 21*

# *SOUTHEAST TEXAS CAREER INSTITUTE*

## ADMINISTRATIVE INFORMATION

### **SCHOOL OWNER**

William M. Bruce

### **BOARD OF DIRECTORS:**

William M. Bruce, President    Ben Bruce, Vice President  
Laura Bruce, Member    Kristi Cole, Member

**DIRECTOR OF FINANCE:** Kristi Cole

**TITLE IX COORDINATOR:** Kristi Cole

**SCHOOL DIRECTOR/DIRECTOR OF EDUCATION:** Charlotte Conner

**Registrar:** Brandi Bradshaw

**FINANCIAL AID DIRECTOR:** Brandi Johnson

**ADMISSIONS REP AND DIRECTOR OF STUDENT SERVICES:** Brandi Bradshaw

**EXTERNSHIP & PLACEMENT COORDINATOR:** Brandi Bradshaw

## **INSTRUCTORS**

**Rodona Neely**, Licensed Cosmetology Instructor

**Donna Leger** Licensed Cosmetology Instructor

**Shere Plaia**, Licensed Cosmetology Instructor

**Yolanda Jackson**, Licensed Cosmetology Instructor

**Cody Jackson**, Licensed Cosmetology Instructor

**Jillian Cogbill**, Medical Assistant

**Abrenda Murphy**, Licensed Cosmetology Instructor, Front Desk

**Custodial Services/Maintenance:** Chelsea Goins

## PROGRAM TUITION, FEES AND TEXTBOOKS

➤ **Cosmetology** \$ 12,000.00

Designed to complete in 1000 clock hours.

Enrollment Fee \$ 100.00

**Cosmetology Textbooks:**

Milady Standard Cosmetology-2013 Edition

ISBN-13:978-1-4390-5929-6

➤ **Esthetician** \$ 7200.00

Designed to complete in 750 hours.

Enrollment Fee \$ 100.00

**Esthetician Textbooks:**

Milady Standard Esthetics 2013 Edition

ISBN-13:978-1-111-30689-2

➤ **Nail Tech** \$ 6000.00

Designed to complete in 600 clock hours.

Enrollment Fee \$ 100.00

**Nail Tech Textbooks:**

Milady's Standard Nail Technology 2011 Edition

ISBN-13:978-1-4354-9768-9

➤ **Medical Assistant** \$ 7200.00

Designed to complete in 720 hours (160 hours of externship is included in the 720 hours)

Enrollment Fee \$ 100.00

**Medical Assistant Textbooks:**

Kinn's The Medical Asst. 14<sup>th</sup> ed

9780323608725

Kinn's Procedure Study Guide/Check Off 978-

0-323-60869-5

Quick & Easy Medical Terminology 9<sup>th</sup> ed

978-0-323-59599-5

➤ **Medical Administrative Assistant** \$ 6000.00

Designed to complete in 600 hours (40 hours of externship is included in the 600 hours)

Enrollment Fee \$ 100.00

**Medical Administrative Assistant Textbooks:**

2020 ICD10

978-0-323-69439-1

2020 Step by Step

978-0323-60949-4

Health Insurance Today Text 6<sup>th</sup> ed

978-0-323-40074-9

Health Insurance Today Workbook 6<sup>th</sup> ed

978-0-323-40073-2

2020 Step by Step Workbook

978-0-323-69440-7

2020 CPT

999-6-080-110

2020 HCPC Level II

978-0-323-69441-4

➤ **Cosmetology Instructor Program** \$2500.00

Designed to complete in 500 hours

Enrollment Fee \$100.00

**Master Education-2012 Edition Textbook**

## **General Information**

### **Mission Statement**

The mission of the Southeast Texas Career Institute is to educate each student to function successfully in the career field of their choice. The Southeast Texas Career Institute has high expectations of its students and dedicates its efforts and resources to assure that each student will become a lifelong learner.

### **History**

The Southeast Texas Career Institute was established in 1995 as Lumberton Adult Educational Center and was acquired from Lumberton ISD in 2008. The institution is owned by William M. Bruce, Evadale, TX. The Institution was licensed by the Texas Department of Licensing and Regulation as a separate entity from Lumberton ISD in 2003 and accredited by the Council on Occupational Education in 2006. Since the acquisition by Mr. Bruce the school has added much needed space as well as the addition of the other programs.

### **Philosophy**

The Southeast Texas Career Institute is committed to the people of Southeast Texas and surrounding areas to offer continuing educational services accessible by persons of all ages. Programs offered include courses and workshops, which provide lifelong learning opportunities. These programs allow persons to learn skills for new jobs, to explore knowledge and skills needed in current jobs, to refresh and update job skills, to explore new job fields, to have access to training required by law for their profession, to supplement current education endeavors, and to enrich their lives with cultural and personal development training. To achieve these program goals, the Southeast Texas Career Institute publishes a schedule of classes. Input from persons in the community is encouraged at all times for determining offerings. If you have any suggestions, please communicate it to us. Diplomas are offered for all courses and record of courses taken by all persons is maintained in a fire proof filing cabinet located at the main campus.

### **Accreditation**

Southeast Texas Career Institute is accredited by the Council on Occupational Education. The Institute's Cosmetology Programs are licensed by the Texas Department of Licensing and Regulation. The massage Therapy Program is licensed by the Texas Department of State Health Services. Complaints against this institute may be addressed to the following agencies:

- Texas Dept. of Licensing and Regulation- P.O. Box 12157 Austin, Texas 78711
- Council on Occupational Education- 7840 Roswell Rd., Building 300 Suite 325 Atlanta, GA 30350 Ph: 770-396-3898
- Texas Department of State Health Services- P.O. Box 149347 MC 1982 Austin, TX 78714

### **Description of Available Space, Facilities, and Equipment**

The overall square footage of the institute exceeds 14,000 sq. ft. which includes the Chief Administrator's Office, Financial Advisor's Office, Registrar's Office, and Director's Office. The institute also has a main lobby and reception area, male and female handicap accessible restrooms, student break room equipped with microwaves and refrigerators, and an event center of 3,700 sq. ft. for the institute's educational needs.

Cosmetology Lab 1: includes 75 workstations, 6 shampoo bowls, 6 driers with chairs, mannequin and wig drier, graduating senior lab area of 702 sq. ft., dispensary of 340 sq. ft., laundry area, esthetics treatment room of 280 sq. ft., and separate classroom with available workstations. The institute also contains a separate esthetics classroom, separate manicurist lab area, and separate massage therapy department.

Cosmetology Lab 2: includes 28 workstations, 4 shampoo bowls, and 3 driers.

The school is equipped with all supplies and equipment required by the Texas Department of Licensing and Regulation, and the Texas Department of State Health Services, as well as a microdermabrasion machine, light therapy, overhead projectors, and a student library.

### **Drug – Free School Act**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Disciplining sanctions including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Compliance with the standards of conduct is mandatory. Information about any drug and alcohol counseling, rehabilitation and re-entry programs are available from the director, faculty, or appropriate school personnel.

This includes tobacco products; all students desiring to, should smoke in the designated area on campus. The individual instructor will give breaks. Students caught smoking outside the designated area may be suspended for three days.

### **Drug Prevention and Abuse Policy**

The Institute shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The Institute has a Drug Abuse Handbook and Policy that is given to each employee and student each year. For a copy please see Admissions.

The program shall provide applicable information to students and employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The Institution's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees and students for violation of drug use and abuse prohibitions.
5. All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee or student.
6. Students found to be a drug or alcohol offender or in possession, distributing, or using alcohol or illicit substances will be immediately expelled.

### **Gun Free Schools Act**

Southeast Texas Career Institute follows the Gun Free Schools Act of 1994 requiring that if a student brings a weapon (firearm, explosives etc) to school the student is to be expelled for one year unless the Chief Administrative officer decides to modify the expulsion on a case-by case basis.

### **School Hours**

**Cosmetology and Esthetician Programs:** Daytime classes are 9:00am – 4:00pm. Monday – Wednesday, Thursday 9-4 with 8-9am and 4-4:30 pm for makeup

**Nail Technician:** Daytime classes are 9:00am-3:00pm. Monday – Thursday

**Medical Programs:** Day Classes: 8:30 am – 3:30 pm Monday thru Thursday

Length of Class: 4 six week classes with 4 to 8 weeks of externship

**MUST BE SETUP WITH AN INSTRUCTOR PRIOR TO TIME.**

## **ADMISSION POLICY FOR ALL PROGRAMS**

### **Where to Apply**

Southeast Texas Career Institute is located at 975 Hwy 327 E Silsbee, TX 77656. Prospective students should apply prior to the 1<sup>st</sup> class day.

### **On-Campus Registration**

Registration for the Southeast Texas Career Institute is on a first-come, first-served basis. Registration for classes begins at the discretion of the Administrator. Please call the Admissions Representative/Registrar for enrollment dates and information. **Any student with disabilities that needs auxiliary aids, services, assistance for registration, or attending classes should contact the Director of Finance Officer, Kristi Cole at (409) 386-2020 ext. 104 at least five days prior to registration or class attendance so that appropriate arrangements can be made.**

### **Admission Requirements**

1. A prospective student interested in SETXCI must:
  - a. Be a high school graduate
  - b. Possess a General Education Development (GED) certificate, or
  - c. Possess a Home Study transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state. A student who completes a secondary education in a home school setting may be considered to have received the equivalent of a high school diploma. Texas law exempts home school students from compulsory age requirements.
  - d. Foreign transcript translation must say that the documentation is the equivalent of a U.S. high school diploma.
2. All prospective students must complete and application.
3. Student must be a citizen of the United States or have proper documentation
4. Provide a copy of their social security card
5. All students are subject to a background check and criminal background check upon enrollment
6. Students must be able to speak, read, and write English fluently as all courses are taught in English
7. New students must attend the first day of class. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.
8. Student must make satisfactory financial arrangements or complete the financial aid process and submit all the required documentation.
9. All former students of SETXCI who are not currently enrolled must submit a new application for admission. Students with unsettled financial debts or incomplete records will not be allowed to enroll until such problems are resolved and financial debts are paid.
10. Transfer applicants are considered for admission on the basis of their previous school records. Applicants must submit a completed application for admission, official transcript from all schools attended.

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

**Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

## **ADMISSIONS PROCESS**

1. Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
2. Submit the proof of age, diploma and employability.
3. Complete the Enrollment Agreement.
4. Pay the \$100 Registration Fee

### **How Eligibility is determined for TITLE IV, HEA**

#### **To receive Federal Student Aid, you will need to:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:
    - you are not in **default** on a **federal student loan**
    - do not owe a refund on a **federal grant**

- Sign the required statement that you will use federal student aid only for educational purposes
- 7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
- 8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
- 9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a **“battered immigrant-qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa.

**Veterans Benefits/Other Funding Sources**

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive Veteran Administration benefits.

The Financial Aid Shopping Sheet is a consumer tool that is used to notify veterans benefit students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school. See our Financial Aid officer for more information.

Our Policy ensures that SETXCI will not impose any penalty, including the assessment of late fees, or denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institute due to the delayed disbursement funding from VA under chapter 31 or 33



**Effective August 1, 2019 the state approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:**

**Note: A Covered Individual** is an individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- SETXCI permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 ( a ‘certificate of eligibility’ can also include a “Statement of Benefits’ obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - The date on which payment from VA is made to the institution.
  - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- SETXCI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

### **Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
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1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is give the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit from and additional required paperwork.

### **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

### **Verification**

Each year financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional

information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Student Financial Planning, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

**CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING  
INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website and can be found in the student catalog. Paper copies are available upon request.

**Institutional Contact Information  
Southeast Texas Career Institute  
975 Hwy 327 E. Suite 150  
Silsbee, TX  
409-386-2020  
Office Hours  
Mon – Fri 9:00 – 4:00**

**Tuition Schedule**

Tuition is to be paid in full prior to the last 2 weeks of the program. If tuition is not met 2 weeks prior to the completion of the program attendance may be held in abeyance at the option of the administration.

(See contract)

Students not completing the required clock hours needed for eligibility to test with the State of Texas will be required to enroll in additional semesters at an additional cost \$250.00 per week.

**Payment of Fees**

The methods of payment for course fees are cash, personal or company checks, or money order when paying in person. An organization paying for its employees to take classes may use the methods above

to prearrange with the Southeast Texas Career Institute's Registrar's office to invoice the organization for tuition and/or books and supplies. Payment plans are available upon request.

### **Insufficient Check Penalties**

Students are warned not to write insufficient checks. Students may pay for supplies with cash or money order. Returned checks are recovered electronically with a fee. The student will be denied the privilege of writing personal checks to education center for future payment of fees. Insufficient checks not paid promptly in the course of regular collection efforts will be turned over to the county district attorney for the collection of all amount charges and penalty fees.

### **Attendance Policy**

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school until 5 minutes after class/scheduled shift begins. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students who miss 10 consecutive school days without communicating with the Registrar/Program Director may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Maximum time frame for transfer students needing less than full course requirements will be determined based on 67% of the scheduled hours. Transfer hours accepted by the school are counted as both attempted and completed hours. Students will be notified of SAP Evaluation results.

### **Suspension And Dismissal**

All students are expected to conduct themselves as responsible adults, to attend class regularly, and to maintain a satisfactory level of academic achievement. SETXCI reserves the right to suspend or dismiss any student who:

1. Exhibits conduct found by the administration to be detrimental to fellow students
2. Fail to maintain satisfactory academic progress
3. Fails to meet attendance standards
4. Fails to meet financial obligations

Time on suspension will be counted as an absence and cannot exceed the allowable absences stated in the attendance policy.

**Financial Aid is available for those students who qualify. Please see the Financial Department for details.**

### **General Title IV Student Eligibility Requirements**

The student must:

- ◆ Be enrolled as a regular student in an eligible program

- ◆ Not be enrolled simultaneously in two postsecondary schools without a consortium or contractual agreement.
- ◆ Meet one of the following academic criteria:
  - Have a high school diploma or its recognized equivalent (ex., a GED);
  - Be enrolled in an eligible institution and sign an enrollment agreement.
  - Be home schooled, and
    - Obtain a secondary school completion credential for home schooling provided by the student's home state, if one is offered, or
    - Have completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law
- ◆ Have a valid Social Security Number with the Social Security Administration
- ◆ Be a U.S. citizen or eligible non-citizen
- ◆ Be registered with Selective Service, if required by law, with the Selective Service Administration for all male students who were born after December 31, 1959.
- ◆ Sign a Statement of Educational Purpose, which certifies that he or she will use federal student financial aid only to pay educational costs
- ◆ Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements
- ◆ Not owe a refund (overpayment) on any Title IV grants, or state grant previously received from any postsecondary institution.
- ◆ Sign an Anti-Drug Abuse Act certification statement
- ◆ Make satisfactory academic progress toward the completion of the degree or certificate as required by the institution, state agencies and the Department of Education.
- ◆ Complete a FAFSA (Free Application for Federal Student Aid) and have a valid ISIR (Institutional Student Information Record).

All transfer students must submit an official transcript from former schools. No less than 75% of the course work may be done in the SOUTHEAST TEXAS CAREER INSTITUTE.

### **Federal Aid Programs in Which Institution Participates**

The SOUTHEAST TEXAS CAREER INSTITUTE Office of Financial Aid is here to assist students and their families with the challenge of financing post-secondary education. It is important that you read all available information carefully and keep up-to-date on School policies. Staff is available for walk-in assistance or by telephone at (409) 386-2020 the SOUTHEAST TEXAS CAREER INSTITUTE participates in the following Federal Aid programs:

1. Federal Pell Grant
2. Federal Direct Stafford Loan
3. Federal Direct PLUS Loan

### **Application Process**

The Free Application for Federal Student Aid (FAFSA) is the only required application. The federal formula is used to determine eligibility for financial aid, but please remember you must reapply each year you are seeking assistance.

If you are offered a Federal Stafford Loan, you will be required to complete an entrance interview explaining the aspects of the loan program before the funds can be released. In addition, you must complete a master promissory note (MPN) with your school.

## **Deadline Dates for Financial Aid**

### **Federal Financial Aid**

A FAFSA must be received by Federal Student Aid Programs by June 30 of the current academic year for it to be processed.

### **Independent Student Status**

A student will be considered independent if you are:

- 24 years of age or older on or before December 31st of the award year
- a veteran of the U.S. Armed Forces
- accepted and enrolled in a graduate/professional program
- orphan or ward of the court
- if you have children who receive more than half of their support from you
- legally and financially responsible for dependents other than a spouse
- married
- serving on active duty in U.S. Armed Forces for purposes other than training
- a veteran of the U.S. Armed Forces
- emancipated minor as determined by a court in your state
- in legal guardianship as determined by a court in your state
- at any time on or after July 1, 2015, did your high school or school district determine you homeless
- at any time on or after July 1, 2015 did the director of an emergency shelter or transitional housing determine you homeless
- at any time on or after July 1, 2015 did the director of a runaway or homeless youth basic center determine you homeless or at risk of being homeless
- 

### **Need-Based Awards**

Eligibility for need-based financial aid is based on a need analysis. A formula established by Congress is applied to the information you provide on your application resulting in an expected family contribution (EFC). The difference between the budget; i.e. the annual costs of attending school (COA), and the EFC is your need (COA-EFC=Need).

### **Budget (Cost of Attendance)**

Because there is more to pay for a student than tuition, the COA includes more than just tuition and fees. The elements that are included are: • Tuition • Fees • Room • Board • Books and Supplies • Transportation

### **Available Financial Aid Programs**

The financial aid awarded by the Financial Aid Office consists of the general categories: grants, loans and work awards. All programs are awarded based on the eligibility criteria established by federal or state laws and/or school policies.

### **GRANTS**

**Federal Pell Grant** is a federal grant that does not have to be repaid. It is awarded based on the EFC calculated by the federal processor.

### **LOANS**

**Federal Direct/Stafford Loans** are low-variable interest rate loans made to students. Students should

see the Financial Aid Officer as to the level of awards for the current academic year. The interest rate is determined by the government every year and remains fixed for one academic year (July 1 through June 30).

**PLUS loans** are low-variable interest rate loans available to the parents of dependent undergraduate students to help with educational expenses. Parents may borrow up to an amount equaling the COA minus any other aid received. Repayment of these loans begins within 60 days after second disbursement.

The Free Application for Federal Student Aid (FAFSA) is the only required application. The federal formula is used to determine eligibility for financial aid, but students must reapply each year they are seeking assistance.

The Office of Financial Aid provides assistance to students and parents in completing the FAFSA form. The complete FAFSA application and a valid ISIR serve as the basis for financial aid package for all qualified students. If requested by student and parent, the school submits the FAFSA electronically via EDEXpress, or the Educational Compliance Management (FASolutions), the schools Federal Third Party Servicer Access to the CPS Online. ISIRs are reviewed as they are received by the school from FASolutions. The school contacts students and collects relevant documents to resolve any or all conflicting information and ensures completeness of the application. Similar steps are taken when students submit paper Student Aid Reports (SARs) or SAR Acknowledgements. It is checked to ensure that the school is named on the FAFSA. The financial aid office staff adds the school to the list to ensure the school receives Institutional Student Information Reports (ISIRs) electronically via EDEXpress, or the FASolutions Access to the CPS Online.

If unusual circumstances are identified during the application process, the school follows guidelines as prescribed in the Professional Judgment section of the manual.

### **Deadlines**

The Federal deadline for submission of the Free Application for Federal Student Aid (FAFSA) is June 30 of the current year.

The last date by which federal loans can be processed to ensure compliance with cash management regulations and guarantee agency rules is June 30 for the current aid year.

Deadlines for submission of verification worksheets, relevant income verification documents and various comment code clearance documentation, etc. may vary. Students must speak to staff members in the financial aid to find the required deadlines. Students are also informed of deadlines by telephone calls, emails, general letters and financial aid bulletin board displayed in the reception area of the financial aid office.

### **Student Aid Verification Policy**

#### **Verification**

The federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Federal financial aid cannot be disbursed until verification is complete. The Federal Direct/Stafford Loans may not be certified and processed until verification is complete. Estimated financial aid

awards will be removed if verification is not completed within specified deadlines. Any deferred tuition and fees become due immediately. Student will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the federal processor.

### **Selection of Applicants to be Verified**

The SOUTHEAST TEXAS CAREER INSTITUTE Office of Financial Aid may also select files for verification if there appears to be a conflict of information. If a student is selected for verification, the student is notified on the Student Aid Report (SAR).

Verification must be completed no later than 120 days past the last day of your enrollment for each academic year. Corrections involving the federal processor must be made prior to mid-August.

Following students are excluded from verification.

- a) Applicants who die during award year (regardless of conflicting information)
- b) Applicants who are legal residents (or dependents of parents who are legal residents) of the Commonwealth of the Northern Mariana Islands, Guam, or American Samoa
- c) Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau
- d) Incarcerated students
- e) Dependent students whose parents reside outside the United States and cannot be contacted by normal means of communication (exclusion is applicable to parental information only)
- f) An applicant who is an immigrant and arrived in the U.S. during either calendar year of the award year
- g) An applicant whose parents' address is unknown and cannot be obtained (exclusion is applicable to parental information only)
- h) A dependent applicant and both parents are deceased or physically or mentally incapacitated (exclusion is applicable to parental information only)
- i) An applicant who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application
- j) A transfer student who completed verification at the previous school and the current school obtains the correct information/data
- k) Any other applicants excluded from verification by the school

Based on manual ISIR review, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs monitors and ensures that all selected applicants are verified and appropriately documented.

### **Acceptable Documentation & Forms**

- Current Financial Year's Verification Worksheets (Dependent or Independent) completed and signed.
- Signed copy of Parents Tax Transcript if the Data Exchange was not done with the IRS
- Signed copy of Student's (and Spouse's if applicable) Tax Transcript if the Data Exchange was not done with the IRS
- If you need a copy of your Tax Transcript, call the IRS at 1-800-829-1040. Ask for a tax transcript for the previous calendar year. This form is acceptable in lieu of an actual copy of your tax return
- Untaxed income documentation (ex., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)
- Other documents as needed



Verification must be completed no later than 90 days past the last day of your enrollment for each academic year. Corrections involving the federal processor must be made prior to mid-August. An applicant's failure to provide required documentation within the specified time frame resulted in the loss of all Title IV aid and all balance tuition charges become due immediately.

For additional guidance please refer to the verification process as found in the *Application and Verification Guide* of ED's *Federal Student Aid Handbook*.

### **Data Elements to be Verified**

In the verification process, the SOUTHEAST TEXAS CAREER INSTITUTE verifies the following data elements:

- ◆ Adjusted gross income
- ◆ U.S. taxes paid
- ◆ Household size
- ◆ Number of family members enrolled in a postsecondary educational institution
- ◆ Untaxed income
- ◆ Any institutionally selected data elements

The following data elements may be excluded from verification, such as:

- ◆ Household size or number in college does not have to be verified if output document is received within 90 days of applicant/parent signing it.
- ◆ Number of family members in the household or the amount of child support reported by an applicant selected for verification does not need to be verified or it is the same as that verified by the institution in the previous award year
- ◆ Enrollment of family members at least half-time in postsecondary educational institutions does not have to be verified if they are enrolled at the same institution as the applicant, and the institution verifies their enrollment status from its own records
- ◆ Untaxed income and benefits need not be verified if the applicant or the applicant's spouse or, in the case of a dependent student, the applicant's parents receive untaxed income or benefits from a federal, state, or local government agency determining their eligibility for that income or those benefits by means of a financial needs test.

The financial aid staff member or student is responsible for making changes to verification data. The student SAR/ISIR records are thus resent or retransmitted to the CPS for reprocessing.

All documents are filed in student's financial aid file in the school and retained for 5 years. For additional guidance regarding the verification process please refer to the *Application and Verification Guide* of ED's *Federal Student Aid Handbook*.

NASFAA has developed a guide called *Using Tax Returns in Need Analysis* to assist financial aid administrators in reviewing and verifying tax return data. This guide is located under Management Tools on NASFAA's Web site at: <http://www.nasfaa.org>. FASolutions has developed a 'File Review Checklist' template to assist SOUTHEAST TEXAS CAREER INSTITUTE in reviewing and verifying tax return data.

### **Conflicting & Inaccurate Information**

FA Solutions the school's third party service provider strongly recommends the following guidelines that must be followed when a financial aid professional reviews ISIR and completes verification of the income process.

The Application and Verification Guide (AVG) indicates that ISIRs containing zero income information may be selected for verification by CPS. If CPS does not select it for verification, you may still choose to ask the applicant for further information about her means of support during the base year. Any cash support (not in-kind support) from friends or relatives should be reported in Worksheet B. (For details refer to AVG).

The AVG states, “A school must verify any application information that it has reasons to believe is incorrect [34 CFR 668.54(a) (3)] or discrepant [34 CFR 668.16(f)]. Students with these applications are considered to be selected for verification by the school even though it may not be verifying the same data as for CPS-selected applications.” For example, a Financial Aid Counselor noticing in the ISIR that a dependent student’s parents have not filed a tax return indicated 4 in the household, 1 attending college and reported \$2500 income for the year. This could be an example of incorrect and discrepant information.

The AVG states, “When you receive the student’s submission, you should make sure that the worksheet is signed, that all required sections are completed, and that the relevant tax returns or alternative documents are attached.” For example, a relevant tax document and filing status for a married parent or student is 1040, 1040A or 1040EZ and ‘married filing joint return’ or ‘married filing separate return’.

The AVG further states, “Financial aid professionals are not expected to have special knowledge or expertise regarding the U.S. tax code. If someone whose data were required on the FAFSA submits a signed statement claiming non-filer status and you have reason to believe that person would have been required to file a U.S. tax return, this constitutes conflicting information and must be resolved. ....For example, in such a case, you might require a letter from the IRS, a copy of the applicable tax provision, or other documentation supporting the claim to non-filer status. **Conflicting information must be resolved before you can disburse federal student aid.**”

### **ISIR Review and Corrections**

Errors can occur if the student submits the wrong information or if the information she provided was not scanned or entered correctly. In general, your school must have correct data before it can pay the student, which in some cases means that you or the student must submit corrections for reprocessing.

**Dependency status:** A student must update his dependency status any time during the award year unless it changed because his marital status changed. This update is required whether or not he was selected for verification. For the Pell Grant Program, the updated information must be submitted to the CPS for reprocessing.

**Household size and number in college:** Unlike dependency status, household size or number in college **cannot** be updated unless the student is selected for verification. If he is selected, these items **must** be updated to be correct at the time of verification unless they changed due to a change in the student’s marital status, in which case updating is not permitted.

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students’ who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **WITHDRAWAL POLICY**

### **"Official" Voluntary Withdrawal**

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.  
or

2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

## Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

## Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

## Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

### **The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE  
TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been

disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Southeast Texas Career Institute  
OR
2. Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

## **Earned AID:**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The Southeast Texas Career Institute may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

## **Institution Responsibilities**

The Southeast Texas Career Institute's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

## **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with Southeast Texas Career Institute or Department of Education to return the amount of unearned grant funds.

## **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

## **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

## **Return to Title IV questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).



**\*This policy is subject to change at any time, and without prior notice.**

## **SCHOOL REFUND COMPONENTS AND POLICY**

SOUTHEAST TEXAS CAREER INSTITUTE'S institutional refund policy in accordance with the accrediting agency and state education department policies is expressed as a schedule of revised institutional charges incurred by students who withdraw, based on the length of time they remain enrolled or the consumption of services. The refund policy is entirely the purview of School, The School is responsible for developing, updating, and distributing the policy to all offices and students. SOUTHEAST TEXAS CAREER INSTITUTE includes the institutional refund policy as a part in the 'Enrollment Agreement' form which applies to all SOUTHEAST TEXAS CAREER INSTITUTE students.

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund will be within 30 days of the planned start date.

If the student withdraws on the first class days or does not appear for class all tuition and fees will be refunded excluding the \$100 enrollment fee. Appropriate refunds will be made within 30 days of the first class day.

Student must visit the school prior to or on the day of enrollment. No tuition or fees will be collected from a student without first visiting the institution. After class commences the following refund policy will apply:

If a student begins a course of training at a school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- May retain 100 percent of the tuition and fees paid by the student, and
- Is not obligated to refund any additional or outstanding tuition

If a student begins a course of training at a school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- 90 percent of any outstanding tuition for withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter
- 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course
- 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course

All refunds based on the above policy are calculated by the Executive Director manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing. Students who are beyond the point in the program where a refund is due and who exceed allowable absences or absence percentages may be permitted to continue in the program at the discretion of the Executive Director.

The financial aid office performs the Title IV refund calculation and determines student's and institution's liability for program specific return of overpayments to the Department of Education. In accordance to TAC 140.344(b)(2)(c) a student's refund will be fully consummated within 30 days after the tenth instructional day, if the students fails to enter the program.

### **INSTITUTIONAL REFUND REPAYMENT APPEALS**

SOUTHEAST TEXAS CAREER INSTITUTE does not have any provisions for students to appeal the amount of an institutional refund, the amount of outstanding charges, or the repayment process. However, the student may contact Bursar's Office and speak to a representative to further discuss their outstanding charges if he/she wishes to do so.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

### **PROCESS OVERVIEW**

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative standards as well as the maximum time allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Director of Education Programming. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

### **SAME AS, OR STRICTER THAN**

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

## **EVALUATION PERIODS**

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)  
Remedial course work may be part of or separate from regular qualitative measure
- Quantitative Measure (Pace)
- Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

In a 1000 hour program evaluations would be conducted

Clock hours (after first payment period)	Clock hours (end of second payment period)
450 hours	900 hours

At a credit hour school with semesters (such as fall, spring and summer) evaluation of SAP must be done at the end of each of the three terms since each term is a payment period.

## **ACADEMIC YEAR DEFINITION**

900 CLOCK HOURS AND 36 WEEKS for a clock hour school

Semesters must be at least 30 weeks with a minimum of 24 credits per year.

Quarter credit schools - there must be 36 quarter credits in an award year with 30 weeks.

## **QUANTITATIVE MEASURE**

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (30) clock hours weekly and part-time students are scheduled to attend (12) clock hours weekly.

## **MAXIMUM TIME FRAME**

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in credit hours, this is a period that is no longer than 150% of the published length of the program measured in credit hours attempted.

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	36 weeks	1350	53 weeks

\*\*Example: If an undergraduate academic program is 36 weeks and  $1.5 \times 36 = 54$  the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period, but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

## **QUALITATIVE MEASURE**

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester. (A school may have an overall cumulative GPA AND a semester GPA requirement but the Cumulative GPA must be used for SAP).

The school uses a fixed standard (the school may use a graduated standard, such as requiring a 1.5 at the end of the first payment period and 2.0 after that, but if this is done the school must check to be sure the student can graduate on time.)

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation. Mid-point evaluations are for informational purposes and therefore students do not receive a letter grade.

Schools may choose to exclude certain types of courses, such as developmental or remedial courses, ESL courses and non credit courses, from the GPA calculation, but the school must track these courses qualitatively in some manner.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an “F” course grade will be required to repeat that course.

Grade	Points	Description
A	4.00	Superior: Mastery of subject matter
A-	3.70	
B+	3.30	Good: Above average of mastery of subject matter
B	3.00	
B-	2.70	
C+	2.30	Satisfactory: Acceptable mastery of subject matter
C	2.00	
C-	1.70	
D+	1.30	Low pass: Limited mastery of subject matter
D	1.00	
F	0.00	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress.

The school does not give I- for Incomplete Grades.

The school keeps all progress records and transcripts available on request.

**CHECKING SAP:**

Student’s SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

- School must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs longer than one academic year:  
     School may evaluate at least annually to correspond to the end of a payment period  
     School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

### **FINANCIAL AID WARNING**

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be **ineligible** for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

### **APPEAL PROCESS**

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive

Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.

### **FINANCIAL AID PROBATION**

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the schools written determination of such appeal and details of any academic plan that may be developed.

### **REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, CHANGE OF MAJOR, WITHDRAWALS, AND TRANSFER CREDITS**

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. A school's Leave of Absence Policy must specify that all requests for an LOA be in writing, be signed, and be dated. Before a school grants an LOA, there must be reasonable expectation that the student will return from the leave. The school's LOA policy must specify that the reason for the student's leave must be included on a student's application for an LOA.

It is more difficult to obtain a Leave of Absence at a Credit hour school since many times the same courses are not offered each semester and it would be impossible for the student to return at the same point as before they took the leave.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, the school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

Change of Major or Program: If a student changes his/her major or program, the school does not count for SAP purposes, classes taken in the first major or program that do not apply to the second or subsequent major or program.

Transfer credits accepted toward the completion of a student's program must count as both hours attempted and hours completed. It is the school's option to include grades earned for transfer credits in its cumulative GPA calculation.



## **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, she/she must consult with the Executive Director and/or Director of Education Programming and notify in writing of his/her official last day.

## **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education Programming will record the circumstances and last day in writing and include the information in the student's official file.

## **TRANSFER STUDENTS:**

The School will count all transfer hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

Enrollment is available for students wishing to transfer to the School provided after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the starting of training. All new students may request exemption from a course(s) based on post secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for credit. Credit may be given for related courses taken within the last 10 years with an earned grade of "C" or above. Transfer of credit will be limited to enrollment at the School for Allied Health Professionals and official transcript must be given to the school prior to starting class. Credit is limited to no more than 50% of the total School for Allied Health Professionals program and certain classes may not be eligible for credit.

**Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the School Director, we only accept 100 of the clock hours attempted then you only have 540 clock hours remain in the Medical Assistant program (640 total hours). However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

## **Re-entry Students/interruptions:**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

### **Financial Aid Shopping Sheet**

The Financial Aid Shopping Sheet is a consumer tool that is used to notify students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school. See our Financial Aid officer for more information.

### **The Net Price Calculator is a tool that students can use to estimate their “net price” to attend a particular college or university.**

Net price is the difference between the “sticker” price (full cost) to attend a specific college, minus any grants and scholarships for which students may be eligible. Sticker price includes direct charges (tuition and fees, room and board) and indirect costs (books and supplies, transportation, and personal expenses).

You can find the Net Price Calculator on our website at [www.setxci.com](http://www.setxci.com)

Like - Click this link to Add this page to your bookmarks [Share - Click this link to Share this page through email or social media](#) Print - Click this link to Print this page

### **Form 1098-T, Tuition Statement**

Southeast Texas Career Institute files this form for each student they enroll and for whom a reportable transaction is made.

Insurers file this form for each individual to whom they made reimbursements or refunds of qualified tuition and related expenses.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;  
 Other schools to which a student is transferring;  
 Specified officials for audit or evaluation purposes;  
 Appropriate parties in connection with financial aid to a student;  
 Organizations conducting certain studies for or on behalf of the school;  
 Accrediting organizations;  
 To comply with a judicial order or lawfully issued subpoena;  
 Appropriate officials in cases of health and safety emergencies; and  
 State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Visit the department's [Family Policy Compliance Office website](#) to learn more.

### **Campus Safety and Crime Awareness Security Policy**

This document has been designed to inform all students and employees of about its safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department to compile the statistics used in the report. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures and safety. Read this document carefully, and ask questions if you feel confused or uncertain.

At orientation for new students and employees each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. Each year we bring a local law enforcement into the school to review how to protect yourself against crime, how to be responsible for your own safety, and to protect yourself against sexual assault.

### **Crime & Accident Prevention**

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the full extent of state and United States

federal law for any criminal violation committed on the school premises. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Acquaintance Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Dating violence
- Stalking
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism

Further preventative measures include:

1. Students and/or employees shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the consecration of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked, and never walk alone.

Campus Safety and Security Policy

1. In the event of an accident:
  2. Report the event to the School Director or manager on duty.
  3. The School Director or manager on duty will do the following:
    4. Determine if emergency help is needed. If so, he or she will call for it.
    5. Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances and the explanation of any witnesses.
    6. Report all the information to the management.
    7. If necessary, notify parents and family of the victim(s).
    8. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm.

The school personnel are trained in emergency response and evacuation procedures. The School Director will determine whether an emergency exists by evaluating the situation and consulting with local police authorities. If an emergency exists in which students and staff are in danger, the police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the School Director and follow the directions the instructor gives you; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

**STUDENT RIGHT TO KNOW POLICY:**

All criminal activity and accidents that occur on the school premises must be reported to the School Director who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she **should** keep personal information, confidential following the Family Educational Right to Privacy

Act. The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
2. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter can be found on the following website:  
<http://www.ope.ed.gov/security/GetOneInstitutionData.aspx>.

Southeast Texas Career Institute exhausts all efforts to keep the students, staff, and visitors of the Institute safe at all times. However in the event of any sort of accident, the Institute will leave contacting authorities at the discretion of the accusing party, unless administration deems the circumstance necessary to become secured by local law enforcement. The safety and security of all students, staff, and visitors are the utmost important to the administration and will be the first priority to the School Director.

### **Violence Against Women Reauthorization Act (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like Southeast Texas Career Institute to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendment of 1972 (Title IX), its implementing regulations or associated guidance issued by the Department's Office for Civil Rights (OCR) Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under title IX as interpreted by OCR.

In compliance to VAWA, Southeast Texas Career Institute's Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.

### **Title IX**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives Federal financial assistance.

The institute has an assigned Title IX Coordinator to ensure students learn in educational environments free from discrimination.

## **Public Information and Community Relations Policy**

All administrators, staff, and faculty will promote the Southeast Texas Career Institute and its mission in the community and areas of service. The Southeast Texas Career Institute hopes to improve the community and make the people of the community aware of the valuable resources at the institute by encouraging all employees to be positive and informative whenever they are representing the institute. Employees and students are a continuing representative of the institute and should always act accordingly. It is important to treat everyone with respect and dignity. The institute will become involved in community activities such as local church charities, telethons, the Walk for Life and other charitable organizations. By furnishing free and reduced prices for the employees of Hardin County Courthouse, Sheriff Department, local fire, and police departments the Southeast Texas Career Institute encourages citizens to come into the institute and visibly see the success of the students. Students by volunteering time at the local Nursing Facility will be providing much needed free services to the residents. The student will also participate in the facility's holiday parties and special events, offering friendship and encouragement to the residents. Students attend trade and hair shows at local beauty supply stores and statewide conventions. The administration at Southeast Texas Career Institute encourages all staff, faculty, and students to be willing to volunteer in the community and be willing to represent the institute. Information to the community of these events will be provided by means of newspapers, school catalog, and field trips. The best information can be provided by the educated, positive and supportive word of the students of Southeast Texas Career Institute. Faculty and Staff should educate, motivate, and support the student as well as the institute so the student will have pride in the institute and the program in which they are enrolled.

## **Voter Registration**

To vote in Texas, you must be registered. Simply pick up a voter registration application, fill it out, and mail it at least 30 days before the election date. Applications can be picked up from the Financial Aid office here at the school.

## **Constitution Day**

On September 17, 1787, the last of the delegates to the Constitutional Convention signed the Constitution. Thanks to the dedication of a woman named Louise Leigh, a law was passed on December 8, 2004 (public law 108-447) designating every September 17 as Constitution Day. Constitution Day is dedicated to the study and awareness of this remarkable document that guides our nation. The institute provides, to the students, educational and fun activities to remember this important document on September 17 of each year.

## **Job Placement**

Job placement and career guidance will be issued through the Placement Coordinator office. Job offerings will be posted. All faculty and staff are encouraged and considered responsible for the education of the students in regards to placement availability. All faculty and staff are expected to make every effort to maintain a positive and informative relationship with prospective employers. Southeast Texas Career Institute makes no guarantee of employment to any of its students at anytime, including both before and after graduation

## **Student Handbook/Catalog**

It is the student's responsibility to read and become familiar with the student conduct code. Copies of the student catalog / handbook will be given to the student at the time of enrollment.

If the student fails to return from leave, the student will be automatically terminated and a refund made in accordance with 140.344 of this title. The effective date of termination shall be the last day of the leave of absence

### **Change in Program Study**

Students changing their program of study will be considered as a transfer student. All allowable hours earned will be considered towards the students satisfactory academic progress in the same manner as a transfer student. Students are allowed to change program onetime and onetime only. A \$100 change in program fee will be applied to student's account.

Students pursuing a second degree within the same programmatic scope will receive credit/hours allowable by the state or other agencies towards the second degree. The Texas Department of Licensing and Regulation does not allow credits/hours from completed courses of study in the Cosmetology Program to be transferred between courses if a license has been granted to the student by the state regulatory agency. Only allowable credit/hours can be granted prior to certification by the state. If those credits/hours are applied towards the second degree prior to certification they will not be allowed by the State of Texas to be used towards state certification in the first degree earned by the student.

### **Permanent Student Records**

All student records are kept in a fire proof cabinet or container in either hard copy or disk form.

1. Hour reports for cosmetology course are kept on the computer hard drive, paper copy.
2. Student enrollments for all programs are kept on the computer hard drive; paper copy, as well as submitted to the State of Texas for all cosmetology students.
3. Student withdrawals for all programs are kept on the computer hard drive; paper copy, as well as submitted to the State of Texas for all cosmetology students.
4. All other pertinent information is kept in the student folder and on computer.
5. Grades are kept in the teachers' grade book, on computer and copy to student.

### **Locker Policy**

Lockers will be assigned by the Registrar. The student must have a combination lock and register that combination with the Registrar. Lockers must be surrendered at the time of withdrawal from the course. If the content of the locker is not removed prior to withdrawal those contents will be removed and the institution will not be responsible for the return of the contents. Lockers and cabinets remain under the jurisdiction of the school the school reserves the right to inspect all lockers and cabinets. Students have full responsibility for the security of their locker.

### **Media Services (Library)**

SETXCI's media series are specifically selected and updated to reflect the ever-changing needs of the field of cosmetology and massage therapy industry. To check out an item or to see what items are available, please see the Chief Administrator at the campus. Unfortunately, items cannot be taken home, so material can only be checked out during school hours and must be returned each day. If you have any questions about items might be a good addition to the SETCI library, please let the Chief Administrator know or place a note in the school's suggestion box.

### **Emergency School Closings**

In the event of an area wide emergency school closing information will be on the following radio and television stations.

KBMT Channel 12

KBTB Channel 4

In the Event of an unforeseen event at the Institute or in the Department making it not possible to have class a sign will be posted on the doors, or you will be notified prior to class if possible.

### **Parking Regulations**

Students are not allowed to park in the spaces directly facing the building. These spaces are reserved for clients and handicapped individuals only. The Southeast Texas Career Institute is not responsible for accidents to persons or vehicles in the parking lot. No overnight parking is permitted.

### **Change of Address**

Students are responsible for all communications addressed to them at the address on file in the Chief Administrator's office. Any student who moves during the course must immediately register his/her change of address in the Registrar Office. Failure to do so could adversely affect the student's ability to apply for the state test.

### **Make-up Work**

**COSMETOLOGY:** Students must make up work missed within 2 weeks to be able to advance into the next phase.

**ALL OTHER COURSES:** The individual teacher of each course will decide make up work.

### **Lost and Found**

Lost and found articles and books are to be turned into Director's office. If a student loses an article he or she should turn in a description to the office as soon as possible. Unclaimed articles will be disposed after 30 days.

### **Personal Messages**

Students are not allowed to use the receptionist's phone or office phones without permission from an instructor or program director. Please no long distance calls and in the case of extreme emergency limit calls to 3 minutes. If a student receives a personal call during school hours the teacher or receptionist is to take a message and the student can return the call at their break.

### **Student Concerns**

Students with a problem or concern should address the problem first with the instructor. If not satisfied with the results then, the student should address the Director of Student Services with the complaint. If the resolution has not proven to be satisfactory the student may submit the concern to the Chief Financial Officer. If you would like to voice a concern anonymously you may do so by email to [kcole@setxci.com](mailto:kcole@setxci.com) or by written letter addressed to Kristi Cole 975 Hwy 327 E. Silsbee Texas 77656. Please allow sufficient time for the administrator to investigate and analyze the issue.

### **Student Grievances:**

If a student has a problem or an issue they have addressed with the school and it was not resolved then the student can file a formal complaint. To file a formal complaint fill out the Formal Grievance Form at the end of the catalog.

### **Student Suggestions**

Student input is very important to the success of Southeast Texas Career Institute. Southeast Texas Career Institute is committed to operation under an "open-door" policy, whereby students have access to any and all members of the school's staff.

### **Emergency Care**

All students are required to furnish an emergency number and contact person when enrolling. If it is not possible to reach the contact person and the student is unable to make a decision the program director or teacher on duty will call 911 immediately. Should EMT personnel decide the student



should be transported to a medical facility the student will be responsible for all costs incurred. (Ambulance, hospital etc.)

### **Permission to Leave School**

Students must inform the teacher prior to class if they will be leaving class early. If the student wishes to return to class permission must be approved by the instructor or director of program. Students leaving the school must clock out. There is no exception to this.

### **Communicable Diseases and or illness**

Students having a communicable disease should alert the program director or teacher immediately. Students with a communicable disease should not be attending classes. Students with an elevated temperature should not attend classes.

### **Code of Conduct**

The following Code of Conduct for students was developed through the commitment, cooperation, and involvement of the legislature, administrators, teachers, and students describes the expectations of student conduct and specifies the consequences of violating the code.

It contains specific student conduct rules. As the need arises, school officials may adopt additional policies containing student conduct rules, which shall be incorporated into the student code. Those rules provide sanctions against student misconduct that is likely to result in disruption of the educational process or infringement of the right of others. Students have certain legal rights, but those rights must be balanced against the needs of school officials to maintain an effective educational climate. Law enforcement authorities may be contacted when deemed necessary to help school officials in enforcing these provisions. Appropriate judicial proceedings may be instituted. Of course misbehaving students are subject to disciplinary action as provided in this code of conduct regardless of whether judicial proceedings are instituted. Certain property used by students, i.e. desks, lockers, cabinets, school facilities, and parking lots are owned and controlled by the institute. Vehicles parked on school property are subject to guidelines described in this plan. Instructors of the Institute possess the authority to include their own classroom rules in company with the student code of conduct, in an effort to increase harmonious actions and promote a pleasant learning environment. Disciplinary action shall depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

#### **STUDENTS ARE EXPECTED TO:**

- BEHAVE RESPONSIBLY, DEMONSTRATING COURTESY AND RESPECT FOR THE RIGHTS OF OTHER STUDENTS AND FACULTY. STUDENT COOPERATION AND RESPECT FOR THE PROPERTY OF OTHERS, INCLUDING SCHOOL PROPERTY WHICH IS ESSENTIAL IN MAINTAINING SAFETY, ORDER, AND DISCIPLINE.
- ATTEND ALL CLASSES REGULARY AND ON TIME; BE PREPARED FOR EACH CLASS; AND TAKE APPROPRIATE MATERIAL AND ASSIGNMENTS TO CLASS.
- BE WELL GROOMED AND APPROPRIATELY DRESSED EACH DAY.

#### **THE FOLLOWING ACTS ARE PROHIBITED:**

- Vandalizing, damaging, or destroying school property
- Bringing on to school property, items such as knives, guns, or other weapons.
- Assaulting any person.
- Possessing, using, selling, attempting to sell or being under the influence of alcoholic beverages, an inhalant or other substance used to induce intoxication, marijuana, a hallucinogen, amphetamine, or barbiturate, or any other substance prohibited under the Texas controlled substance act or the federal drug abuse prevention control act.
- Exhibiting an inappropriate physical familiarity.

- Possessing or igniting any type of fireworks at school.
- Posting or distributing newspaper, leaflets, and similar materials on school grounds except as allowed by school administrators.
- Cheating or copying the work of another student
- Using profanity, vulgar language, or obscene gestures. Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements toward others.
- Committing or attempting to commit theft, extortion or blackmail, i.e., obtain or attempting to obtain something of value from an unwilling person.
- Disrupting, disturbing, or interfering with a teacher's ability to communicate with other students in the class.
- Being insubordinate.
- Posting, commenting, or distributing negative posts via social networking or through conversation which reflect negatively against the institute, faculty, or students.
- Fighting which is defined as a physical conflict between two or more individuals
- Throwing objects that can cause bodily injury or damage to property failure to comply with lawful directive issued by school personnel
- Failing to comply with other school policies and rules
- Gambling, this is defined as participating in games of chance for money and /or other things of value.
- Indecent proposal, which is defined as an unsolicited sexual proposal
- Persisting in serious acts of disobedience or disorderly behavior which may prove detrimental to the school, harmful to the health, and safety and inhibit to the rights of others or interfering with school authorities and programs through boycotts, sit-ins, or trespassing.

### **Disruption of Classes**

No student shall be permitted on school property to willfully disrupt, alone or in concert with others, the conduct of classes, conduct that disrupts the educational activities of a school includes:

- Emissions by any means of noise of an intensity that prevents or hinders classroom instruction
- Enticement or attempted enticement of students away from class
- Prevention or attempted prevention of students from attending classes.
- Entrance into a classroom without the consent of the director or teacher and either through acts of misconduct and/or use of loud, offensive, profane language causing disruption of class activities.

### **Emergency Removals**

Students may be removed from regular classes or school premises for non-disciplinary health, welfare, and safety reasons when the director or teacher determines that an emergency exists.

Reasons constituting an emergency include, but are not limited to:

- Being under the influence of alcohol or drugs.
- Being highly agitated
- Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

### **Paging/ Telecommunication Devices**

Students shall not use a telecommunication device while in class. Cell phones are to remain on silent mode while the student is in classroom or clinical areas and is to only be answered in the break room or outside the building. If a student is caught using a cellular phone or pager, the student will be asked

to either surrender the phone or device until the end of class or leave the class for the day. Student could be suspended for three days for repeated offences.

### **Program Additions or Deletions**

SETXCI retains the right to add or drop classes upon recommendation from the Chief Administrator and the school board. In dropping a program, the school board would consider participation and success rates of students in the programs, as well as student graduation and placement rates. The school board and/or the advisory board discuss additions, deletions, and future plans at our Advisory board meeting twice a year.

### **Dress Code**

The school reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices. Students are expected to arrive at school meeting dress code requirements and remain in dress code while in the building and while clocked in. The school expects that students comply with the dress code emphasizing professionalism. Students not complying with the dress code may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make judgment on whether an individual's attire meets dress code requirements.

- Monday –Thursday- SETXCI school t-shirt or program color scrub top and program color scrub bottoms with closed toed shoes

### **Gainful Employment Information**

On June 30, 2012, the Department received a court ruling in a legal challenge which affects the implementation of the Gainful Employment regulations. On March 19, 2013, the court issued a decision that denied a request from the Department to reinstate certain GE provisions, including the reporting requirements. That decision does not affect the GE disclosure requirements for institutions.

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE Programs. Finally, the new regulations require institutions to notify the Department if they wish to add an additional GE Program to its list of Title IV eligible programs. All of these requirements are effective July 1, 2011.

For more information about the school's gainful Employment please check out our website at [www.setxci.com](http://www.setxci.com).

### **Cosmetology Department**

(In addition to other requirements)

#### **State Requirements:**

1. The Texas Department of Licensing and Regulation requires a registration form.
2. \$25.00 to Department of Licensing and Regulation for permit.
3. One picture to display with permit (will be taken by school if needed.)

#### **State Board Exam:**

1. Students enrolled in cosmetology programs must pass a written examination & practical examination before licensure with the Texas Department of Licensing and Regulation

2. Students enrolled in the massage therapy programs must pass an examination issued by the Texas Department of State Health Services

### **Professional Conduct**

1. Students are expected to conduct themselves in a professional manner at all times with students, clients and staff.
2. Students must clock out if leaving the building or going to lunch.
3. Students too ill to work must clock out.
4. If a student refuses client work that student must clock out.
5. Gossip and interference with other students while working with clients will not be tolerated.
6. Students should address all problems in private. Do not discuss them on lab floor.
7. No visitors are allowed unless receiving a service.
8. Students must have the program directors permission to receive services during class time.
9. Students are not allowed to cash personal checks at the receptionist unless receiving services.

### **Wages**

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org/>. This website includes information by job position to include state and national wages, occupation profiles/descriptions, state and national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept of Labor state wages for cosmetology were as follows:

**Cosmetology:** annual low: 16, 300 (7.84) to high 39, 200 (18.83)

**Esthetics** (skin care specialist): annual low 18,300 (8.78) to high 47,900 (23.03)

**Manicurist:** annual low 16,200 (7.77) to high 39,500 (19.01)

### **Essential Career Considerations/Requirement**

Applicants interested in pursuing a career in cosmetology or related field should consider all aspects of such a decision:

Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry
2. Enjoy dealing with the public and be able to follow directions.
3. Keep abreast of the latest fashions and beauty techniques
4. Work long hours while building a personal clientele in order to make the desired income.
5. Learn business skills applicable to the desired position

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of a client's head, bending to complete shampooing or other wet services, etc.
2. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services.
3. Nail technicians will spend long hours sitting at a station.
4. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising
5. There will be exposure to various chemicals and fumes which may cause allergic reactions
6. The practice of safety and sanitation is essential for effective and successful performance within the industry
7. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon)

## **Cosmetology Curriculum & Course Descriptions**

Cosmetology Operator Program: The complete course includes hairstyling, cutting, tinting, lightening, manicuring, pedicures, sanitation and sterilization, facials, chemical restructuring of the hair and all phases of cosmetology of the hair, skin and nails. The State of Texas requires 1000 clock hours to be eligible to take the state exam for licensing. We are not offering a 1500 hour program any longer due mandate from TDLR.

CLASS	DESCRIPTION	CONTACT	LAB
COS 1-101	Orientation	7.5 Hours	7.5Hours
	Professional Dev.	7.5 Hours	7.5 Hours
	An overview of the skills and knowledge needed to succeed in the field of cosmetology.		
COS 1-102	Bacteriology	7.5 Hours	7.5 Hours
	Infection Control/First Aide	7.5 Hours	7.5 Hours
	Study of sanitation and sterilization methods along with the knowledge of bacteria and the spread of disease in order to provide proper public health including the study of basic first aid techniques.		
COS 1-103	Manicuring/ Pedicure	10 Hours	35 Hours
	Nail Disorders	10 Hours	35 Hours
	In depth study of nail diseases and disorders, also the theory of manicuring and pedicuring along with practical application.		
COS 1-104	Shampooing/ Hair Scalp	5 Hours	20 Hours
	Introduction of types and proper techniques of hair and scalp cleaning and conditioning.		
COS 1-105	Basic Haircutting	10 Hours	90 Hours
	Introduction to haircutting to include types of terminology, sectioning, and basic 0, 45, and 90 degrees.		
COS 1-106	Basic Chemical Services	25 Hours	50 Hours
	Introduction to chemical waving, restructuring, and chemical relaxing including terminology, sectioning, and proper techniques on rolling.		
COS 1-107	Basic Styling/Design	30 Hours	105 Hours
	Basic techniques used in hair design and styling, includes facial shapes, pin curls, finger waves, roller placement, curl placement.		
COS 1-108	Safety/Salon Business	5 Hours	5 Hours
	Overview of salon management, resumes, job search and interviews		
COS 1-109	Anatomy/Physiology	20 Hours	
	In depth study of anatomy and physiology.		
COS 1-110	Trichology	10 Hours	10 Hours
	In depth student of the hair, its properties, and growth		
COS 1-111	Skin care/Hair Removal	10 Hours	40 Hours
	Facial/Makeup	10 Hours	40 Hours
	In dept study of skin care, hair removal, facials and makeup.		
COS 2-201	Advanced Cutting/Design		60 Hours
	Advanced study of hair cutting techniques and hair design. Includes wigs and hair additions		
COS 2-202	Hair coloring Introduction	20 Hours	45 Hours
	Introduction to hair color, including basic color theory and the techniques used in temporarily and permanently coloring and decolonization of the hair.		
COS 2-203	Advanced Chemical Texturing, Chemistry and Electricity		120 Hours

A more in depth study of permanent waving, restructuring, and chemical relaxer. Chemistry and electricity  
 COS 2-204 Advanced Hair coloring 35 Hours  
 The study of the skin, terminology, and proper skin care for different skin types.  
 COS 2-205 Stateboard Prep/Design 85 Hours  
*Preparation for stateboard written and practical testing. Mastery of hair design for industry level competencies.*

**TOTAL HOURS /1000 Hours**

**Esthetician Curriculum & Course Description**

Includes the study of skin care, facials, make-up application, microdermabrasion and chemical peel process. The State of Texas requires a total of 750 clock hours to be eligible to take the state exam for licensing.

<i>CLASS</i>	<i>DESCRIPTION</i>	<i>CONTACT</i>	<i>LAB</i>
EST 1-101	Orientation Professional Dev.	25 Hours	25 Hours
<i>An overview of the skills and knowledge needed to succeed in the field of skin care.</i>			
EST 1-102	Bacteriology	28 Hours	12 Hours
<i>The study of sanitation and sterilization methods along with the knowledge of bacteria and the spread of disease in order to provide proper public health including the study of basic first aid techniques.</i>			
EST 1-103	Anatomy/ Physiology	90 Hours	
<i>An in depth study of anatomy and physiology.</i>			
EST 1-104	Chemistry	20 Hours	10 Hours
<i>An in depth study of chemistry.</i>			
EST 1-105	Equipment and Electricity	35 Hours	40 Hours
<i>An overview of equipment used in skin care and understanding of electricity and the use of it in skin care.</i>			
EST 1-106	Care of Client	5 Hours	40 Hours
<i>The proper draping and protection of the client.</i>			
EST 1-107	Skin Treatments	25 Hours	75 Hours
Introduction to skin care treatments used in an esthetician salon.			
EST 2-201	Skin Care and Treatments	20 Hours	130 Hours
In depth study of skin care treatments.			
EST 2-202	Superfluous Hair Removal	10 Hours	15 Hours
Advanced study of hair removal techniques.			
EST 2-203	Aromatherapy	5 Hours	10 Hours
The study of essential oils and their uses.			
EST 2-204	Nutrition	10 Hours	
An in depth study of proper nutrition to maintain health skin.			
EST 2-205	Color Psychology	10 Hours	
The effect colors have on the different areas of life and how to choose the correct colors for the client.			
EST 2-206	Proper Make-Up	25 Hours	50 Hours
The proper techniques of make-up application including correction make-up.			
EST 2-207	Management	35 Hours	
The study of salon management.			
<b>TOTAL HOURS/ 750 Hours</b>			

**Nail Technician Curriculum & Course Description**

Course includes manicuring, pedicure, application of nail tips, overlays, wraps, and sculpture nails as well as sanitation and anatomy. The State of Texas requires a total of 600 clock hours to be eligible to take the state exam for licensing.

<i>CLASS</i>	<i>DESCRIPTION</i>	<i>CONTACT</i>	<i>LAB</i>
NT 1-101	Orientation/ Rules and Regulations	15 Hours	
Overview of the skills and knowledge needed to succeed in the field of nail technician.			
NT 1-102	Preparation, Equipment, Implements, and Supplies		15 Hours

Overview of the proper table setup, care of equipment, implements, and supplies.			
NT 1-103	Bacteriology	50 Hours	
In depth study of bacteria			
NT 1-104	Procedures	20 Hours	100 Hours
Proper application of artificial nails, cosmetic fingernails preparation to build a new nail, nail extensions, sculptured nails, tips, wraps, fiberglass, gels, and odorless product. Includes manicuring and pedicure.			
NT 1-105	Anatomy/Nails	20Hours	
An in depth study of major bones, muscles, nerves, and their functions. It also deals with the structure, functions, appendages, lesions, and conditions of the skin. Including an in depth study to include the structure, composition, growth, regeneration, nail irregularities, and nail diseases.			
NT 2-202	Bacteriology, Sanitation Safety Measures	40 Hours	
The study of bacteriology methods of sanitation and importance of safety and sanitation measures.			
NT 2-203	Professionalism	60 Hours	80 Hours
This is to discuss manicuring as a profession by reviewing vocabulary, ethics, salon procedures, hygiene, professional attitudes, and public relations.			
NT 2-204	Advanced Procedures		200 Hours
Continuation of artificial nail formations and state board preparations			
<b>TOTAL HOURS/ 600 Hours</b>			

## Medical Assistant

### **Program Description**

The objective of the Medical Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position as a medical assistant or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in some combination of classroom, laboratory, practicum or clinical settings.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant and medical office receptionist.

The Medical Assistant program is 720 hours over a period of 32 weeks. Prior to graduation the students are required to complete a practicum for a total of 160 contact hours. Upon successful completion of the program graduates will be awarded a Medical Assistant Diploma.

This program is intended, among other things, to help eligible students prepare for the Registered Medical Assistant (RMA) Examination sponsored by American Medical Technologist (AMT). While many states do not require certification to obtain employments, many employers may prefer to hire individuals who have a national certification. The institution cannot guarantee a student's eligibility either to take a national certification exam certified. As student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, or the results of a criminal background check. Practicum sites may themselves require criminal background check or medical examination.

Understanding the requirements for certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of this program.

No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure. Students with felony convictions may not be eligible for certification.

This program is intended to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles which may not be represented in the program title or described above. The School does not guarantee that any student will be placed in any of the jobs described above, or placed at all.

## **Curriculum**

### **MAT120 Terminology**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

In this course students are taught medical terminology, anatomy and physiology, human behaviors and communication, CPR, safety in the medical environment, law and ethics related to health care, pharmacology, infection control, vital signs. Students are also taught fundamental computer and internet skills, basic mathematical computations, systems of measure along with complementary and alternative medicine. This course is designed to develop professional skills and proactive career management.

### **MAB120 Medical Front Office**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

The Medical Front Office focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This class is also designed to develop professional skills and proactive career management.

### **MAR120 Body Systems I**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

The Musculoskeletal, Digestive and Respiratory, Nervous, Sensory and Endocrine class focuses on common disease processes, diagnosis and evaluation common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management.



## **MAY120      Body Systems II**

Credits:            10 quarter credit hours

Course Hours:        140 contact hours (Lecture 70, Lab 70)

Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

The Circulatory, Immune, Lymphatic, Integumentary, Urinary and Reproductive system class focuses on common disease processes, diagnosis and evaluation common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology and pharmacology. In this class, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECC or EKG) diagnostic tests. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management.

## **MAX125      Medical Assistant Externship**

Credits:            8 quarter credit hours

Prerequisites:    MAT120, MA0120, MAS120, MASY120

Course Hours:    160 contact hours (Lecture 0, Lab 0, Practicum 150) (On Ground 160)

Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

The Medical Assistant Externship is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experience that augments the student's in-class experiences. Students are required to complete the 160 hour practicum program at a work site connected to their field of study, which normally includes health care facilities such as private or group practices, clinics, industrial clinics.

## **Medical Administrative Assistant**

### **Program Description**

The objective of the Medical Administrative Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position as a medical billing and coding administrative assistant or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Student will also acquire the knowledge to keep a health care office running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, accounting, preparing and filing insurance claim forms Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage and limitations. Students will also require the knowledge of scheduling appointments and basic offices skills. Instruction occurs in some combination of classroom, laboratory, practicum or clinical settings.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist and patient account representative.

The Medical Administrative Assistant program is 600 hours over a period of 26 weeks. Prior to graduation the students are required to complete a practicum for a total of 40 contact hours. Upon

successful completion of the program graduates will be awarded a Medical Administrative Assistant diploma.

This program is intended to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles which may not be represented in the program title or described above. The School does not guarantee that any student will be placed in any of the jobs described above, or placed at all.

## **Curriculum**

### **MBT120 Terminology**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

In this course students are taught medical terminology, anatomy and physiology, human behaviors and communication, CPR, safety in the medical environment, law and ethics related to health care, pharmacology, infection control, vital signs. Students are also taught fundamental computer and internet skills, basic mathematical computations, systems of measure along with complementary and alternative medicine. This course is designed to develop professional skills and proactive career management.

### **MBO120 Health Information Management**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspect of medical insurance, billing and coding. Students are taught medical records management, patient information forms, charts and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes and specialty-coding procedures. This class is also designed to develop professional skills and proactive career management.

### **MBP120 Coding, Reimbursement and Collections Procedures**

Credits: 10 quarter credit hours  
Course Hours: 140 contact hours (Lecture 70, Lab 70)  
Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

In this course, students are taught about documentation used for coding in an inpatient/outpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient/outpatient billing and coding using the industry stand claim form as well as specialty-coding procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This module is also designed to develop professional skills and proactive career management.

### **MBG120 Insurance Plan**

Credits: 10 quarter credit hours:

Course Hours: 140 contact hours (Lecture 70, Lab 70)  
 Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

In this course, students are taught about the billing guidelines for the different insurance plans including Medicare, Medicaid, TRICARE, CHAMPVA and various private and managed health care insurance plans. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. Students are also taught the features and functions of the practice management systems. This module is also designed to develop professional skills and proactive career management.

**MBX125 Medical Administrative Assistant Externship**

Credits: 2 quarter credit hours:  
 Prerequisites: MBT1201, MBB120, MBI120, MBH120  
 Course Hours: 40 contact hours (Lecture 0, Lab 0, Externship 40)  
 Ratio Student to Instructor—20:1 for Lab and 30:1 for lecture

This externship is designed to provide on-the-job experiences that augment the student’s in-class experience. Students are required to complete the 40 hour externship program at a work site with in their field of student, which normally includes health care facilities such as private or group practices, clinics and industrial clinics. This course is also designed to develop professional skills and proactive career management.

**Cosmetology Instructor Program**

Students will learn the fundamentals and skills required to become successful instructors of cosmetology. Successful classroom preparedness, constructing of lesson plans, utilizing visual aids, and effective classroom management will be the competence obtained from this course. Current Texas Department of Licensing and Regulation issued Cosmetology Operator license with one year proven cosmetology experience.

Course Hours: 500  
 Course length: 32 weeks  
 Lecture hours per week: 7.8125  
 Lab hours per week: 7.8125

Students will be evaluated at week 20 before beginning the intern portion of the program.

Scheduled Class Times: Monday – Wednesday 9:00-3:00

**2018-2019 Completion, Placement and Licensures Rate %**

<u>Program</u>	<u>Completion %</u>	<u>Placement %</u>	<u>Licensures %</u>
Cosmetology Operator	80%	100%	94%
Esthetician	81%	96%	100%
Nail Technician	82%	97%	98%
Medical Administrative Asst.	75%	100%	n/a
Medical Assistant	84%	93.%	-----

**SOUTHEAST TEXAS CAREER INSTITUTE**

**DRUG ABUSE HANDBOOK AND DRUG PREVENTION PROGRAM**

**I HAVE RECEIVED THE DRUG PREVENTION PROGRAM HANDBOOK. I UNDERSTAND THAT IF I AM A DRUG OR ALCOHOL OFFENDER I WILL BE DISMISSED FROM SCHOOL IMMEDIATELY. POSSESSION DISTRIBUTION OR USE OF ALCOHOL OR ILLICIT SUBSTANCES WILL BRING IMMEDIATE EXPULSION.**

**STUDENT HANDBOOK AGREEMENT**

**I HAVE RECEIVED AND READ THE SOUTHEAST TEXAS CAREER INSTITUTE STUDENT HANDBOOK. I AGREE TO FOLLOW ALL RULES IN THE HANDBOOK OR COULD BE SUSPENDED, DROPPED FROM THE CLASS OR FACE CRIMINAL CHARGES. I UNDERSTAND THAT BY SIGNING THIS FORM I ACKNOWLEDGE I HAVE BEEN INFORMED OF ALL RULES AND POLICIES OF SOUTHEAST TEXAS CAREER INSTITUTE INCLUDING BUT NOT LIMITED TO THE DRUG ABUSE AND PREVENTION POLICY AND THE SCHOOLS ABILITY TO ENFORCE THESE RULES AND POLICIES.**

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**Student Signature**

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**Printed Name**

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## **2020 Calendar Holidays**

January 1<sup>st</sup>-Holiday  
January 20<sup>th</sup>- In-Service  
May 25<sup>th</sup>- Holiday  
April 13<sup>th</sup>-Inservice  
September 7<sup>th</sup>-Holiday  
November 25<sup>th</sup>-In-service  
November 26<sup>th</sup>- Holiday  
December 23<sup>th</sup>-Inservice  
December 24<sup>th</sup>-Holiday  
December 31<sup>st</sup> –Holiday

## Formal Grievance Form

This grievance form should be used when a student feels that the problems or issues they have addressed with the school have not been resolved.

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Institution attending: \_\_\_\_\_ Program \_\_\_\_\_

This form is to be used to file a Formal Complaint or a Formal Grievance at which time all other methods of arbitration has been exhausted or if you feel a complaint to faculty or staff member would cause you distress or intimidation. Mail this form to the correct address listed below for your department.

<u>All Programs</u> The Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 (770)396-3898 800-917-2081	<u>Medical Programs-see student Complaint policy</u> Texas Workforce Commission Career Schools and Colleges <a href="http://csc.twc.state.tx.us/">http://csc.twc.state.tx.us/</a>	<u>Cosmetology, Esthetician, and Nail Technician</u> Texas Department of Licensing and Regulation P.O. Box 12157 Austin TX 78711 <a href="http://www.tdlr.texas.gov">www.tdlr.texas.gov</a>
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### FORMAL GRIEVANCE POLICY

#### Students:

It is the desire of the Administrators at Southeast Texas Career Institute that you have a safe, clean, and comfortable environment for learning. This also means that you should not feel uncomfortable, threatened, or discriminated against, if you have a complaint or grievance. You may address any concern, complaint, or grievance that you may have with Southeast Texas Career Institute, or if you would like to make an anonymous complaint you may do so by email, United States Postal Service, or by submitting a grievance form.

**This school has a Certificate of Approval from the Texas Workforce Commission (TWC).  
The TWC-assigned school number is: # S4506**

**The school's Medical Programs are approved by TWC.  
Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog.**

If you have any grievance or complaint to be made the formal chain of events is as follows:

- Address the complaint or grievance with your instructor, if you feel that the concern has not been properly approached
- Address the complaint or grievance with the Director of Student and Client Services Brandi Bradshaw,(in person, by email [bbradshaw@setxci.com](mailto:bbradshaw@setxci.com), or by phone 409-386-2020) or Director of Education Charlotte Conner, in person, by email [cconner@setxci.com](mailto:cconner@setxci.com), or by phone 409-386-2020) if you believe that the concern has not been properly addressed or taken care of
- Address the complaint or grievance with the Chief Administrative Officer Kristi Cole,(in person, by email [kcole@setxci.com](mailto:kcole@setxci.com), or by phone 409-386-2020) if the controversy has not been resolved
- You may take the complaint or grievance to the Governing Board of Southeast Texas Career Institute, Mike Bruce President 409-504-4392, or if you would like to submit an anonymous complaint you may do so by mail P.O. Box 148 Evadale Tx, 77615.
- Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC <http://csc.twc.state.tx.us/>, as well as with other relevant agencies or accreditors, see listed above.

Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

The Administration hopes that all differences can be attained with an amicable agreement between both parties.

Federal Student Aid Disputes-Contact Information for the FSA Ombudsman

You may contact the FSA Student Loan Ombudsman Group via on-line assistance:

<http://studentaid.gov/repay-loans/disputes/prepare>

Via Telephone: 877-557-2575

Via Fax: 202-275-0549

Via Mail: U.S. Department of Education

FSA Ombudsman Group

830 First Street, N.E., Mail Stop 5144

Washington D.C. 20200-5144

## 2020 Start and End Dates

### COS

Start	End
1/6/2020	3/22/2021
2/3/2020	4/19/2021
3/2/2020	5/7/2021
4/6/2020	6/21/2021
5/4/2020	7/19/2021
6/1/2020	8/16/2021
7/6/2020	9/20/2021
8/3/2020	10/18/2021
9/8/2020	11/23/2021
10/5/2020	12/20/2021
11/2/2020	1/17/2022
12/7/2020	2/21/2022

### COS INSTRUCTOR

Start	End
1/6/2020	5/25/2020
2/3/2020	6/22/2020
3/2/2020	7/20/2020
4/6/2020	8/24/2020
5/4/2020	9/21/2020
6/1/2020	10/19/2020
7/6/2020	11/23/2020
8/3/2020	12/21/2020
9/8/2020	1/26/2021
10/5/2020	2/22/2021
11/2/2020	3/22/2021
12/7/2020	4/26/2021

### ESTHETICIAN

Start	End
1/6/2020	8/17/2020
2/3/2020	9/14/2020
3/2/2020	10/12/2020
4/6/2020	11/16/2020
5/4/2020	12/14/2020
6/1/2020	1/11/2021
7/6/2020	2/15/2021
8/3/2020	3/15/2021



9/8/2020	4/20/2021
10/5/2020	5/17/2021
11/2/2020	6/14/2021
12/7/2020	7/19/2021

**Medical Programs**

**MA/MAA**

Start	End-Mode	Grad-MA	Grad-MAA	
6/26/19	8/13/19	2/29/20	1/15/20	MBP-CPT/MAR
8/15/19	9/26/19	4/16/20	3/5/20	MBG-ICD10/MAY
9/30/19	11/7/19	6/1/20	4/30/20	MBO/MAB
11/11/19	1/6/2020	7/13/20	6/1/20	MAT/MBT
1/8/2020	2/19/2020	8/17/20	7/6/20	MBP-CPT/MAR Body 1
2/24/2020	4/2/2020	9/30/20	8/19/20	MBG-ICD10/MAY body 2
4/6/2020	5/18/2020	11/12/20	10/1/20	MBO/MAB
5/20/2020	7/1/2020	1/5/21	11/16/20	MAT/MBT
7/6/2020	8/13/2020	2/17/21	6/6/21	MBP-CPT/MAR Body 1
8/17/2020	9/28/2020	4/1/21	2/18/21	MBG-ICD10/MAY body 2
9/30/2020	11/10/2020	5/17/21	4/5/21	MBO/MAB
11/12/2020	12/30/2020	6/28/21	5/17/21	MAT/MBT
1/4/2021				MBP-CPT/MAR Body 1

Revised June 2020 Please see addendum on next page

## **TIME CLOCK RULES**

CLASS BEGINS AT 9:05 YOU CAN CLOCK IN UNTIL 9:10AM AFTER THAT TIME YOU CAN SIT IN CLASS BUT YOU WILL NOT ACCRUE HOURS. YOU CAN NOT CLOCK IN UNTIL 11:30AM

COS/NAIL STUDENTS GET LUNCH FROM 10:50 TO 11:20 IF YOU ARE NOT CLOCKED IN BY 11:30 YOU WILL NOT BE ABLE TO CLOCK IN FOR THE REST OF THE DAY

ESTHETICIAN STUDENTS GET LUNCH FROM 10:55-11:25. IF YOU ARE NOT CLOCKED IN BY 11:30 YOU WILL NOT BE ABLE TO CLOCK IN FOR THE REST OF THE DAY. CLOCK WILL BE TURNED OFF AT 11:30---SO BE SURE AND WATCH YOU TIME.

MEDICAL STUDENTS FALL UNDER DIFFERENT REGULATORY BOARD SO THE ABOVE DOESN'T APPLY TO THEM.

THERE ARE CERTAIN CIRCUMSTANCES THAT STUDENTS ARE ALLOWED TO CLOCK IN LATE. YOU CAN ARRANGE THIS WITH EITHER YOUR INSTRUCTOR OR MS. CONNER.

WHEN STUDENTS COME IN FOR THE **FIRST** TIME THAT DAY----IF AFTER LUNCH WHEN CLOCK HAS BEEN TURNED OFF. THEY MUST SEE MS. CONNER BEFORE

THEY CAN CLOCK IN. HABITUAL LATENESS IS  
ADDRESSED BY MS. CONNER.