



School Catalog

2020-2021

601 E. Nolana Ave., Suite C
McAllen, Texas 78504
956-687-7772

Policy	Page Number	Policy	Page Number
Table of Contents	2	Welcome	3
Mission Statement	3	Achieving Our Mission	3
Mission Assessment Policy	3	Ownership, Licensure, and Disclosures	4
Facility	4	Career Opportunities	5-9
Class Start Dates, Admissions Requirements	10	Re-Entry Policy, Transfer Policy	11
Financial Arrangements	12	Enrollment, Attendance, Academic Requirements	12
Admissions Process	13	Title IV Eligibility	13-16
Attendance Policy, Holidays	17	Time Clock Procedure, Curriculum and Course Outlines	17
New Student Orientation	18	Instructional Methods	18
Grading Policy	19	Satisfactory Academic Progress	19-22
Student Resources	23	Required Practical Experiences	23
Units of Instruction, Hours, and Practical Requirements	23	Immunization Policy	23
Course Outline Units of Instruction, Hours	24-31	Graduation Requirements	31
Licensure Requirements	31-32	Campus Performance Statistics	33
Leave of Absence	33	Refund Policy	34
Return to Title IV Policy	35-40	Student Support Services	40
Evaluations and Academic Advising	40	Promotional Discount Policy	41
FERPA Policy	41-42	Drug Abuse Prevention	43
Housing	43	OSHA	43
Students with Disabilities	43	Student Grievance Procedure	44
Student Locker Policy/Standards of Professionalism	45	Student Conduct/Rules	46-47
Policy on Students Assisting Students	47	Student Sanitation Responsibilities, Disciplinary Policies	47
Educational Costs	48	Tuition, Fees, Payment Plans	48-49
Staff	49	Title IV Information	49-58
Campus Security-Clery Crime Report	59-63	Emergency Response/Evacuation Plan	64
Non-Harassment Policy	65-66	VA Policies	67

WELCOME

Welcome to Southern Texas Careers Academy. You have made a wise decision about your future by choosing a career in the exciting field of beauty and wellness. The Academy is here to support you pursue your goal of excellence. Our curriculum is designed to introduce all the tools you will need to begin your journey. The integration of academic learning with the practical applications of required skills combined with interpersonal and business skills training sets us apart. The practice of important personal goals orientations, dedication, and class attendance as scheduled, and the completion of all your assignments in a timely manner, combined with your commitment to success is critical. After all, the very first step to achieving your career goal is to complete your foundation training. The Academy and its qualified staff are here to assist you. We look forward to sharing your journey!

MISSION STATEMENT

The mission of Southern Texas Careers Academy is to provide our students with the knowledge and training necessary for career success in the beauty and wellness industry. By learning in an atmosphere of professionalism and excellence, students will gain a successful foundation for a satisfying career. The Academy strives to teach teamwork and respect while emphasizing the need for continued personal and professional growth in order to meet the highest standards of the profession.

ACHIEVING OUR MISSION

The mission of Southern Texas CAREERS Academy will be accomplished by:

- Assessing Academy performance as related to its stayed objectives, summarizing assessment results, and using the assessment to maintain and improve Academy performance.
- Employing an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational programs in every mode of delivery.
- Maintaining effective administrative policies and services appropriate to the educational programs in accordance with all applicable agencies and rules.
- Administering Admission policies appropriate for the Academy's mission and educational objectives (Providing appropriate student support services).
- Offering quality educational programs fitting with the Academy's mission and educational objective that incorporate job market requirements.
- Maintaining a sound financial condition using qualified financial management.
- Providing academic and practical learning space, equipment learning space, and products that meet professional standards of safety and hygiene.
- Using systematic student evaluation methods and ensuring satisfactory achievement of program objectives.

MISSION ASSESSMENT POLICY

In the Academy's effort to ensure achievement of the mission, it will assess its mission, educational programs and objective by soliciting feedback on at least an annual basis from its current students, graduate students, and from members of the Advisory Committee. Feedback will be discussed periodically during staff meetings and improvements or changes made as a result of feedback will be documented. A summary of such feedback will be maintained in The Academy's Outcomes Assessment Binder.

OWNERSHIP AND LICENSURE

Southern Texas Careers Academy is owned by Southern Texas Careers Academy, LLC.
601 E. Nolana Ave., Suite C, McAllen, Texas 78504
Telephone number is 956-687-7772

Our campus is licensed by the Texas Department of Licensing and Regulations, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202 and accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600. Our campus is determined eligible by the United States Department of Education to participate in Title IV financial aid programs at this time. Southern Texas Careers Academy is a member of the American Association of Cosmetology Schools (AACS). Certain disclosures (i.e., Gainful Employment) and information may be viewed on the URL website address www.stcademy.edu. The Academy Director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the Academy, enrollment or other program information. The Finance Director may be contacted to request information regarding our eligibility for Title IV participation granted by the Department of Education.

FACILITY

Our campus offers a modern environment consistent with the beauty and wellness industry including:

- 9,430 square feet of space
- Classrooms for academic and practical learning in all programs are well equipped
- A Student Salon with state-of-the art equipment for in-house training
- Two student lounges equipped with refrigerator, sink, tables and chairs
- Offices for Admissions, Financial Aid, Administration, Education, and Academic Advising (An extensive resource center for students including textbooks, manuals, and periodicals)

We reserve the right to limit the enrollment of any programs offered and/or make any changes as needed in this catalog or to the rules and regulations of Southern Texas Careers Academy. The Academy will make these changes as needed when it is in the best interest of either the student or the Academy. These changes are not limited and may include the following: fees, programs schedules, curriculum, requirements, etc.

CAREER OPPORTUNITIES

The Academy cannot guarantee employment for graduates, however, assistance in finding suitable employment is an integral part of the Academy's policies and operation. Assistance includes posting industry job openings, referring students for interviews, salon/SPA tours and career days. Students also receive training in how to seek employment including how to write a resume, complete an employment application and portfolio, and prepare for an effective interview. The Academy encourages students to obtain salon sponsors to mentor them throughout the program. This is an excellent opportunity for students to obtain professional salon exposure, secure future employment and make the transition from the Academy to work with ease. As you embark on your new journey, you may not know which path within the beauty and wellness industry you wish to pursue. Enter your program with an open mind and keep your options open. The following career avenues are options you may want to consider upon graduation. In the fields of Cosmetology, Nail Technician, and Esthetician you could choose to be a licensed practitioner, a specialist in a given practitioner field such as colorist or makeup specialist, a platform artist, an establishment manager or owner, a product representative, or a State Board member or examiner, for example. As a Student Instructor, you could obtain employment as a public or private school instructor, a product representative, a director of education, a platform artist, a board member or consultant. Area of specialization such as journalism, marketing, research and development, and writing may result from additional training. If you like to work with people and have an aptitude for the field, a beauty and wellness education may secure your future.

The Academy encourages students interested in a beauty and wellness career to consider all aspects of such a decision. Persons who want to become professionals in the beauty and wellness industry should be aware that the various positions offered may require:

- Enjoyment of dealing with people and meeting a client's requests
- Finger dexterity and working long hours when first building a clientele
- Keeping abreast of the latest techniques and trends in the field
- Becoming a life-long learner
- A personal investment for advertising and promotions such as printing business cards
- Exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and sanitation is necessary for successful performance within the industry

Professionals should be aware that methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (retaining space and equipment from an existing salon). According to the 2018-2019 Occupational Outlook Handbook published by the United States Department of Labor, employment in the beauty and wellness field is projected to grow much faster than the average from all occupations. It is reported that the beauty and wellness industry is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. Reported from: www.careeronestop.org and <https://www.bls.gov/ooH/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-6>. To access these charts in Spanish please visit the site www.careeronestop.org.

Cosmetology

Wages for Hairdressers, Hairstylists, and Cosmetologists in 78504

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.65	\$9.68	\$11.89	\$16.79	\$24.09
Annual Wage (2)	\$17,980	\$20,130	\$24,730	\$34,910	\$50,110

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Hairdressers, Hairstylists, and Cosmetologists provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes “Makeup Artists, Theatrical and Performance,” “Manicurists and Pedicurists”, and “Skincare Specialists”.

Esthetician

Wages for Skincare Specialists in 78504

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.29	\$11.16	\$15.05	\$21.43	\$28.75
Annual Wage (2)	\$19,330	\$23,210	\$31,290	\$44,580	\$59,790

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Skincare Specialists provide skincare treatments to face and body to enhance an individual’s appearance. Includes electrologists and laser hair removal specialists.

Nail Technician

Wages for Manicurists and Pedicurists in 78504

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.04	\$9.57	\$10.65	\$21.71	\$16.15
Annual Wage (2)	\$18,800	\$19,910	\$22,150	\$26,440	\$33,590

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Nail Technician clean and shape customer’s fingernails and toenails. May polish or decorate nails.

Student Instructor

Wages for Vocational Education Teachers, Postsecondary in 78504

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$15.64	\$19.66	\$25.54	\$33.82	\$45.24
Annual Wage (2)	\$32,520	\$40,880	\$53,120	\$70,340	\$94,100

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Vocational Education Teachers and/or Postsecondary Teachers who instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communication equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

CLASS START DATES

Start dates for all programs occur on the first Monday of each month unless a scheduled holiday or Academy closure occurs on Monday, in which case, classes will begin on Tuesday. Orientation must be completed prior to the first day of class. Additional start dates may be available each month contingent upon instructor-led class sizes.

2021 start dates are listed below:

January 4 and 18, 2021	May 10 and 24, 2021	September 13 and 27, 2021
February 1 and 15, 2021	June 7 and 21, 2021	October 11 and 25, 2021
March 1, 15 and 29, 2021	July 5 and 19, 2021	November 8 and 22, 2021
April 12 and 26, 2021	August 2, 16 and 30, 2021	December 6 and 20, 2021

ADMISSIONS REQUIREMENTS

Southern Texas Careers Academy is an equal opportunity employer and follows the same policies in accepting applications from potential students. Southern Texas Careers Academy is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admissions policy is in compliance with the U.S Department of Education, Texas Department of Licensing and Regulations, National Accrediting Commission of Career Arts and Sciences guidelines and the Veterans Administration Education Department.

To be eligible for admissions, an applicant must be able to read and write English, and the student must meet the following requirements. To enroll in any course 300 hours or greater offered by The Academy, a student must:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, government ID with photo, or valid passport
- Students must also be able to provide proof of appropriate educational requirements such as;
 - 1) Have successfully completed high school or its equivalent as evidence by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or
 - 2) Have evidence of completion of home schooling that state law treats as a home private school. If the state issues a credential for home schooling, maintaining this credential; or
 - 3) Have the ability to benefit from the training, according to the NACCAS *Ability of Benefit Policy*. ATB applicants must complete the Wonderlic Basic Skills Test and achieve a score of 200 on the verbal test and 210 on the quantitative test. U.S Department of Education no longer federally funds students with (ATB).
 - 4) Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents in to English and confirm the academic equivalence to a US high school diploma.
 - 5) If attending under a training agreement with a government agency, school district, and/or other entity, meets the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations. A limited number of secondary students who are not enrolled under a training agreement as explained previously (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admissions, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the Academy.
 - 6) On line (internet) high school, GED and home school diploma are not acceptable as proof of appropriate education.
 - 7) Pay the required Registration Fee of \$100.00

TRANSFER POLICY

Enrollment is available for students wishing to transfer to Southern Texas Careers Academy after they have withdrawn from other schools both in and out of state. The Academy does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed training programs may be granted. The acceptance of transfer hours is at the discretion of Southern Texas Careers Academy and there is a possibility that no such credit will be granted.

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

The student must meet all regular entrance and registration requirements. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in The Academy catalog). Students accepted for admission may be required to purchase the Academy's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

RE-ENTRY POLICY

Students who are granted re-entry within one hundred and eighty (180) calendar days of the original official withdrawal date will be charged for hours remaining and will be responsible for any balance owed under their prior enrollment. For students who re-enter more than one hundred and eighty (180) calendar days after the original withdrawal date, tuition rates current at the time of re-entry will apply to the remaining hours needed and current kits will need to be purchased or they must purchase any items missing from the previous kit. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times will not be considered from re-entry. Re-entry students must provide their full and complete kit as required for the course of study or purchase a new one.

FINANCIAL ARRANGEMENTS

The student must make financial arrangements with the Finance Director in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

ENROLLMENT REQUIREMENTS

Prior to admission the prospective student is given a pre-enrollment checklist with required information which students are required to sign and return, an interview with an Academy official and is given a tour of The Academy. The interview will elaborate on course description, the career opportunities and the physical demands of the job, The Academy and State Board requirements.

ATTENDANCE AND ACADEMIC REQUIREMENTS

An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

Students who have been awarded with Title IV funds, will not be allowed to complete the program earlier than the estimated timeframe stated in the contract to prevent any liabilities owned by the student and/or the Academy. In the event a student do finish earlier than their contract end date, student's financial aid will be repackaged and eligibility may decrease.

A staff member will give the prospective student a tour of The Academy facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

ADMISSIONS PROCESS

1. Attend an Informational Interview and tour the facility. Parents or spouses are encouraged to be present.
2. Submit the proof of age and diploma
3. Complete the Enrollment Agreement
4. Pay the \$100.00 Registration Fee

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in The Academy. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, and is informed of the appropriate dress code.

This is a list of required documentation provided to the student during enrollment and orientation:

- Enrollment Requirements Form
- Course Description
- Enrollment Questionnaire
- Completion/Licensure Statistics form
- Physical Demands form
- Safety Requirements form
- Campus Consumer Crime Statistics information
- Student Handbook
- Consumer information

*Southern Texas Careers Academy reserves the right to deny admissions to any person for any nondiscriminatory reason. Applicants are notified of their admission status within a reasonable time frame.

TITLE IV ELEGIBILITY

To be eligible to receive Federal Student Aid, you will need to:

- 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 home school setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be registered with Selective Services, if you are a male (you must register between the ages of 18 and 25). Males exempt 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.
- 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.
- Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
- Sign certifying statements on the FAFSA stating that: you are not in default on a federal student loan and do not owe a refund on a deferral grant
- Sign the required statements that you will use Federal Student Aid only for educational purposes.

- Maintain Satisfactory Academic Progress (SAP) while you are attending college or a career school.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program.
- The Pell Grant Program does not require halftime 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:

- 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.
- 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.
- Have an ARRIVAL-DEPARTURE RECORD. Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - 1) Refugee
 - 2) Asylum Granted
 - 3) Cuban-Haitian Entrant (Status Pending)
 - 4) Conditional Entrant (valid only if issued before April 1, 1980)
 - 5) Parolee
- 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.
- Have a T-VISA. You are eligible if you have a T-visa or parent with a T-1 visa.

Veterans Benefits/Other Funding Sources

Selected programs of study at STC Academy are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapter 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veterans’ Commission. Additional funding may be obtained for eligible candidates through many different programs including, Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

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 Academy’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. Southern Texas Careers Academy is not required to confirm this unless there is evidence of conflicting information. The chart below illustrated the period of ineligibility for FSA funds, depending on whether the conviction was for sale of 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 drugs
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd 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 ineligibility 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 Academy 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 federal or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court
- Be administered or recognized by a federal or state-licensed hospital, health clinic or medical doctor

FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Aid) 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 requirements and what their verification code (V1-V6) was so they can complete the required verification requirements. If after review by the Office of Student Financial Aid, there are any changes to the financial aid package, the student will be notified in writing.

Facilities/Services for Student with Disabilities

The Academy complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. Southern Texas Careers Academy will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Southern Texas Careers Academy but are in need of accommodations, you should schedule an appointment with the Executive Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Southern Texas Careers Academy and the types of accommodations available. Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the Academy. The Academy will respond to the request within 15 days of receipt. During this 15-day time frame, the Academy will consult with Texas Department of Licensing and Regulation in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the Academy must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Contact information or assistance in obtaining institutional or financial aid information:

This information is posted on Southern Texas Careers Academy's website, www.stcademy.edu and can be found in the student catalog. Paper copies are available upon request.

Financial Aid Office

Office hours: 9:00 a.m.-6:00 p.m. or by appointment

Phone number: 956-687-7772

Fax number: 956-687-7773

Email: financialaid@stcademy.edu

ATTENDANCE POLICY

Records are maintained for each student that document when the student is present, absent or tardy for any class. The records are readily available for inspection by any authorized person or agency. Absences are not classified as either excused or unexcused. Students absent more than 14 consecutive days and not on an approved Leave of Absence will be dropped from The Academy and the Refund Policy and Notice of Cancellation will apply. Students are expected to attend according to their assigned schedule.

Daily attendance throughout the entire program is critical for student success. Students must attend at least 67% of the scheduled hours in order to be considered making satisfactory progress. Students are required to be in the facility and ready to attend class prior to the beginning of each class. Failure to clock in by 8:45 a.m. may prohibit the student from attending class. Students are encouraged to clock in at least five minutes prior to the scheduled class start time. Excessive absences and tardiness may result in disciplinary action as follows: 1st Tardy- Written Warning, 2nd Tardy- Disciplinary Advising, and 3rd Tardy- Suspension for three days. The Academy reserves the right to change the time of scheduled academic classes.

HOLIDAYS (2021-2022)

The Academy will be closed on the following holidays:

Spring Holiday	March 15-19, 2021
Good Friday	April 2, 2021
Easter Holiday	April 5, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Thanksgiving Break	November 24-26, 2021
Winter Break	December 23- January 7, 2022

Unscheduled Academy closures due to mitigating circumstances such as inclement weather will automatically extend a student's contract ending date without penalty.

TIME CLOCK PROCEDURES

Students use a biometric clock and use their fingerprint to clock in and out. It is the responsibility of each student to monitor time card readings and to advise an Instructor immediately of any problems. If there is a problem, the Instructor shall document the time and issue a report to the Academy Executive Director. A student who loses his/her name-badge must immediately advise an Instructor and a replacement will be issued for a charge of \$10.00. Each occurrence will be documented and a charge imposed for every badge lost. If a name badge is lost more than 3 times, disciplinary action will be imposed. Students cannot clock in or out for any other student. Any student who clocks in/out for another student, will be subject to discipline, up to and including expulsion as such action is considered **falsification of records**. Any student leaving the facility **must** clock out and clock in upon return.

CURRICULUM AND COURSE OUTLINES

Each program offered at The Academy requires students to complete a specific number of hours in an academic and practical learning classroom prior to advancing to the student salon and providing services to clients. Upon successful completion of the first level of training (Phase I), the student will advance to the student salon and will attend continue academic learning classes. The remainder of the day will be spent improving practical skills by performing services on

clients, models, or mannequins. All programs offered by The Academy follow similar procedures and policies in that the same instructional methods apply and the same grading procedures are followed for each program. The following policies are considered to be an integral part of each program outline.

NEW STUDENT ORIENTATION

New student orientation is conducted prior to each start date. It is conducted in person at The Academy. Topics reviewed include: staff introductions, catalog review, explanation of The Academy policies and procedures including clocking in and out, lockers, standards of conduct, course outlines, enrollment agreement, drug awareness and procedures, grievance policy and procedure, safe workplace, Material Safety Data Sheets, Fire Safety, evacuation procedures, satisfactory progress, student kits and more.

The Cosmetology training kit, trolley and books; the Nail Technician training kit, case, and books; Esthetician training kit and books; or Student Instructor books are issued during their first phase at The Academy. These items are issued by the instructor and are required for use throughout the program of study. All kits and trolleys must remain at The Academy during the course of study as it is a requirement from meeting program completion and will be necessary for training in the Student Salon. Removing the kit or trolley items from The Academy is considered theft and will be grounds for out of school suspension or expulsion. Student-issued lockers and trolleys with locks can be used to secure all necessary items. Students are responsible to keep the kit and trolley items locked at all times, on a day to day basis, whether clocked in or out, and during absences for any reason, including Leave of Absences or suspensions. The Academy is not responsible for missing, lost, or stolen kit or trolley items. Students are responsible for their kit and trolley items, and at any time if an item is missing a student has the following options:

1. Purchase a new or used item from the Academy, if the Academy has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.
2. Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

INSTRUCTIONAL METHODS

This policy applies to all programs in this catalog. The education offered at The Academy is measured in clock hours and provided through a sequence of learning modules that address the specific tasks necessary for graduation, state board preparation, and entry-level job skills. Equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audio/visual aids, guest speakers, projects, activities, and other related learning methods are used for program delivery. The Academy maintains an Instructor to Student ratio of no less than 1 to 25. All training is completed under the supervision of a licensed instructor.

GRADING POLICY

This policy applies to all programs in this catalog. Students must complete academic and practical learning assignments as scheduled. Academic learning is evaluated after each unit of study. Practical skills requirements are evaluated as completed and counted toward course completion only when rated satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. This portion of practical skills assessment is not considered part of the satisfactory progress evaluation policy. Students are tested in both written and practical applications at the end of each scheduled evaluation period. Practical skills are evaluated according to published grading skills competency evaluation criteria. Students must maintain a minimum grade average of 70% in both written and practical learning according to the following scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirements for all students enrolled in The Academy. Federal regulations require all schools participating in state and federal financial aid program to monitor SAP. These standards are applicable to all students attending the Academy.

The Satisfactory Academic Progress Policy consistently applies to all full-time and part-time students enrolled in any program. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students may access their SAP evaluations by requesting a meeting with the Executive Director of the Academy to review their SAP evaluations. Also, all SAP evaluations are reviewed by the student and signed.

Academic Year Definition

Southern Texas Careers Academy's academic year is defined as, 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the students must meet both, clock hours and weeks of instruction, as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Evaluation Periods

Formal evaluations for Satisfactory Academic Progress are conducted at the following actual clocked hours:

Cosmetology-	1000 Hours:	451 Hours, 901 Hours
Nail Technician-	600 Hours:	300 Hours
Esthetician-	750 Hours:	375 Hours
Student Instructor-	750 Hours:	375 Hours

Course incompleteness, transfer credits, repetition, and non-credit remedial courses have no effect on SAP. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The

frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students who meet the minimum requirements for attendance and academic performances are considered to be making satisfactory academic progress until the next scheduled evaluations. Student deemed not maintaining SAP may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Quantitative Requirement

Students are required to attend a minimum of 67% of his/her educational program and no longer than 150% of the published length of the program as measured in clock hours in order to be considered making Satisfactory Academic Progress. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the Academy will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 34 hours weekly and part-time students are scheduled to attend 18 hours weekly.

Maximum Time Frame

COURSE	MIN	MAX	MIN	MAX
	HOURS	ATTEMPTED HOURS	WEEKS	WEEKS
*Cosmetology	1000	1500	29	44
*Cosmetology P/T	1000	1500	56	83
Esthetician	750	1125	22	33
Esthetician P/T	750	1125	42	63
Nail Technician	600	900	18	26
Nail Technician P/T	600	900	33	50
Student Instructor	750	1125	22	33
Student Instructor P/T	750	1125	42	63

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Note: A leave of absence will extend the students contract end date and the maximum time frame by the same number of days taken in the leave of absence.

Qualitative Requirements

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted towards course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved. The Academy uses the following grading scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Loosing and Regaining Eligibility:

Exceeding Maximum Timeframe of 150%

Students who have been determined that the program they are attending will not be completed within the 150% allowable will lose TIV eligibility. Once this has been determined, they will visit with the Director of Financial Aid to be proposed with cash payment plans. If student agrees and is able to make payment moving forward, student will remain enrolled. For any previous payments received, a Return to Title IV will be initiated if needed. For students unable to make payment, they will be terminated from the program. The student's request will be reviewed by the Executive Director and approved or denied on a case by case scenario.

Warning Status

Students who fail to meet minimum requirements, 67% cumulative attendance and a C or 70% GPA at the end of an evaluation period, will be placed on a Warning. A student on Warning may continue to receive assistance under the Title IV, HEA programs for one evaluation period despite the determination that the student is not making Satisfactory Academic Progress. Warning status may be assigned without an appeal and requires no action from the student. If a student is making SAP at the end of the Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility. If the student is not meeting Satisfactory Academic Progress at the end of the Warning period; there will be a FULL LOSS OF TITLE IV ELIGIBILITY; with the right to appeal.

Appeal Process

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to The Academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Probation Status

Students who fail to meet minimum requirements for attendance or academic progress after warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Leave of Absence

An approval Leave of Absence will extend the student's contract graduation period and maximum timeframe by the same number of days taken in the leave of absence.

Temporary Interruptions

If an enrollment is interrupted due to an approved Leave of Absence or for any reason, a student must be considered making Satisfactory Academic Progress in order to be eligible for Title IV Federal Funding.

Re-Entry Enrollments

Students who re-enter the same program, must re-enter in the same SAP status as when they left.

Course Incompletes, Repetitions and Non-Remedial Courses

Courses Incompletes, repetitions and non-credit remedial courses do not apply to the Academy and have no effect on SAP.

Transfers

Transfer hours from another institution are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the Academy.

Reinstatement of Aid

Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to the Academy in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from a LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

Please refer to the R2T4 for the official process:

Official Withdrawal From The Academy

In the event that circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the Academy Executive Director and/or Financial Aid Director and complete a Withdrawal Form using the last date of attendance as the drop date.

Unofficial Withdrawal From The Academy

In the event that The Academy Unofficially Withdraws a student from The Academy, the Executive Director of the Academy and/or Financial Aid Director must complete the "Withdrawal Forms" using the last date of attendance as the drop date. Upon completion of the withdrawal requirements, the Academy will submit a Final Transcript of Hours to the state board. Upon payment of a \$10.00 transcript fee, a certified Final Transcript of Hours will be provided to the withdrawn student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be appealed according to the Academy's appeal policy, however, the final decision regarding the student's withdrawal status is at the discretion of the Academy's Administration.

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 to the Academy's form of instruction. The Academy does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from The Academy will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENT RESOURCES

The Academy maintains a resource center containing references, periodicals, books, texts, and audio/visual tapes available to support the programs of study and supplement student learning. The Academy follows the curriculum published by Milady, the leading publisher in beauty and wellness educational materials. The Cosmetology course uses: *Milady Standard Cosmetology*; the Nail Technician course uses: *Milady Standard Nail Technology*; the Esthetician course uses: *Milady Fundamentals Esthetics*; and the Student Instructor course uses: *Milady Master Educator*.

REQUIRED PRACTICAL EXPERIENCES

The Academy requires students to complete a minimum number of practical experiences for satisfactory skills development and graduation. Practices may be completed on clients, mannequins, models, or other students. Students may perform services on clients only after satisfactorily completing the first level of training in each program consisting of 10% of the required hours per program. The requirements listed by category are the minimum that each student must successfully complete prior to graduation.

UNITS OF INSTRUCTION, HOURS, AND PRACTICAL REQUIREMENTS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in this section of the program outline. Health, cleaning, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both academic and practical learning as applicable. Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

IMMUNIZATION POLICY

Southern Texas Careers Academy requires all students to be current with any state mandated immunizations required by all postsecondary instruction.

“If your success is not on your own terms... if it looks good to the world but does not feel good in your heart, it is not success at all.”

Anna Quindlen

COURSE OUTLINE UNITS OF INSTRUCTION

COSMETOLOGY PROGRAM- 1000 Hours- 29 Weeks (Full-Time) 56 Weeks (Part-Time)

Program Description

The program is designed to train students in the underlying theory, basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary for licensure and for competency in entry-level positions in the beauty and wellness industry including all phases of hair, skin, and nail care.

Program Objectives

Upon completion of the cosmetology program, the determined graduate will be able to:

- ✓ Perform the basic manipulative skills in hair styling, shaping, lightening, tinting, chemical reformation, scaly/hair conditioning, facials, manicures, pedicured, and nail extensions.
- ✓ Perform the basic analytical skills to determine proper make-up, hairstyle, and color application for the client's features and request.
- ✓ Apply the theory, technical information and related matter to assure sound judgements, decisions, and procedures.
- ✓ Practice effective business skills including retailing, developing a budget, and effectively managing down time in the professionals setting.

Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is present through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Policy

This policy applies to all programs in this catalog. Students must complete academic and practical learning assignments as scheduled. Academic learning is evaluated after each unit of study. Practical skills requirements are evaluated as completed and counted towards course completion only when rated satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. This portion of practical skills assessment is not considered part of the satisfactory progress evaluation policy. Students are tested in both written and practical applications at the end of each scheduled evaluation period. Practical skills are evaluated according to publishes practical grading skills competency evaluation criteria. Students must maintain a minimum grade average of 70% in both written and practical learning according the following scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

Cosmetology Units

Unit	Hours
Hair Care: Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws.	800
Nail Care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws.	100
Skin Care: Facials, hair removal, and related theory and applications; business skills, professional development and salon management; health; safety; and laws.	100
TOTAL	1,000

Cosmetology Practical Applications

Each cosmetology student must complete practical applications of the curriculum according to The Academy’s published rules on minimum practical applications or by the following schedule, whichever is greater.

Client Protection.....	250 Applications
Hairdressing: Arranging, Cutting, Dressing, Shampooing, Curling, Pressing, and Finger waving.....	305 Applications
Sanitation.....	300 Applications
Hair Color: Temporary, Semi-Permanent, Permanent, Bleaching and Dimensional, Coloring, and Color Mixing.....	50 Applications
Chemical Hair Services.....	35 Applications
Skin Analysis and Care, Manipulation and Massage, Skin Care, Removal of Hair by Wax, Tweezers, or Depilatories, Make-up and Brow Arch.....	Minimum of 15 Services in Each Category
Scalp and Hair Manipulations	10 Applications
Manicuring and Pedicuring	30 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE BEAUTY CULTURE ACADEMY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

NAIL TECHNICIAN PROGRAM- 600 Hours- 18 Weeks (Full-Time) 33 Weeks (Part-Time)

Program Description

The Nail Technician Program consists of 600 hours of theory and practical training in the arts and science of nail tech, including manicures, pedicures, sculptured nails, artificial nails, air brush techniques, paraffin treatments, retailing, equipment care, business management, etc.

Program Objectives

Upon completion of the Nail Technician Program, the determined graduate will be able to:

- ✓ Demonstrate habits of good workmanship and the orderly performance of various tasks in the work environment.
- ✓ Protect the health, safety, and welfare of the public and the workforce.
- ✓ Select wisely, care for, and use properly, commercial products that are related to the application of treatments.
- ✓ Promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.

Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is present through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Policy

This policy applies to all programs in this catalog. Students must complete academic and practical learning assignments as scheduled. Academic learning is evaluated after each unit of study. Practical skills requirements are evaluated as completed and counted towards course completion only when rated satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. This portion of practical skills assessment is not considered part of the satisfactory progress evaluation policy. Students are tested in both written and practical applications at the end of each scheduled evaluation period. Practical skills are evaluated according to publishes practical grading skills competency evaluation criteria. Students must maintain a minimum grade average of 70% in both written and practical learning according the following scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

Nail Technician Units

Unit	Hours
Procedures: Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, polish application, nail extension	320
Bacteriology, Sanitation and Safety: Rules, laws, methods, safety measures, hazardous chemicals and ventilation of odors	100
Professional Practices: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations	80
Arms and Hands: Major bones and functions, major muscles and functions, appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities, and diseases	70
Orientation, Rules, Laws, and Preparation	15
Equipment, Implements and Supplies	15
TOTAL	600

Nail Technician Practical Applications

Each Nail Technician student must complete practical applications of the curriculum according to The Academy’s published rules on minimum practical applications or by the following schedule, whichever is greater. Practical Applications Required:

Timeless Manicure.....	40 Applications
SPA Manicure.....	40 Applications
Timeless Pedicure.....	40 Applications
SPA Pedicure.....	40 Applications
Sanitation.....	40 Applications
Massage.....	40 Applications
Tips.....	40 Applications
Acrylic Nails.....	40 Applications
Sculpture Nails.....	40 Applications
Wraps.....	20 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE BEAUTY CULTURE ACADEMY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

ESTHETICIAN PROGRAM- 750 Hours- 22Weeks (Full-Time) 42 Weeks (Part-Time)

Program Description

A study of systemic and scientifically applied principals of skin care in theory, concept and application, including anatomy and physiology of the skin disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, business basics, effective retailing and communication skills.

Program Objectives

Directing the student toward developing desirable work habits and attitudes with respect to health, sanitation and safety, to encourage self-reliance, readiness to assist others and an ethical approach to this profession.

Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is present through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Policy

This policy applies to all programs in this catalog. Students must complete academic and practical learning assignments as scheduled. Academic learning is evaluated after each unit of study. Practical skills requirements are evaluated as completed and counted towards course completion only when rated satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. This portion of practical skills assessment is not considered part of the satisfactory progress evaluation policy. Students are tested in both written and practical applications at the end of each scheduled evaluation period. Practical skills are evaluated according to publishes practical grading skills competency evaluation criteria. Students must maintain a minimum grade average of 70% in both written and practical learning according the following scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

Esthetician Units

Unit	Hours
Facial Treatment, Cleansing, Masking, Therapy	225
Anatomy and Physiology	90
Electricity, Machines and Related Equipment	75

Make-up	75
Orientation, Rules, and Laws	50
Chemistry	50
Care of Client	50
Sanitation, Safety and First Aid	40
Management	35
Superfluous Hair Removal	25
Aroma Therapy	15
Nutrition	10
Color Psychology	10
TOTAL	750

Esthetician Practical Applications

Each esthetician student must complete practical applications of the curriculum according to The Academy's published rules on minimum practical applications or by the following schedule, whichever is greater. Practical Applications Required:

Acne Facial.....	45 Applications
Basic Facial.....	45 Applications
Body Wrap/Back Facial.....	45 Applications
Client Protection.....	60 Applications
Electric Machines & Related Equipment.....	40 Applications
Eyelash/Eyebrow Tint.....	10 Applications
Eyelash Application.....	10 Applications
Eyelash Perm.....	10 Applications
Hard Wax.....	10 Applications
Make-Up Application.....	30 Applications
Men's Facial.....	45 Applications
Sanitation.....	30 Applications
SPA Facial.....	45 Applications
Tweezing.....	45 Applications
Waxing.....	10 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE BEAUTY CULTURE ACADEMY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

STUDENT INSTRUCTOR PROGRAM- 750 Hours- 22 Weeks (Full-Time) 42 Weeks (Part-Time)

Program Description

The purpose of the Student Instructor Program is to train the licensed practitioner in the basic teaching skills, educational judgment, work habits, and attitudes necessary to pass the state licensing exam and be competent in an entry-level position.

Program Objectives

Upon completion of the program requirements, the determined graduate will be able to:

- ✓ Participate in effective employer-employee relationships and respect the need to deliver worthy service for value received.
- ✓ Perform the basic skills necessary for teaching including developing and delivery curriculum.
- ✓ Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is present through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Policy

This policy applies to all programs in this catalog. Students must complete academic and practical learning assignments as scheduled. Academic learning is evaluated after each unit of study. Practical skills requirements are evaluated as completed and counted towards course completion only when rated satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. This portion of practical skills assessment is not considered part of the satisfactory progress evaluation policy. Students are tested in both written and practical applications at the end of each scheduled evaluation period. Practical skills are evaluated according to publishes practical grading skills competency evaluation criteria. Students must maintain a minimum grade average of 70% in both written and practical learning according the following scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failure

Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

Student Instructor Units

Unit	Hours
(A) Lesson Plans	140
(B) Methods of Teaching	180
(C) Classroom Management	90
(D) Evaluation Techniques	90
(E) State Laws and Forms	60
(F) Visual Aids preparation and use	60
(G) Learning Theory	100
(H) Orientation, Rules, and Laws	30
TOTAL	750

GRADUATION REQUIREMENTS

The Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable program when the student successfully completed all phases of study, required tests, practical assignments, passes a final comprehensive written and practical examination, completed the program of study according to state requirements, completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payment of all debts owed to The Academy.

LICENSURE REQUIREMENTS

A person is eligible to receive a license as a Cosmetologist, a Nail Technician, or an Esthetician who submits proof that he/she is at least 17 years of age; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the examination conducted by the Texas Department of License and Regulations/PSI to determine his fitness to receive a license. You may register to take the exam with PSI, however, you must be approved to take the examination by the TDLR.

Your license application and documentation must be sent to:

Texas Department of Licensing & Regulation
PO Box 12088
Austin, TX 78701-2088
(512) 463-6599

www.license.state.tx.us

Email: examinations@license.state.tx.us

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Licensure: Certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666 www.psiexams.com

Examination Registration Payment and Scheduling Procedures

Examination Fee Written Portion only \$55.00
Practical Portion only \$78.00

Any person is eligible to receive a license as an Instructor who submits proof that he is at least 18 years of age; has an education equivalent to the completion of a four year High School; has completed an instructor program of 750 clock hours or 250 hours with two years of verified work experience in the applicable discipline; has paid the required fees and has passed the examination conducted by the Board. Cosmetologists, Estheticians, and Instructors in the State of Texas must obtain six (6) hours of continuing education every two years for license renewal. Instructors employed in a NACCAS accredited school must obtain twelve (12) clock hours of continuing education every year.

CAMPUS PERFORMANCE STATISTICS

Graduation:	84%
Licensure:	100%
Placement:	76.20%

Placement by Program:	
Cosmetology	80.%
Nail Technician	66.67%
Esthetician	75.%
Student Instructor	100%

Southern Texas Careers Academy has gathered the data to show performance statistics for the 2018 calendar year as follows: McAllen.

“What is money? A man is a success if he gets up in the morning and goes to bed at night and in between does what he wants to do.”

Bob Dylan

LEAVE OF ABSENCE

An authorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required for scheduled Academy breaks. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring the Academy to perform a refund calculation. The master record of attendance shall clearly indicate the number of scheduled daily hours, the hours of absence, and the dates for which an LOA was granted. Student requesting an LOA must follow STC Academy’s LOA policy when requesting an LOA.

In order for an LOA to qualify as an approved LOA the following conditions must be met:

- The student must request the leave in writing, including the reason for the student’s request, and include the student signature. If unforeseen circumstances (such as unexpected hospitalization) prevent the student from requesting the leave in advance, the Academy may grant the leave, document the reason for its decision and collect the request at a later time. The leave will begin on the first date the student was unable to attend.
- The Academy will not assess the student any additional Academy charges as a result of the LOA.
- The LOA may not exceed the lesser of 14 school days or 180 calendar days.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The Academy will extend the student’s maximum timeframe and the contract period by the same number of days taken in the LOA. Changes to the student’s contract period will be extended by the same number of days taken in the LOA and such changes to the contract must be either: to the enrollment contract and initialed by all parties or an addendum to the enrollment agreement must be signed and dated by all parties.
- If a student does not return to the Academy at the expiration of an approved LOA or takes an unapproved LOA, the student’s withdrawal date is the date the student failed to return from the LOA which is the date used for the purpose of calculating a refund, which is always the student’s last day of attendance.

REFUND POLICY- NOTICE OF CANCELLATION

Pursuant to Chapter 1602 of the Texas Occupations Code, a fair and equitable settlement will apply for applicants who cancel enrollment or students who withdraw from enrollment. Applicants not accepted by the Academy shall be refunded all monies paid to the Academy. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays, all monies collected by the Academy will be refunded. The “formal cancellation date” is determined by the postmark on written notification, the date notification is delivered to the Academy in person, the date the Academy terminates the student, 14 class days after the last day of attendance, or the expiration date of an approved Leave of Absence. If a student cancels the enrollment more than three (3) business days after signing the contract but prior to starting classes, a refund of all monies paid to the Academy less the registration fee in the amount of \$100.00 will be made. For students who enroll and begin classes but withdraw prior to program completion (after three (3) business days of signing the contract), the following schedule of tuition earned by the Academy applies:

Percent of Scheduled Time Total Tuition Earned Enrolled to Total Program by Academy:

First week or 0.01% to 10% (whichever is less)	10%
10.01% to 20%	20%
20.01% to 25%	25%
25.01% to 49.9%	50%
50% and over	100%

- Any monies due, the applicant or student, shall be refunded within 30 days after the date the student becomes eligible for the refund.
- In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, the Academy will provide a pro rata refund of tuition to the student.
- If the program is canceled subsequent to a student’s enrollment, the Academy will either provide a full refund of all monies paid or completion of the program at a later time.
- The Academy does not participate in any teach-out plan with other institutions.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the Academy (EG: nonreturnable kit materials, books, products, unreturned Academy property, etc.) will be calculated separately at the time of withdrawal.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the Academy shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Programs; second to subsidized Federal Stafford Student Loan Programs; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by The Academy and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- Entered into the enrollment agreement or contract because of a misrepresentation made: (a) In the advertising or promotional materials of the Academy; or (b) by an owner or representative of the Academy.

RETURN TO TITLE IV POLICY

This policy applies to students who withdraw official, unofficially or fail to return from a Leave of Absence or dismissed from enrollment at Southern Texas Careers Academy. It is separate and distinct from Southern Texas Careers Academy refund policy (Refer to Institutional Refund Policy).

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required 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 the Academy 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 Academy has 45 days from the date that the Academy determines that the student withdrew to return all unearned funds for which it is responsible. The Academy is required to notify the student if they owe a repayment via written notice.

The Academy must advise the student or parent that they have 14 calendar days from the date that the Academy 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 Academy will return any earned funds that The Academy is holding to the Title IV, HEA programs.

Return to Title IV, HEA Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Southern Texas Careers Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

Post Withdrawal Disbursement

The Academy will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew. The Academy must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the Academy determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date. Post-withdraw disbursement will occur within 90 days of the date that the student withdrew.

“Official” Withdrawal from the Academy

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

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

2. The date the student began the withdrawal from Southern Texas Careers Academy records. A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops. The student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Southern Texas Careers Academy will complete the following:

- Determine the student's last date of attendance as of the last recorded date of academic attendance on the Academy's attendance record;
- Two calculations are performed:
 - a. The student 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 funds for which the Academy 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 Academy's refund requirements (see Academy Refund Calculation). The student's grade record will be updated to reflect his/her final grade.
- Southern Texas Careers Academy, will return the amount for any unearned portion of the Title IV funds for which The Academy is responsible within 45 days of the date the official notice was provided.
- The Financial Aid Director will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV 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 Title IV, HEA 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, tuition and fees that the student must return, if applicable.
- Supply the student with ledger card record, nothing outstanding balance due to the Academy, 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 that he/she is continuing his or her programs 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 from the Academy

In the event that the Academy unofficially withdraws a student from the Academy, the Executive Director and/or Admissions Director must complete the Withdrawal Forms using the last date of attendance as the drop date.

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 Academy's attendance and/or conduct policy, does not meet financial obligations to The Academy, or violates conditions mentioned in the Southern Texas Careers Academy/s enrollment agreement will be subject to termination and considered to have unofficially withdrawn.

Within one (1) week 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 Academy and attendance status resulting in the current termination of enrollment;
5. Southern Texas Careers Academy, calculates the amount of Federal Funds for which the Academy is responsible;
6. Calculate the Academy's refund requirements (see Academy Refund Calculation);
7. Southern Texas Careers Academy's Finance Director will return to the Federal Fund Programs any unearned portion of Title IV funds for which the Academy is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Southern Texas Careers Academy, 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 aid, tuition and fees that he/she must return, if applicable.
 - c. Supply the student with a final student ledger card showing outstanding balance due the Academy and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The Academy must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period of enrollment. The Academy will use the Department of Education's prorated 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 or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The Academy must still perform R2T4 to determine the amount of aid that the student has earned.

Southern Texas Careers Academy 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:

Divide the number of clock hours scheduled to be completed 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

If this percentage is greater than 60%, the student earns 100%.

If this percentage 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 ACADEMY

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 Academy, 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.

Southern Texas Careers Academy will issue a grant overpayment notice to student within 30 days from the date the Academy's determination that student withdrew, giving the student 45 days to either:

- a. Repay the overpayment in full to Southern Texas Careers Academy, or
- b. Sign a repayment agreement with the U.S. Department of Education

Order of Return

Southern Texas Careers Academy 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:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Parent Plus Loans
4. Direct PLUS loans
5. Federal Grants for which a Return is required
6. Iraq and Afghanistan Service Grant for which a Return is required
7. Federal Supplemental Educational Opportunity Grant
8. Other Title IV assistance
9. State Tuition Assistance Grants (if applicable)
10. Private and institutional aid
11. The Student

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or 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. Southern Texas Careers Academy may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with Southern Texas Careers Academy). For all other Academy charges, Southern Texas Careers Academy 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 Academy to keep the funds to reduce your debt at the Academy.

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

Time frame for returning an unclaimed Title IV, HEA credit balance

If the Academy attempts to disburse the credit balance by check and the check is not cashed, the Academy must return the funds no later than 240 days after the Academy issued the check.

If a check is returned to the Academy or an EFT is rejected, the Academy may make additional attempts to disburse the funds provided that those attempts are made no later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the Academy does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The Academy must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Academy Responsibilities

Southern Texas Careers Academy's responsibilities in regard 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, HEA funds calculation for those students.
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The Academy 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 you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Southern Texas Careers Academy or the 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 Academy 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 personal at the Academy.

Refund vs. Return to Title IV, HEA Funds

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

Return to Title IV, HEA 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.

STUDENT SUPPORT SERVICES, EVALUATIONS, AND ACADEMIC ADVISING

Students are advised regarding progress and achievement during the formal Academic Advising Periods and more often as needed. Advice regarding licensing regulations and employment is available to students as needed. The administration office maintains a list of professional agencies for referral if a student needs other assistance. Regular progress evaluations include advisement regarding progress in attendance, in written grades, and practical performance. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. The Academy maintains a copy of each advising session report in the student's academic file and provided the student with copies of at least two advising sessions during the program of study.

PROMOTIONAL DISCOUNT POLICY

The Academy may run an enrollment promotion of discounted tuition at any given time. The period will be defined and will be applied to all students enrolled in the same time period specified in the promotion. Any student that does not enroll under the same promotion at that time (when applicable) will not qualify for that promotion.

FERPA POLICY

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at The Academy, regardless of the person's age. Under FERPA, a student has a right to:

- Ⓜ Inspect and review his or her educational records
- Ⓜ Request to amend his or her educational records
- Ⓜ Have some control over the disclosure of information from his or her educational records

The directory information made available by The Academy is:

- Ⓜ Name (maiden, other, preferred, primary)
- Ⓜ Address (all known)
- Ⓜ Telephone (all known)
- Ⓜ Course
- Ⓜ Dates of Attendance
- Ⓜ Certificates and Awards

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with The Academy asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting The Academy Executive Director and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Ⓜ Sole possession records (those records kept in the sole possession of the maker) which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Ⓜ Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Ⓜ Employment records, provided that employment is not contingent upon being a student.
- Ⓜ Law enforcement records.

The Academy will disclose information from a student's education record without the written consent of the student to a staff member who require access to educational records in order to perform their legitimate educational duties; officials of the schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required. Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, The Academy shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of r recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within then (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to The Academy. It is the policy of The Academy that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, The Academy will honor a request from a former student, not-enrolled, to add or delete a non-disclosure request. FERPA rights cease upon death. However, it is the policy of The Academy that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave. SW, Washington DC, 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/.

Parent Rights under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their sons' or daughters' educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954. Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to The Academy. In emergency or crisis situations, The Academy may release non-directory information if The Academy determines that the information is necessary to protect the health or safety of the student or other individuals.

DRUG ABUSE PREVENTION

In accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C § 1145g. The Academy promotes a drug-free learning environment. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drug) at The Academy or while engaged in the course curriculum is strictly prohibited. The Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgement of The Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation for integrity of The Academy or violated the law. Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify The Academy Executive Director immediately so that The Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from The Academy.

HOUSING

The Academy does not provide housing for its active students. However, if the candidate needs assistance in finding local housing, The Academy will refer the candidate to the appropriate agency.

OSHA

The United States Department of Labor's Occupational Safety and Health Administration requires The Academy to advise its students on chemical substances used in cosmetology and related workouts. During the orientation the student will learn about the importance of safety in the workplace and how to use and follow instructions from the Material Safety Information Sheets (MSDS) about chemicals used in cosmetology and/or related workouts.

During each study unit, students are informed of the various chemicals used and safety practices that apply. In addition, a complete list containing information sheets of safety material for chemists used by The Academy is available in the Office of the Executive Director of the Academy.

STUDENTS WITH DISABILITIES

The Academy is committed to providing accommodations for enrolled and admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the responsibility of the student to seek available assistance at The Academy and to request reasonable accommodations. Students must provide documentation of a disability from an appropriate medical or educational specialist that describes the disability and functional limitations. Documentation should not be older than two (2) years. Students must also be provided documentation on how the disability affects how they function in a learning environment.

After students submit the required documentation, the Executive Director of The Academy will meet with the student to discuss reasonable accommodations that are available to the student. Requested accommodations which compromise the essential elements of the program of study may not be reasonable. Students will then be encouraged to seek assistance prior to the start of their program of study.

STUDENT GRIEVANCE PROCEDURE

The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are included in new student orientation, thereby, assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in Academy files in order to determine the frequency, nature, and patterns of complaints for The Academy. The following procedures outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by The Academy within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the Executive Director of The Academy.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by The Academy who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in The Academy, and another member who may not be employed by The Academy or related to The Academy owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by The Academy's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Academy management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust The Academy's internal complaint process before submitting the complaint to The Academy's accrediting agency, if applicable. The contract information to file a grievance with the agencies that oversee our programs are as follows: Texas Department of Licensing and Regulation, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202 and the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600.

POLICY AND PROCEDURE REGARDING SCHOOL LOCKERS

Lockers are the property of The Academy. The Academy reserves the right to open and search all lockers used by students at any time. Students are required to supply their own lock if they are not available for purchase. A duplicate key must be left with the Admissions Director when the locker is assigned. Food items may NOT be left in lockers.

If food items are left in lockers, they will be discarded by The Academy. Anything left in your locker or on Academy premises for a period of thirty (30) days or more after the last day of attendance shall be considered abandoned and become property of The Academy. Students must vacate their locker on the last day of attendance. The Academy maintains no responsibility for any property left in a locker after the last day of attendance.

“If you wish success in life, make perseverance your bosom friend, experience your wise counselor, caution your elder brother, and hope your guardian genius.”

Joseph Addison

STANDARDS OF PROFESSIONALISM

All Rules and Regulations of The Academy are to be followed. Students are expected and required to be courteous respectful and friendly to all staff members and customers. Our policy requires that students treat other fairly, with respect, and professionalism at all times. Violations of the conduct policy will be reviewed by The Academy owners and could result in the student being placed on suspension or termination. If the decision is to suspend the student and the policy is violated a second time, termination will result. Once placed on suspension, the student is not allowed on The Academy campus until the term of the suspension has expired.

STUDENT CONDUCT/RULES AND REGULATIONS

1. Attend classes as scheduled: Monday through Friday. Students are expected to arrive at least 10 minutes prior to the start of any scheduled class.
2. No gum chewing, drinking beverages in the classrooms or Student Salon areas and no smoking in the facility.
3. Academy uniform with closed, appropriate shoes and Academy name-badges are required on campus at all times. This includes and is not limited to no caps, beanies, body jewelry, hoodies, torn jeans, daisy duke type shorts, miniskirts, reveling dresses and/or blouses, and open shoes.
4. Students may have the services that are in their outlines for that week only, on days approved by their Instructor.
5. Students will take a lunch break at scheduled times (as per their enrollment agreement), adjusted for client appointments. A daily break may be given at assigned times to be taken in the facility. If a break is taken outside the facility, the student must clock out prior to leaving the building.
6. Tardy or absent students must call in to The Academy at 956-687-7772 by 8:30 a.m.
7. Students may eat, snack or drink in the designated area only (break room).
8. Students may not disrupt other students while working with clients.
9. Abide by all state laws and regulations at all times while in The Academy and/or on premises.
10. All work must be supervised and checked by an Instructor- NO EXCEPTIONS
11. All students must complete their assigned duties before leaving The Academy. Students will assist in the daily sanitation of the classrooms and the Student Salon. Only staff and students are allowed in the classrooms. NO EXCEPTIONS.
12. Administrative offices may not be entered without knocking and obtaining permission.
13. Students may not enter any supply room. NO EXCEPTIONS.
14. Students must park in the designated areas; front parking is ALWAYS reserved for clients.
15. Students must clock in and out at the reception area or front desk (via time-clock) and sign-in and sign-out in the appropriate designated area.
16. Student hair and make-up must project professionalism.
17. No student will use, possess, or distribute any alcohol, narcotics or illegal drugs while on The Academy premises. No student will be under the influence of alcohol or drugs. Drug screening may be required before automatic dismissal.
18. Students must conduct themselves with respect to other students, staff members, and clients.
19. Students must respect the reception area and strive to maintain a professional attitude with the public.
20. Students must refrain from disruptive behavior, obscene language, stealing or discussing confidential information. Depending on the severity of the situation it may result in suspension/expulsion.
21. Student must come to The Academy or any Academy-sponsored event prepared and in applicable dress code.
22. Students are not permitted to disrespect any staff member or speak ill of Southern Texas Careers Academy, employees or its owners. Depending on the severity of the situation it may result in suspension/expulsion.
23. Possession of weapons, i.e., guns, knives, etc., on The Academy property will not be tolerated. Expulsion will follow.
24. Students shall supply their own writing instruments, writing pads, etc.
25. There will be **no** cell-phone activity in The Academy facilities during scheduled class time. For emergencies, outsiders can call in to 956-687-7772 and leave a message (with the exception of lunch or breaks).
26. Students **must** accept the assignment of any service in the student salon. If a student refuses a service it may result in suspension (at the discretion of the instructor).
27. Students must keep their school kit items on campus at all times prior to graduation. NO EXCEPTIONS.
28. Students will have a bi-weekly kit inspection; any item missing from the kit will be replaced at a cost to be paid immediately by the student.
29. Any item lost, damaged or stolen remain the responsibility of the student. The Academy assumes no liability.

Rules are outlined in an effort to provide a quality learning environment. We ask that each student abide by these rules in an effort to accomplish our goal of exceptional customer service. Students choosing to break the rules will be subject to progressive disciplinary action which will include: being sent home, suspension, probation or dismissal from The Academy. The Administration reserves the right to make the final decision regarding any article of clothing they deem questionable.

POLICY ON STUDENTS ASSISTING STUDENTS

It is the policy of The Academy that students shall be courteous and helpful regarding other students, especially newly arriving students. However, this courtesy and helpfulness shall be limited to assistance in daily routines and granting information only, such as location of pertinent materials, etc. This courtesy **does not** include teaching or instruction. Any student providing instruction of any type of teaching methods relative to any program to another student shall do so ONLY under the direct supervision of an Instructor. There shall be no exceptions to this policy. In the event that a student is observed providing instruction or any type of teaching methods relative to any program to another student without permission and guidance of an Instructor, such student shall be in violation of this policy and subject to disciplinary action according to The Academy's policy.

STUDENT SANITATION RESPONSABILITIES

The Academy strives for professionalism while maintaining a clean facility where clients can enjoy services and students can train for a rewarding career. As part of your training a sanitation grade will be earned. A cleaning duty will be assigned in an effort to emphasize the importance of sanitation. It will consist of maintaining the following areas: laundering towels, sweeping floors, emptying waste cans, leaving classrooms in order, cleaning pedicure sinks, cleaning work stations, cleaning mirrors, cleaning shampoo bowls and hair dryers, and maintaining a clean and orderly dispensary.

DISCIPLINARY POLICIES

Any infraction of Academy policies, the enrollment agreement, the rules and regulations, or general required procedures could result in any of the following disciplinary actions:

- 1) **Suspension:** Enrollment may be immediately suspended for any infraction of the rules or policies at the discretion of The Academy Administration.
- 2) **Disciplinary Advisement:** A student may have a written disciplinary advisement for any repetitive infraction.
- 3) **Expulsion:** Enrollment may be terminated for any reason deemed necessary by The Academy Administration if doing so is necessary to maintain a positive learning environment and to ensure compliance with all rules and policies.

**Any of the above measures may be taken at the discretion of the Administration depending on the severity of the infraction.*

EDUCATIONAL COSTS

COSMETOLOGY

Registration Fee:	\$100.00
Books-MindTap Access Code/e-book:	\$550.00
Kit/Supplies	\$600.00
Uniform:	\$50.00
Tuition:	<u>\$14,950.00</u>
TOTAL:	\$16,250.00

NAIL TECHNICIAN

Registration Fee:	\$100.00
Books-MindTap Access Code/e-book:	\$300.00
Kit/Supplies	\$500.00
Uniform:	\$50.00
Tuition:	<u>\$5,995.00</u>
TOTAL:	\$6,945.00

ESTHETICIAN

Registration Fee:	\$100.00
Books-MindTap Access Code/e-book:	\$225.00
Kit/Supplies	\$700.00
Uniform:	\$50.00
Tuition:	<u>\$7,125.00</u>
TOTAL:	\$8,200.00

STUDENT INSTRUCTOR

Registration Fee:	\$100.00
Books-MindTap Access Code/e-book:	\$500.00
Tuition:	<u>\$7,400.00</u>
TOTAL:	\$8,000.00

TUITION, FEES, AND PAYMENT PLANS

The student pays The Academy the tuition and fees for the program selected in advance upon commencement of the course of study, unless, other payment arrangements are made and agreed upon by all applicable parties.

The student, or his/her guardian, agrees to pay The Academy bi-monthly, weekly, or monthly payments as agreed upon. The methods of payment acceptable are as follows: cash, credit card, money order, check, Title IV, and/or loan. All tuition costs are found in the Fee Schedule. If any payment is more than 10 days late, you will be charged a late fee equal to 10% of the payment. Prepayment: If you pay the note off early, you may be entitled to a refund or part of the finance charge. Borrower is entitled to pay in advance the remaining unpaid balance due and receive a refund of the finance charge if collected. Acceleration: Failure to pay the monthly installment on due date will cause note to accelerate and full payment will be due immediately. Notice: Any holder of this consumer credit contract is subject to all claims and defenses which debtor could assert and the seller of goods or services obtained pursuant hereto or with the processed hereof. Recovery hereunder by the debtor may not exceed amounts paid by debtor of hereunder to the holder. A \$25.00 fee will be charged for each check returned by the bank for any reason. An applicant denied admission to The Academy would be refunded all monies paid to The Academy. Textbooks, uniforms and selected supplies are not included in the tuition and shall be considered separately in refund computations. Changes in schedules are possible due to family situations, changes in work conditions or changes in financial conditions. There will be a charge for each occurrence, payable up front and accommodations will be made depending on space availability. The Academy may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period a re-enrollment contract (addendum) will be required and all remaining hours will be billed as per the enrollment agreement, payable in advance, until graduation. The Academy will charge additional tuition for hours remaining after the contract ending date at the rate of \$375.00 per week, or any part thereof, for full-time students or \$250.00 per week, or any part thereof, for part-time students. Extra-instructional charges are payable in advance.

Outside expenses to be incurred by the student include, but may not be limited to:

1. State of Texas registration fee, \$25.00
2. Uniforms as required by The Academy

3. State Board Examinations and transportation costs for examinations. Currently, the written exam fee is \$50.00 and the practical exam fee is \$78.00; fees are subject to change.
4. Replacement costs of lost, broken or stolen equipment

STAFF

All instructors have had salon experience, instructor training and are required to attend seminars and hairstyling clinics to keep abreast of the modern techniques and methods of instruction of the art of cosmetology. In addition, all instructors complete twelve (12) hours of continuing education annually.

Nora E. Shah, *Chief Executive Officer/CEO*

Elisa N. Camacho, *Executive Director*

Mario A. Monroy, *Admissions Director*

Otilia N. Garza, *Receptionist*

Maria E. Orozco, *Instructor*

Maria I. Ramos, *Instructor*

Thelma H. Lopez, *Instructor*

Iztaccihuatl A. Treviño, *Instructor*

Lizeth Castillo, *Instructor*

Rosa E. Ibarra, *Instructor*

Edna K. Cardona, *Instructor*

TITLE IV INFORMATION

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, a MPN (Master Promissory Note), and the Entrance Counseling are located on the “Directions to Apply for Federal Student Aid”, the US Department of Education’s annual publication of “Funding Education Beyond High School: The Guide to Federal Student Aid” and “Direct Loan Basics for Students” which are available in the Financial Aid Office; or:

FAFSA Information Center.....1-800-433-3243

FAFSA website.....<https://fafsa.ed.gov/>

The Academy currently participate in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs.

****The Academy does not coordinate but will certify Veterans, state, local government and private funding sources***

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:

COA- EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA= Budget- each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget.

The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

Private Educational/Institutional Loans are not offered by The Academy nor does The Academy have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

The Academy does not employ any students who are currently receiving financial aid and are attending any programs at The Academy.

All students who borrow a Stafford Loan while attending The Academy must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all students who are graduating or withdrawing from The Academy. If a student is unavailable to complete at The Academy, a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audio visual materials from the U.S Department of Education Publications and/or online. Student borrowers should be advised to complete online Exit Counseling or come to the counseling session at The Academy shortly before graduating or ceasing at least half-time enrollment.

Due to a class size of under 100 students, The Academy does not release the gender and ethnicity of enrolled, full-time students who receive Title IV; doing so, would lead to individually identifiable student recipients and violate their right to privacy.

In addition to information published in this catalog, details on Student Body Diversity, Federal Student Aid Recipient Details and Program Costs can be found on the College Navigator Website at www.nces.ed.gov/collegenavigator.

NSLDS (National Student Loan Data System) is available at www.nslds.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fedaid. The borrower will be made aware that the information on the NSLDS site is updated by Schools and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575.

Constitution Day

The Academy celebrates Constitution Day on or near September 17th of each year as required (www.constitutionday.com).

Voter Registration

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us.

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary run-off election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and Federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1-800-252-VOTE (8683) or direct at 512-463-5650. To be eligible to register to vote in Texas, a person must be:

- A United States citizen;
- A resident of the Texas county in which application for registration is made;
- At least 18 years old on Election Day;

- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

Registering to vote is easy in Texas. It doesn't even require a stamp! Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from The Academy, the Secretary of State's Office, libraries, many post offices, or High Schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter Registrar's Office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but, such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID". The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- A driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- A form of identification containing the person's photograph that establishes the person's identity;
- A birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- A United States passport issued to the person;
- Official mail address to the person by name from a governmental entity;
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or any other form of identification prescribed by the Secretary of State.

Voter Registration Certificate

Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days. Check your certificate to be sure all information is correct (if there is a mistake, make corrections and return it to the voter registrar immediately). When you go to the polls to vote, present your certificate as proof of registration. You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example: driver's license, birth certificate, copy of electric bill). If you lose your certificate, notify your County Voter Registrar in writing to receive a new one. You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered. If you move within the same county, simply go to

the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing of your new address by:

- Correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
- Filling out a new voter registration application form and checking the "change" box; or
- Making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct", which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- The person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- The person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- A voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

For more information, contact:

- Secretary of State's Office toll-free at 1-800-252-VOTE (8683)
- Your local County Clerk (will be listed in the blue page of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State

Elections Division P.O. Box 12060
Austin, Texas 78711-2060
512-463-5650 or
1-800-252-VOTE (8683)

Fax 512-475-2811
TTY 7.1.1

Federal Election Commission

999 E Street, N.W. Washington, D.C. 20463
1-800-424-9530

Texas Ethics Commission

P.O. Box 12070
Austin, Texas 78711-2070
512-463-5800
1-800-325-8506

Copyright and Computer Use Policy

The Academy supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The Academy requires that staff and students comply with Federal Law regarding the use of copyright protected materials. In addition, in the spirit of promoting “the progress of science and the useful arts”, The Academy supports the fair use for such purposes as criticism, comment, news reporting, teaching, scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the Federal Copyright Law (PL94-553).

Administrative Rule

1. The administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for Academy publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The Academy considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the instruction’s information technology system.
7. The only software programs, other than student’s projects, to be used on systems in The Academy are those products for which The Academy owns a valid license or The Academy may legally use. Copyright The Academy’s software from the computer system is considered theft and is a serious offense. Copyright or modifying The Academy software and/or borrowing software from The Academy labs is not permitted. If you have a question, please see the System Administrator or Chief Operating Officer.

In compliance with the Section 512(2) (‘c) (‘2) of Chapter 5, Title 17 of United States Code, The Academy shall have a DESIGNATED AGENT “to receive notifications of claimed infringement” and “other contact information which the Register of Copyrights may deem appropriate”. The designated agent for The Academy will be the Chief Operating Officer.

Fair Use

Fair Use is the use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work; The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. The effect of the use upon the potential market for a value of the copyrighted work.
4. The Academy encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application The Academy constituents and The Academy avail themselves of protection from infringement by establishing “reasonable grounds for believing that his or her use of the copyrighted work was a fair use” according to Sections 107 and 504c of United States Code Title 17.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at no less than \$750.00 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17 United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000.00 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Academy Disciplinary Actions

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

Internet Guidelines

Internet access is now available to students and staff. The goal in providing this service to instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The Academy's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the Academy setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The Academy firmly believed that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of The Academy.

Privileges

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

Users' Obligations

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- The Academy related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on The Academy's computer equipment or using the system in association with inappropriate textual material or graphic image is prohibited.
- Saving to the hard disk drive is granted only by permission of the system and administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

Netiquette

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.

- Do not use the network in a way that you disrupt the use of the network by others.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This include, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to an instructor, administrator, or system administrator.

Accounts and Account Passwords

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to login to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of password and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

Misrepresentation

The Academy will be held responsible for any substantial misrepresentation made by any staff member, agent, any person or organization The Academy may have an agreement with (i.e., a third party lead generator). Misrepresentation is defined as any false, erroneous or misleading statement made by a school or its agents. It is any statement that has the likelihood or tendency to deceive or confuse. A **substantial misrepresentation** is one that any person could reasonably be expected to rely on, or has reasonably relied on, to his or her detriment. The misrepresentation can be done in writing, virtually, orally or by other means.

Misrepresentation includes the dissemination of any student endorsement testimonial that was given under duress or was required of the student in order to participate in a program (For example, if to gain admission to a program, an applicant must provide a statement of why they chose to enroll in your school over others, you may not use their statement for advertising).

The Regulation covers these specific issues

I. Nature of Education Program

- a) The particular type(s), specific source(s), nature and extent of its institutional, programmatic, or specialized accreditation;
- b) Whether a student may transfer course credits earned at the institution to any other institution and/or conditions under which the institution will accept transfer credits earned at another institution;
- c) Whether successful completion of a course of instruction qualifies a student:
 - 1) For acceptance to a labor union or similar organization; or
 - 2) To receive, to apply to take or to take the examination required to receive a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, to perform certain functions in the States in which the educational program is offered, to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students; (*N.B., this disclaimer will impact any DETC school that prepares graduates for certain professions like the law, teaching, accounting, nursing, etc.*)
- d) The requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment;
- e) Whether its courses are recommended or have been the subject of **unsolicited** testimonials or endorsements by:
 - 1) Vocational counselors, high schools, colleges, educational Organizations, employment agencies, members of a particular industry, students, former students, or others; or
 - 2) Governmental officials for governmental employment;
- f) Its size, location, facilities, or equipment;
- g) The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;
- h) The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designated to meet;
- i) The number, availability, and qualifications, including the training and experience, of its faculty and other personnel;
- j) The availability of part-time employment or other forms of financial assistance;
- k) The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course;
- l) The nature or extent of any prerequisites established for enrollment in any course;
- m) The subject matter, content of the course of study, or any other fact related to the degree, diploma, certificate of completion, or any similar document that the student is to be, or is, awarded upon completion of the course of study;
- n) Whether the academic, professional, or occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency. This type of misrepresentation includes, in the case of a degree that has not been authorized by the appropriate State educational agency or that requires specialized accreditation, any failure by an eligible institution to disclose these facts in any advertising or promotional materials that reference such degree;

II. Nature of Financial Charges

Misrepresentation concerning the nature of an eligible institution's financial charges includes, but is not limited to, false, erroneous, or misleading statements concerning:

- a) Offers of scholarships to pay all or part of a course charge;
- b) Whether a particular charge is the customary charge at the institution for a course;
- c) The cost of the program and the institution's refund policy if the student does not complete the program;
- d) The availability or nature of any financial assistance offered to students, including a student's responsibility to repay any loans, regardless of whether the student is successful in completing the program and obtaining employment; or
- e) The student's right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution.

III. *Employability of graduates*

Misrepresentation regarding the employability of an eligible institution's graduates includes, but is not limited to, false, erroneous, or misleading statements concerning:

- a) The institution's relationships with any organization, employment agency, or other agency providing authorized training leading directly to employment;
- b) The institution's plans to maintain a placement service for graduates or otherwise assist its graduates to obtain employment;
- c) The institution's knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared;
- d) Whether employment is being offered by the institution or that a talent hunt or contest is being conducted, including, but not limited to, through the use of phrases such as "Men/women wanted to train for ***", "Help Wanted", "Employment", or "Business Opportunities";
- e) Government job market statistics in relation to the potential placement of its graduates; or
- f) Other requirements that are generally needed to be employed in the fields for which the training is provided, such as requirements related to commercial driving licenses or permits to carry firearms, and failing to disclose factors that would prevent an applicant from qualifying for such requirements, such as prior criminal records or preexisting medical conditions.

IV. *Relationship with the Department of Education*

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the Title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

True and Correct Statement

The information contained in this Catalog and its supplements is true and correct as of publication date.

CAMPUS SECURITY, DRUG, ALCOHOL AND SEXUAL ASSAULT POLICIES & ANNUAL CLERY CRIME REPORT

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by The Academy which is used for activities related to the educational purpose of The Academy and/or any building or property owned or controlled by student organizations recognized by The Academy. In compliance with that law, the following reflects The Academy's crime statistics for the period between 1/1/2017 and 12/31/2019.

See map below for the campus which outlines the building and parking lot that students use while attending classes at Southern Texas Careers Academy.



Clery Crime Report: Updated as of November 2020

Report Distribution Date: Occurrences within the 2017, 2018, and 2019 Calendar Years

Actual Crime Reported for:	Southern Texas Careers Academy		
	2017	2018	2019
Criminal Homicide	0	0	0
Murder	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses	0	0	0
Forcible	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts (on campus)	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0

Date of Publication: December 2020

Destruction/Damage	0	0	0
Vandalism of Property	0	0	0
Any other Crime involving bodily injury	0	0	0

Number of arrests made for the following crimes:

Liquor Laws	0	0	0
Drug Laws	0	0	0
Illegal Weapons Possession	0	0	0

Hate Crimes (by prejudice):

Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Disability	0	0	0

Referrals for:

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Contact Information:

Office Responsible to provide a copy of the Campus Security Information	The Academy Executive Director 601 E. Nolana Ave., Suite C McAllen, Texas 78504 Phone: 956-687-7772
Who to contact to report an incident at The Academy	The McAllen Police Department 1601 N. Bicentennial Blvd. McAllen, Texas 78504 Phone: (956) 681-2000

1. The Academy does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). The Academy Executive Director may be reached at 956-687-7772.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, The Academy official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to a staff member with or without a signature, who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a staff member for any instance of crime or emergency within the physical walls of The Academy and outside parking areas.

Preparation for the Annual Disclosure of Crime Statistics report is obtained by The Academy's Executive Director who contacts the correct police department District for statistics and The Academy's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with The Academy should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times an Academy issued identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00 pm. When The Academy closes for the night, The Academy's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate Academy official(s), shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate Academy official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Academy's officials have no power of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
 - c) The Academy currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though The Academy does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules, and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your Academy official, any suspicious persons
 - c) Always try to walk in groups outside The Academy premises
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows, and blinds and turn off lights when leaving room
 - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students
 - g) The Academy has no formal program other than orientation that disseminates this information. All information is available on request.

- h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, an ongoing criminal investigation, or the safety of an individual, cause a suspect to flee/evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
6. All incidents shall be recorded in The Academy daily Incident Log located on campus at the Reception Desk. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to The Academy's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
 7. The Academy does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination, and/or arrest. In compliance with Federal government regulations for a drug-free workplace for students and employees, any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrolled for which the student was receiving Title IV funds, under any Federal or State law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all Academy sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from The Academy. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, State and Federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
 8. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.
 9. Sexual assault (criminal offences) on campus will be reported immediately to The Academy's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. The Academy has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
 10. The Academy encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to The Academy administration.
 11. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the Academy administration
 - Preserve any evidence as may be necessary to the proof of the criminal offense
 - Request assistance, if desired, from Academy administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary

12. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
13. Information for crime victims about disciplinary proceedings. The Academy must, upon written request, disclose to the alleged victim of any crime of violence, or non-forcible sex offense, the results of any disciplinary proceedings conducted by The Academy against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by The Academy on or after August 14, 2009.
14. As part of the Crime Control and Law Enforcement Act of 1994, The Academy is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders:

The State of Texas Sex Offender Website is available at
<https://records.txdps.state.tx.us/SexOffenderRegistry>

Students and employees should refer to the following person when reporting or seeking help on a criminal incident:

Mrs. Elisa N. Camacho
601 E. Nolana Ave., Suite C
McAllen, Texas
956-687-7772

Please note that any emergency that requires immediate attention should not be waited upon on the report to The Academy's officer but rather contact the appropriate agency by calling (911).

EMERGENCY RESPONSE AND EVACUATION PLAN (EREP)

Emergency Response and Evacuation Plan (EREP) which includes plans and instruction to be followed by campus administration, faculty, staff, students, and guests in the event of emergencies and evacuations. The campus has a group of designated campus staff members designed as Campus Security Designees, who are responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP includes:

1. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.
 - a. Emergency information will be broadcasted via local television networks through the Public Service Announcement. The security designee will insure that all students and employees are kept abreast of the status of any emergency via this method.
2. A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.
 - b. Emergency response and evacuation procedures will be publicized using emergency and physical notification by authorized personnel via text message, email, and phone calls. This is designed to reach all Southern Texas Careers Academy students and staff.
3. Emergency information will be disseminated to The Academy community via television as per the Public Service Announcements.
4. Southern Texas Careers Academy tests and publishes this plan on an annual basis.
5. The Chief Executive Officer, the Human Resource Director, and Executive Director will be responsible for carrying out this process.

NON-HARASSMENT POLICY

The purpose of this policy is:

1. To establish a policy against harassment and/or sexual harassment;
2. To encourage employees who are victims of harassment and/or sexual harassment to report such incidents immediately to you Human Resources Director and/or Chief Operating Officer;
3. To establish a grievance procedure for the reporting instances of sexual harassment.

It is the goal of **The Academy** to promote a workplace that is free of harassment on the basis of any protected class. The Academy will not tolerate harassment of its employees by anyone, including a supervisor, director, administrator, owner, employee, student, or visitor. The term “harassment” includes but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, age, disability, or protected condition.

In addition, harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by this Academy. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goals of providing a workplace free from any type of harassment we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such advances, request or conduct is made with explicitly or implicitly a term or condition of employment or as a basis for employment decisions;
- OR,
- B. Such advances request or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Sexual harassment can also include displaying of sexually graphic magazines, calendars, posters, sending sexually explicit e-mail or voice mail. In addition, it can also include conversations about an employee’s own or someone else’s sex like, teasing or other conduct which creates an unprofessional and hostile working environment.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as following: “Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.” 29 C.F.R. § 1604.11(a). Sexual harassment can be committed by a member of either sex and can involve members of the same sex, as well as, members of the opposite sex.

Complaints about Harassment and/or Sexual Harassment (First Step)

If any of our employees believes that he or she has been subjected to any type of harassment or sexual harassment of any nature, the employee has the right to file a complaint with The Academy. The complaints should be submitted to your Executive Director.

What Should You Do

If you feel that you are being subjected to any type of harassment, sexual harassment, or offensive behavior, you have the right to immediately demand that the person stop at once. You should promptly report the conduct to your Executive Director in writing, which will see that the conduct is stopped and not repeated.

If you feel that reporting the harassment, sexual harassment, or offensive behavior to your Executive Director is not effective; or if your Executive Director, or the Owner(s) are participating in the harassment or behavior, then you should report it as follows:

- Your Human Resource Director

Retaliation of any kind is prohibited. In addition, no retaliation of any kind will occur because you have reported the incident of suspected harassment, sexual harassment, or offensive behavior. We encourage you to help us keep The Academy free from harassment, sexual harassment, or offensive behavior.

In addition, failure to report an incident of harassment, sexual harassment, or offensive behavior may result in disciplinary action, up to and including termination.

Harassment and/or Sexual Harassment Investigation

When The Academy received the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will generally include a private interview with the person filing the complaint and with the witnesses. The person alleged to have committed the harassment will also be interviewed. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, The Academy will also impose disciplinary action.

POLICIES FOR STUDENTS RECEIVING VA EDUCATION BENEFITS

Satisfactory Progress

Progress Policy

A student who is receiving VA education benefits must maintain a minimum grade average of 70% in both written and practical learning along with 67% minimum attendance in order to be considered making satisfactory progress.

Probation

Evaluations to determine progress are done on a monthly basis. Students who fail to achieve the standard for satisfactory progress during any evaluation period shall be placed on probation during the following period.

Unsatisfactory Progress

If the student on probation fails to achieve satisfactory progress by the end of the probationary period, the student shall be reported to the VA Regional office as making unsatisfactory progress.

Re-entrance

As the student continues in his education program (without receiving VA education benefits), the monthly evaluations determining satisfactory progress will continue. Once the student has achieved and maintained satisfactory progress for one complete period, he/she will be eligible to be certified for benefits again.

Credit for Previous Training

Title 38 Code of Federal Regulations 21.42539(d) (3) and 21.4254(c) (4)

Students receiving VA educational benefits do not have the “option” of having prior credit reviewed, ALL previous educational and training must be provided to The Academy for review. This will include all credits from postsecondary institutions and military credits.

Leave of Absence

Veteran students who are receiving VA education benefits cannot be certified for those benefits unless they are actually attending class. Therefore, if any VA student is granted a leave of absence under the Academy’s policy, I understand and agree that The Academy must report the student as terminated to the Department of Veterans Affairs within thirty days of the last date of actual attendance.