AUSTIN CAREER INSTITUTE, LLC

2026–2027

CATALOG

CAMERON CAMPUS
7215 Cameron Rd
Austin, TX 78752

EAST EXTENSION
7900 E Hwy 290
Austin, TX 78724

512-371-0100 | www.austincareerinstitute.edu

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Main Campus
7215 Cameron Rd
Austin TX 78752
512-371-0100

Welding Campus
7900 E Highway 290
Austin, TX 78724
512-793-9999

History of ACI

Austin Career Institute LLC (ACI) was established in 2012 by a licensed professional engineer, Shahram Jamali, and a Texas State University Activate program graduate and computer programmer, Rosha Teimuri. ACI was licensed by Texas Workforce commission in 2013 and accredited by Council on Occupational Education (COE) in 2018. ACI recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. ACI believes that education should promote the development of positive self-esteem and the ability to be self-sufficient. ACI provides services that support the students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

"GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

Statement of Legal Control

The owners of Austin Career Institute, LLC are Rosha Teimuri and Shahram Jamali.

Approvals

ACI is approved by Texas Workforce Commission Career Schools and Colleges, the State Approving Agency – Texas Veterans Commission and is a vendor to Texas Workforce Solutions. ACI is an active participant of the Department of Education's Title IV Federal Student Financial Aid program.

ACI is Accredited by the Commission of the Council on Occupational Education.
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

Mission Statement

To lift low-income individuals, Veterans, displaced or laid off workers and New Americans into better paying, in demand careers through quality, short-term education while simultaneously filling industry labor shortages, reducing the amount of government dependency, and strengthening the US Economy.

Vision Statement

Transforming workforce challenges into opportunities through innovative education and collaborative partnerships with leading community service providers, enabling upward mobility.

Core Values

Student Success, Synergy, Integrity, Innovation, Radical Accountability, and Excellence.

Institutional Learning Outcomes

- Educate and develop skilled employees who can obtain employment and earn a living wage within the trades industry.
- Utilize innovative methods to help train, fund, and employ our students and graduates.

Ownership & Key Staff

Shahram (Shawn) Jamali is the Co-Founder, CEO and CTO of Austin Career Institute
Mr. Jamali is also a Substitute Instructor, and Distance Learning Instructor. Mr. Jamali holds a BS in Mechanical Engineering from UT Austin specializing in HVAC-R systems and mechanical systems design. He also holds Professional Engineering (PE) and a Mechanical Contracting License in the State of Texas. He has twenty-four years of combined experience as an MEP Engineer and as an HVAC contractor. Shawn also has experience running a postsecondary school. He served as a Campus Director for many years, with four years of experience in Admissions and three years in Career Services. He is bilingual in Farsi and English.

The Co-Founder and CFO of Austin Career Institute is Rosha Teimuri. Rosha Teimuri is a Texas State University Activate program graduate and has a BS in Computer Science. She has seventeen years of combined experience as CTO and programmer/analyst. She is bilingual in Farsi and English.

Jim Branham is the Campus President. Jim is a 21-year Air Force Veteran with over 21 years' experience in higher education.

Main Campus 7215 Cameron Rd, Austin, TX 78752

The school is 15,000 square feet with nine lab/classroom and 20 staff offices, one resource room and one reception area. The classrooms have desks, chairs, and visual instructional equipment including Smart Touchscreen TVs.

East Extension 7900 E Highway 290, Austin, TX 78724

The school is 12,920 square feet with two lab combos for Welding Certificate, four classrooms, six offices for administrative staff, one resource room, conference room and one reception area.

The classrooms have desks, chairs, and visual instructional equipment including Smart Touchscreen TVs.

Equipment At Both Campuses:

Equipment	Program	Student: Equipment Ratio
Air conditioning systems with gas furnace	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Heat pump air conditioning systems with electric furnace	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Commercial refrigerator	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Torch Sets	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Vacuum Pumps	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Evacuation Pumps	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Evacuation Tanks	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Basic Electrical Circuits	Advanced Electrical and Renewable Energy Technician Certificate/Maintenance Technician Certificate	20:01
Meters (including Analog meter, Multimeter, Voltmeter, Clamp-on ammeter, Ohmmeter, Continuity Tester, and Voltage tester)	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Toolbox and Tools	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Panelboard	Advanced Electrical and Renewable Energy Technician Certificate	20:01
Relays	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced	20:01

	Electrical and Renewable Energy Technician Certificate	
Transformers	Advanced Electrical and Renewable Energy Technician Certificate	20:01
Motors	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical	20:01
Thermostats	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Heat Tracing Systems	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Heat Pump System variable speed	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Heat Pump 3 speed on cart	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Gas heat HVAC System variable speed	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Gas heat HVAC System 3 speed	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
System Diagram Poster	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Freezer Wiring Board	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration	20:01
Heat Pump Wiring Board	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/	20:01
Lockout/tagout Devices	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Various Motor Switches	Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration/Advanced Electrical and Renewable Energy Technician Certificate	20:01
Exam Table	Medical Assistant	2:1

Flat Top Treatment Table	Medical Assistant	20:1
Otoscope/Ophthalmoscope	Medical Assistant	20:1
Accucare Blood Pressure Wall Mount	Medical Assistant	20:1
Sphygmomanometer	Medical Assistant	20:1
EKG with Interpretation	Medical Assistant	20:1
Phlebotomy Chair	Medical Assistant	20:1
Sterilizer	Medical Assistant	20:1
Specula Dispenser	Medical Assistant	20:1
IV Pole Hanger	Medical Assistant	20:1
Pneumatic Adjustable Stools	Medical Assistant	20:1
Rolling Stools	Medical Assistant	20:1
Scale with Height Rod	Medical Assistant	20:1
Exam Light	Medical Assistant	20:1
Hemoglobin/Glucose Machine	Medical Assistant	20:1
Electronic Medical Records Software	Medical Assistant	20:1
Blood Pressure Cuff-Electric	Medical Assistant	20:1
Venipuncture Arm	Medical Assistant	20:1
Vein Viewer	Medical Assistant	20:1
Axis Scientific Life Size Skeleton Model Full Size	Medical Assistant	20:1
Thermometer – Electric	Medical Assistant	20:1
Surgical Instruments	Medical Assistant	20:1
Tig Torch	Welding Certificate	20:1
Tig Foot Pedal	Welding Certificate	20:1
Grinder	Welding Certificate	20:1
Prep Wheel 2 grit	Welding Certificate	20:1
Prep Wheel 3 grit	Welding Certificate	20:1
Welding Helmet	Welding Certificate	20:1
XL Welding gloves	Welding Certificate	20:1
LG Welding gloves	Welding Certificate	20:1
Med Welding Gloves	Welding Certificate	20:1
Face Shield Brackey	Welding Certificate	20:1
Face Shield	Welding Certificate	20:1
Welding Jackets	Welding Certificate	20:1

Hammers	Welding Certificate	20:1
Safety Glasses	Welding Certificate	40:1
Plasma Cutters	Welding Certificate	20:01
Virtual Welders	Welding Certificate	20:01

All equipment used for instruction is owned by ACI.

Hours of Operation

ACI's Cameron campus holds classes from 8:00am to 11:00pm Monday through Friday, 7:00am to 7:00pm on Saturdays, and 7:00am to 1:00pm on Sundays (excluding holidays). Hours for the ACI's 290 Extension Campus classes are Monday – Thursday 8:00am to 11:00pm. Friday 8:00am – 5:00pm. Office hours for both campuses are 9:00am – 6:00pm Monday – Thursday, Friday 9:00am – 5:00pm and the Cameron campus also has office hours Saturday 9:00am – 1:00pm.

Program Descriptions

Medical Assistant (Main Campus)

Length: 771 hours; Approximately 32 Weeks
Program Semester Credits: 34
Credential Awarded: Diploma
Mode of Delivery: Traditional & Hybrid, Traditional is when a student attends the class in person at the physical campus location and hybrid is when a student attends the laboratory portion of the program in person at the physical campus location and the lecture portion of the program is completed online within our cloud-based Learning Management System. Both Traditional and Hybrid modalities require the students to attend school 24 hours per week. Students in Hybrid program must ensure that they complete the number of online hours per week required for the program in order to graduate.
Language of Delivery: English
At ACI we do not perform injections or blood draws on people or animals. All injections, needle practice, and blood-draw simulations are conducted only on injection pads and phlebotomy training arms.
Program Objectives:

- Demonstrate professional communication, customer service, and appropriate work habits in a healthcare setting.
- Apply knowledge of anatomy, physiology, medical terminology, and common medical conditions to medical assisting duties.
- Perform basic clinical procedures, including vital signs, patient rooming, specimen collection and testing, ECG procedures, and assistance with examinations and office procedures.
- Apply infection control, sterilization, safety, and emergency procedures appropriate to the medical office.
- Maintain patient documentation and electronic health records while following applicable healthcare regulations and confidentiality requirements.
- Perform administrative medical office functions, including scheduling, billing, coding, insurance procedures, and collection of patient payments.

- Demonstrate the clinical and administrative competencies expected of an entry-level medical assistant during the externship experience.

Description:
The Medical Assistant program includes administrative and clinical competencies expected of entry-level positions in a variety of health care settings. Students develop skills in front office administration including patient scheduling and management, triage and patient history and accurately measuring and recording vital signs, including temperature, respiration, and blood pressure. Students also develop skills in effective patient communication and how to maintain a professional demeanor in all interactions.
At ACI we do not perform injections or blood draws on people or animals. All injections, needle practice, and blood-draw simulations are conducted only on injection pads and phlebotomy training arms
Externship:
An externship is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting.
Credentialling Exams:
Medical and Allied Health licensing specialized Certifications will be offered by NAHP.
Medical Assistant graduates will be qualified to test for the NRCMA - Nationally Registered Certified Medical Assistant. ACI funds one test per student. If the student fails the NRCMA test and wants to retake the test, the student is responsible for paying the testing fee.

TOTAL REQUIRED CLOCK HOURS:	771	SEMESTER CREDIT HOURS:	34
Total number of clock hours *available* via distance education	311	Total number of semester credit hours *available* via distance education	20.7

COURSE NAME	LECTURE			LABORATORY			WORK-BASED ACTIVITIES			Course Totals	
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit
TOTAL ALL COLUMNS	311	20.7		310	10.3		150	3.33		771	34

Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration (Main Campus) English and Spanish

Length: 720 hours; Approximately 30 weeks
Program Semester Credits: 35
Credential Awarded: Diploma
Mode of Delivery: Traditional & Hybrid, Traditional is when a student attends the class in person at the physical campus location and hybrid is when a student attends the laboratory portion of the program in person at the physical campus location and the lecture portion of the program is completed online within our cloud-based Learning Management System. Both Traditional and Hybrid modalities require the students to attend school 24 hours per week. Students in Hybrid program must ensure that they complete the number of online hours per week required for the program in order to graduate.

Language of Delivery: English & Spanish

Program Objectives:

- Apply appropriate safety practices when installing, servicing, and maintaining HVAC and refrigeration systems.
- Use HVAC trade mathematics, measurements, tools, equipment, industry paperwork, and recordkeeping methods.
- Read and interpret wiring diagrams, blueprints, and other industry-related schematics.
- Explain refrigeration principles, heat transfer, airflow, and the operation of residential and commercial HVAC and refrigeration systems.
- Install, troubleshoot, maintain, and service residential and commercial HVAC and refrigeration equipment.
- Diagnose and repair electrical systems and major HVAC components, including motors, controls, compressors, condensers, evaporators, metering devices, heat pumps, and heating systems.
- Demonstrate customer service and work habits that contribute to success in the HVAC and refrigeration industry.

Graduates of this program will find entry level positions in the Residential and Commercial HVAC-R industry.

Credentialling Exams:
EPA 608: Section 608 of the Clean Air Act serves as the main form of occupational licensure for technicians in the heating, ventilation, and air conditioning industry.

TOTAL REQUIRED CLOCK HOURS:	720	Semester CREDIT HOURS:	35
Total number of clock hours *available* via distance education	348	Total number of semester hours *available* via distance education	21

COURSE NAME	LECTURE			LABORATORY			WORK-BASED ACTIVITIES			Course Totals	
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit
TOTAL ALL COLUMNS	348	23.16		372	12					720	35

Advanced Electrical and Renewable Energy Technician Certificate (Main Campus and East Extension)

Length: 720 hours; Approximately 30 Weeks
Program Semester Credits: 35
Credential Awarded: Diploma
Mode of Delivery: Traditional & Hybrid, Traditional is when a student attends the class in person at the physical campus location and hybrid is when a student attends the laboratory portion of the program in person at the physical campus location and the lecture portion of the program is completed online within our cloud-based Learning Management System. Both Traditional and Hybrid modalities require the students to attend school 24 hours per week.

Language of Delivery: English
Program Objectives:

- Apply appropriate safety practices when installing and maintaining electrical and renewable energy systems.
- Use electrical measurements, calculations, tools, equipment, and applicable industry practices.
- Install and maintain electrical wiring, conductors, boxes, raceways, lighting, and related electrical components.
- Troubleshoot electrical systems and select appropriate conductors and overcurrent protection devices for electrical applications.
- Explain the operation and application of electrical circuits, motors, controls, transformers, and residential and commercial electrical systems.
- Calculate electrical loads and apply appropriate wiring methods for residential, commercial, and special electrical applications.
- Inspect, install, maintain, and troubleshoot residential and commercial solar photovoltaic systems.
- Use applicable National Electrical Code (NEC) tables and practices in electrical applications.

Graduates of this program will qualify for entry level positions in the Commercial and Residential Electrician industry.

TOTAL REQUIRED CLOCK HOURS:	720	Semester CREDIT HOURS:	35
Total number of clock hours *available* via distance education	348	Total number of semester hours *available* via distance education	21

COURSE NAME	LECTURE			LABORATORY			WORK-BASED ACTIVITIES		Course Totals		
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit
TOTAL ALL COLUMNS	348	23.16		372	12.36					720	35

Welding Certificate (East Extension)

Length: 720 hours; Approximately 30 weeks
Semester Credits: 35
Credential Awarded: Diploma

Mode of Delivery: Traditional only. Traditional is when a student attends the class in person at the physical campus location. This requires the students to attend school 24 hours per week.

Language of Delivery: English

Program Objectives:

- Apply appropriate safety practices in welding and cutting operations.
- Set up, adjust, operate, and shut down welding and cutting equipment using appropriate procedures.
- Perform SMAW, FCAW, GMAW, GTAW, oxyfuel, and plasma cutting processes using appropriate techniques.
- Select appropriate electrodes, filler metals, gases, and other materials for welding applications.
- Interpret and apply welding codes, standards, classifications, and specifications.
- Inspect welds and identify and correct common weld discontinuities.
- Apply basic mathematics and measurement skills to welding applications.
- Demonstrate welding proficiency in multiple positions using appropriate techniques.

TOTAL REQUIRED CLOCK HOURS:	720	Semester CREDIT HOURS:	35
Total number of clock hours *available* via distance education	0	Total number of semester hours *available* via distance education	0

COURSE NAME	LECTURE .			LABORATORY			WORK-BASED ACTIVITIES			Course Totals	
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit
TOTAL ALL COLUMNS	348	23.16		372	12.36					720	35

Program Costs

Medical Assistant 771 hours, 24 HR/WK, approximately 32 weeks*, 34 semester credits		
	Hybrid	Traditional
Registration (non-refundable)	$100.00	$100.00
Tuition	$15,774.34	$15,774.34
Digital Books Subscription for Program Length & Supplies	$133.23	$133.23
Total Cost	$15,995.00	$15,995.00

Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration 720 hours, 24 HR/WK, approximately 30 weeks*, 35 semester credits		
	Hybrid	Traditional
Registration (non-refundable)	$100.00	$100.00
Tuition	$19,668.00	$19,668.00
Digital Books Subscription for Program Length	$227.00	$227.00
Total Cost	$19,995.00	$19,995.00

Advanced Electrical and Renewable Energy Technician Certificate 720 hours, 24 HR/WK, approximately 30 weeks*, 35 semester credits		
	Hybrid	Traditional
Registration (non-refundable)	$100.00	$100.00
Tuition	$19,284.05	$19,284.05
Digital Books Subscription for Program Length	$610.95	$610.95
Total Cost	$19,995.00	$19,995.00

Welding Certificate 720 hours, 24 HR/WK, approximately 30 weeks, 35 semester credits		
	Hybrid	Traditional
Registration (non-refundable)	N/A	$100.00
Tuition	N/A	$19,761.77
Digital Books Subscription for Program Length & Supplies	N/A	$133.23
Total Cost	N/A	$19,995.00

Current interest charged for self-pay students must be stated and disclosed on the enrollment agreement prior to student enrollment.

*The stated length months and weeks are an estimate.

Retaking Programs

Students will only be allowed to repeat modules as required by ACI due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat modules under the following conditions:

- Students who passed a module may only repeat that module one additional time (two total attempts).
- Students who have attempted but not passed a module may repeat the module two additional times (three total attempts).
- The highest grade received on the repeated modules becomes the final grade and supersedes all other grades for that module. It will replace all other grades for that module in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated modules are designated by "**".

- Students who do not successfully pass the required module three times will be dismissed from the program. Students dismissed from a program for failing a required module three times cannot be readmitted into the same program or into another program that requires the same module.
- All program-specific grading requirements and restrictions on module repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

Tuition Payment

Prior to enrolling at the Institution, all applicants are encouraged to explore the availability of financial funding through state agencies and the Veterans Administration. Financial assistance information and application assistance are provided to help each student and his/her family clearly understand their financial situation before entering into a contractual agreement. Payment plans are available for self-pay students.

Admissions Requirements

1) Applicants must be 17 years old or older.
2) Applicants must complete an Application for Admissions.
3) Applicants must have a Diploma or GED.
4) Applicants must speak English or Spanish
5) Applicants must meet with an Admissions Representative to determine the type of class schedule that will best meet the applicant's objectives and sign an enrollment agreement.
6) FSA applicants must have valid proof of successful completion of high school as evidenced by any of the items on the following non-exhaustive list:
    1. Copy of the student's valid high school diploma or G.E.D. certificate (or equivalent)
        i. In mitigating circumstances, as an alternate to show proof of completion of high school, an official high school transcript (bearing signature of a high school official) listing the student's graduation date.
        ii. Austin Career Institute accepts online diplomas when the diploma comes from an online school that has accreditation from the proper regional board.
        iii. Have evidence of completion of home schooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable).
        iv. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards an associate or bachelor's degree.
        v. Any foreign diploma must be verified for high school completion by an approved outside agency that is qualified to translate into English to confirm the academic equivalence to a U.S. High School Diploma.
7) A former member of the military who is unable to obtain documentation of his or her high school diploma (or its recognized equivalent), an institution may accept as alternative documentation a DD Form 214—Certificate of Release or Discharge from Active Duty—if the DD Form 214 indicates the individual is a high school graduate or equivalent. The DD214 is acceptable for admission, but for FSA the applicant would still need to provide one of the documents identified in i. – iv.

8) An academic transcript of a student who has successfully completed at least 2 semesters from an accredited college or university.

Home Schooling

To receive FSA Funds, a student must be qualified to study at the post-secondary level. A student qualifies if they:

- Have a high school diploma (for qualifying international students, it must be equivalent to a U.S. high school diploma)
- Have a recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma –equivalency certificate.
- Have completed homeschooling at the secondary level as defined by state law; or
- Have completed secondary school education in a homeschool setting, which qualifies for an exemption from compulsory attendance requirements under state law, as Texas state law does not require a homeschooled student to receive a credential for their education.
- A student may self-certify on the FAFSA that she / he has received a high school diploma or high school equivalency certificate or that she / he has completed secondary school through homeschooling as defined by state law. If a student indicates that she / he has a diploma or high school equivalency certificate, Austin Career Institute is required to ask for copy of the diploma or high school equivalency certificate and not rely on the student's self-certification alone.
- ACI identifies the validity of school by calling/searching; request transcript from the school to verify the authenticity of the diploma; verify the school's accreditation body; research of other institutions who also accept this diploma.

Admissions Process

Interested applicants can call or visit ACI to set up an appointment with an Admissions Representative. Applicants are encouraged to visit to see the facilities firsthand and meet the staff.

During the admissions appointment, the programs offered, the admissions requirements, program costs and the catalog will be reviewed with the applicant.

Only after the applicant has satisfied all the admissions requirements will the applicant be provided with an enrollment agreement. The enrollment agreement is the contract between the applicant and ACI. The enrollment agreement lists the program description, the program hours, class schedule, academic delivery and cost for program completion.
The applicant becomes a student only after the enrollment agreement has been accepted by ACI.

Recognized Holidays

ACI Holiday Class Closure

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve through New Year's Eve
- Spring Break
- Martin Luther King Jr. Day

ACI Holiday Office Closure

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve, Christmas Day, New Year's Eve
- Martin Luther King Jr. Day

Student Orientation Policy

All new students will receive orientation that includes school policies, student services, institutional personnel, attendance, safety, academic expectations, and technology/LMS use. Students are introduced to the technology used in their educational program through the institution's student orientation and program-specific technology training. Student Services provides an orientation that includes information on accessing and navigating the student portal and LMS. Program-specific instruction then provides additional guidance on the technology students will use throughout their training. Technical assistance is available to support students as they progress through the program.

Academic Delivery

Programs will be delivered in some combination of classroom, lab, and online instruction. ACI's online platform is located through an approved Learning Management System (LMS). Through ACI's LMS, students can access their online books. Programs are taught by qualified instructors. ACI's online content is a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, ACI's online modules are fully developed and available before the first lesson ever takes place. Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the traditional and digital classroom
- Technology and Equipment Requirements for Digital Instruction

In order to enroll in a program with a digital instruction component, students must have access to a computer with the minimum requirements.

Online Student Identity Authentication and Privacy

The online classroom has restricted access and is a password protected electronic environment. Prior to entering, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by ACI in accordance with established institutional privacy and confidentiality policies, with access provided only to agents of ACI who require immediate and necessary use of the information to fulfill the various activities. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from ACI. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

ACI's application for admission requires a valid government ID, which may be used for identity verification. Several other measures assist in verifying that the individual submitting work online is the enrolled student appearing for traditional lab work. For example, quizzes may be given in any lab and in classroom.

Technology Requirements for Online Coursework

The minimum computer requirements for participation in online coursework are as follows:

- Students that enroll in an online program must have the following minimum technology requirements:
  - A functioning email address
  - A desktop or laptop computer running a currently supported version of Windows or macOS. A modern processor capable of supporting web-based learning, video, and Microsoft Office applications.
  - • A minimum of 4 GB of RAM; 8 GB or more is recommended.
  - Reliable high-speed Internet access (broadband, cable, fiber, DSL, or comparable service). A wired or reliable Wi-Fi connection is recommended.
    -
    - A current version of one of the following supported web browsers: Mozilla Firefox,
    - Microsoft Edge Safari,
    - Google Chrome
  - Access to Microsoft 365 or other school-approved software capable of opening, creating, and editing Microsoft Office-compatible documents.
  - Speakers or headphones for listening to instructional audio and video.
  - A microphone or headset with microphone for courses requiring audio communication.
  - A webcam for courses or activities requiring video conferencing, remote meetings, or other video-based participation.
  - Current PDF-reading software, such as Adobe Acrobat Reader or equivalent.
  - The ability to download and install software or browser updates as required for coursework.

ACI has computers at student disposal to be used at the campuses. These computers will meet the minimum requirements listed above.

Financial Aid

ACI offers Title IV Federal Student Aid awards for those who are eligible which include Federal Pell Grant and Federal Direct Loans.

ACI accepts Veteran Educational Benefits for those Veterans that are approved for Education benefits through the VA.

Helcim Payment Plans- are offered by ACI for those that qualify for payment plans, and payments begin while in school. Full Cash Pay students are required to pay half of the total cost as a deposit and the remaining balance will be set up on a monthly payment plan. For our Standard Payment Plan on balances for a student that borrowed Financial Aid, the payment amount of payment is determined based on the student's Financial Need and Ability. However, tuition payments are due to begin while in the program.

Title IV Loans require repayment starting 6 months after a student's last date of attendance. Students may be dismissed for failing to pay tuition, Federal Student loans and other charges. Students who change their enrollment status also change their Financial Aid status, and this may impact eligibility for Financial Aid.

The first step toward qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. The FAFSA®) can be completed electronically via https://studentaid.gov/h/apply-for-aid/fafsa and should be completed as early as possible each year.

The FAFSA® becomes available October 1 each year. Though the application period runs through June 30 the following year, students are encouraged to apply for financial aid every year by the priority deadline, March 1, as funding for certain aid programs is awarded on a first-come, first-served basis and may be exhausted. For specific deadlines visit https://studentaid.gov/.

Students should complete the 2025-2026 FAFSA® using 2023 income tax information.
Students should complete the 2026-2027 FAFSA® using 2024 income tax information.

Federal Pell Grants Federal Pell Grants help fund postsecondary education for undergraduate students who have not previously earned bachelor's degrees. These grants provide a foundation of financial aid to which aid from other sources may be added. The maximum grant for the 2025-2026 award year is $7,395.

Loan Exit Counseling Federal student aid regulations require all borrowers to complete loan exit counseling for their Federal Direct loans. Students must complete loan exit counseling when graduating, leaving ACI or enrolling for fewer than six credit hours. Loan exit counseling notifications are provided to all identified students. ACI contacts student borrowers via email to advise them on how to complete loan exit counseling.

Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct PLUS Loans through the Federal Direct Loan program are obtained from the U.S. Department of Education.

For more information see the Financial Aid Handbook.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be considered as making satisfactory progress, a student must both maintain a minimum cumulative grade point average (CGPA) and completion rate (pace). The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. The SAP Policy is in the Consumer Information of the Austin Career Institute website, https://austincareerinstitute.edu/consumer-information/ and the Catalog to ensure that all students receive a digital link prior to enrollment. The policy complies with the guidelines established by the United States Department of Education.

INFORMAL EVALUATION PERIOD: Informal Academic Evaluation is performed after each unit of study which is called a module. The program is a full semester and has published semester credit hours in the catalog. Modules are NOT courses in the program and should not be treated as such. Each program course is designed with a set of modules that complete the program. Therefore, a program is an entire course made up of a set of modules also known as classes. Informal Academic evaluation is not SAP and is not related to SAP, rather it is an internal measurement to ensure that students are on the correct path to complete their course successfully. A warning may be issued to the students whose GPA falls below 2.0 during the Informal Academic Evaluation.

SAP EVALUATION PERIOD: Students are evaluated for SAP at the end of each payment period for programs that are one academic year or less in length, at the point when the students earned the credit-hours for the payment period.

Definition: Semester credit hours earned are semester credit hours when the student received a passing grade for those credits. Attempted semester credit hours are the hours when the student did not receive a passing grade.

Academic Year Definition:

24 Semester Credits 30 weeks.

SAP Evaluation Points for Each Program:

Medical Assistant – 12 semester credits and 16 weeks and 24 semester credits and 32 weeks

Residential & Commercial Heating, Ventilation & Air Conditioning & Commercial Refrigeration- 12 semester credits and 15 weeks and 24 semester credits and 30 weeks.

Advanced Electrical and Renewable Energy Technician Certificate - 12 semester credits and 15 weeks and 24 semester credits and 30 weeks.

Welding Certificate- 12 semester credits and 15 weeks and 24 semester credits and 30 weeks.

If at the midpoint of Title IV funding as listed above for a program, it will not be disbursed until the student has successfully reached the midpoint which is earning half the number of credits and half of the total weeks of the program.

SAP evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

SAP Evaluation

Each SAP evaluation includes the following program completion evaluations:

1. Quantitative (credits-related Pace)
   (Maximum Time Frame 150% of Program Length)
2. Qualitative (grade-based/GPA)

Each student must meet the minimum requirement for each criterion to meet SAP.

QUANTITATIVE MEASURE (PACE)

Definition & Purpose

Quantitative Measure (Pace) measures a student's academic progress toward program completion. To ensure students complete their program within the Maximum Timeframe, students must maintain a minimum cumulative completion rate (Pace) throughout their enrollment.

Maximum Timeframe

The Maximum Timeframe for program completion is defined as 150% of the published length of the program measured in credit hours:

- **Published Program Length:** 24 credit hours
- **Maximum Timeframe:** 36 attempted credit hours (24 credit hours × 150%)

Evaluation Points

Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period:

1. **Midpoint Evaluation:** Evaluated upon the completion of the first payment period (12 attempted credit hours).
2. **Program Completion Evaluation:** Evaluated at the end of the second payment period (24 credit hours).

A student must be an active student in good standing (academic, financial, etc.) and meet the minimum Quantitative Pace requirement at each evaluation point to remain eligible for Title IV Financial Aid.

Pace Calculation & Requirement

To comply with the Quantitative Measure, students must successfully earn a minimum cumulative completion rate of 66.7% (rounded to 67%) of all attempted credit hours at each evaluation point

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$$\text{Pace} = \left(\frac{\text{Cumulative Credit Hours Successfully Earned}}{\text{Cumulative Credit Hours Attempted}}\right) \times 100$$

Credit Hour Inclusions

- **Attempted Credit Hours:** Includes all credit hours for which a student is enrolled after the official add/drop period. This includes courses with grades of A, B, C, D, Fail (F), Withdrawal (W), and Incomplete (I), as well as repeated courses.
- **Earned Credit Hours:** Includes only attempted credit hours for which a passing grade was received upon completion of the course/module requirements.
- **Rounding Rule:** Standard rounding rules apply when calculating percentages under the quantitative measurement (e.g., 66.5% is rounded up to 67%).

MAXIMUM TIME FRAME

Definition: Maximum time a student can receive Title IV financial aid to complete a program of study. If the student does not graduate within the Maximum Time Frame allowed of 150% of the program length at ACI, ACI may dismiss the student. The decision as to which students will be dismissed will be decided on a case-by-case basis by the ACI management team. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and attendance.

Maximum Time Frame Calculation example:

A Program is 24 semester credits
24 semester credits X 1.5 (150%) = 36 semester credits attempted
Students must earn 67% of the credits attempted each evaluation period to complete the program within the Maximum Time Frame.
Students who have not completed the program within the maximum time frame may be required to pay in cash for the remaining semester credits of the program to continue as a student at the institution.

QUALITATIVE MEASURE

Definition: To assess the quality of academic work using Grades; work projects; etc.

- The student's cumulative grade point average (CGPA) measures the quality of the student's coursework.
- The minimum cumulative grade point average (CGPA) required for maintaining SAP in the various programs is a 2.0 or greater than 70%.
- ACI calculates cumulative CGPA which must be 2.0 or greater at end of each payment period / SAP evaluation.
- Students must make up missed tests or incomplete assignments to bring their SAP to minimum of C- to graduate.
- Grades will be determined using the following scale:

GPA	Grade Percentage	Grade
3.6 - 4.0	90% - 100%	A
2.8 - 3.5	80% - 89%	B
2.0 - 2.7	70% - 79%	C

1.0 - 1.9	60% - 69%	D
0.0	0% - 59%	F

P = Passed
F = Failed
I = Incomplete
W = Withdrawal
DR = Drop

Incompletes

An “I” may be awarded by ACI when a student has been placed on a leave of absence, dropped, or has been called for active duty prior to completing a program. Incomplete Grades do not affect the student CGPA however student must re-take the module and successfully pass the module.

Withdrawals

A ‘W’ is awarded to students who withdraw prior to completion of a program.

Program Completion Requirements

Students must successfully complete all required courses by meeting SAP within the approved curriculum.

Transfer Credit

Transfer Out

The transferability of credits you earn at ACI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn atACI are not accepted at the institution to which the student is seeking to transfer, the student may be required to repeat some or all your program work at that institution. For this reason, the student should make certain that their attendance at Austin Career Institute will meet their educational goals.

Transfer In

All credits earned towards the completion of a certificate must be earned at ACI. No credit will be offered for past education or experience except for military service Veterans who use VA education benefits or programs at ACI. A review of military service transcripts is required for Veteran students using VA education benefits to pay for their program.

Articulation Agreements

Austin Career Institute may maintain articulation agreements with accredited colleges, universities, or other postsecondary institutions that provide eligible ACI graduates opportunities to receive credit for specified ACI coursework.

Current articulation agreements, participating institutions, applicable programs, and known limitations are identified in the current **Articulation Agreements Catalog Supplement**.

Transferability of ACI coursework is determined by the receiving institution and is not guaranteed. Articulation agreements do not alter ACI's policy regarding the acceptance of transfer credit into its certificate programs.

Leave of Absence

An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.

- The LOA refers to a specific period of time in which a student is not in attendance.
- An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require Austin Career Institute to perform a withdrawal calculation.
- Austin Career Institute will not assess the student any additional charges as a result of the LOA.
- A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to Austin Career Institute with no loss of SAP if the student was making SAP when the student left.
- To qualify for an authorized LOA:
    - The student must follow Austin Career Institute's Leave of Absence Policy when requesting an LOA.
    - There must be reasonable expectations that the student will return from the LOA.
    - The LOA must be requested and approved in writing according to Austin Career Institute's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
    - The LOA must be dated and signed by the student.
    - The student must provide documentation to substantiate the LOA.
    - The student is required to list the reason for the LOA.
    - Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Austin Career Institute via mail or in person within a reasonable resolution of the emergency.
    - The first date of the LOA would be the beginning date of the approved LOA where the student, due to an emergency, was unable to attend Austin Career Institute.
    - A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
    - A student may be granted a formal leave of absence for various reasons, including, but

not limited to, the following:

1. Emergency medical issues
2. Military requirements
3. Jury duty
4. Mitigating circumstances beyond the student's control
5. Academic staff recommendation
6. Other staff approved reasons

- The day the student returns from an LOA, the student is required to inform staff in the financial aid office and education office of their return.
- A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence without penalty to the student.
- If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:
  - Austin Career Institute is required to take attendance, therefore; the withdrawal date for the purpose of calculating a refund is always the last date of attendance as listed in the students' attendance records.
- Austin Career Institute permits more than one LOA provided the total number of days of all LOAs does not exceed 180 calendar days in any 12-month period.
- If a student needs an extension to their LOA, pending all 180 calendar days have not been used in prior LOA(s), the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
- If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA.
- If the student does not return from the LOA, the student will be dropped from Austin Career Institute.
  - The student's Title IV loans (if applicable) will enter into repayment 6 months from the students' last date of attendance.
  - Any consumer loan repayment will be per the terms of the consumer loan.

Non-Credit Remedial

ACI does not offer remedial classes for any program.

Changing Programs/Additional Credentials

When a student changes programs or wants to enroll in another program to seek an additional credential, any credits earned applicable to the new program/credential must be included in the calculation of the CGPA and Maximum Time Frame for the new program.

Determination of Progress Status

Students meeting the minimum requirements for CGPA and Pace at the SAP evaluation point will be considered making satisfactory academic progress until the next scheduled SAP evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

SAP Financial Aid Warning

Students who fail to meet minimum requirements for CGPA or Pace are placed on Financial Aid Warning Status and **not** considered to be making Satisfactory Academic Progress during the warning period. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation period, **Students must sign Financial Aid Warning Status documentation for their file**. **All students, regardless of funding source, must sign the Financial Aid Warning Status document**. Students on Financial Aid Warning Status may continue to receive Title IV funding.

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within 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 circumstances. Students are not required to appeal a Financial Aid Warning Status.

If the appeal is denied, ACI will determine whether the student can continue or needs to be placed on Financial Aid Probation. At the end of that time, ACI will determine whether the student can continue or needs to be dismissed from the program.

SAP Financial Aid Probation

Students who fail to meet minimum requirements for CGPA or Pace after the Financial Aid warning period will lose their Title IV funding. The student has the right to appeal and, if the student appeals the decision, and prevails upon appeal, the student will be placed on Title IV, Financial Aid Probation is for one payment period. If the student fails to regain SAP at the end of the payment period, the student will once again lose their Title IV eligibility.

Title IV Appeal Process

A student who loses their financial aid eligibility due to not making SAP at the end of a Financial Aid Warning period has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student who wished to appeal Satisfactory Academic Warning Status and with a loss of Title IV eligibility, must submit a written request to the Campus President within three (3) business days of being notified that they are in a non-satisfactory academic progress status.

The student must describe any extenuating circumstance(s) that the student believes deserves special consideration. The extenuating basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documentation with information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the Campus President receives the appeal, they appeal will be evaluated and a decision will be made three (3) within business days. The Campus President will notify the student in writing of the decision and all decisions are final.

If the student is granted an appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to meet SAP requirements. Note: the appeal has been granted for one payment period only.

Financial Aid Appeal Granted

Should the student prevail upon their appeal they will be placed on ~~a~~ Financial Aid Probation status for that payment period. The student will then be eligible for Title IV funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV funds for ONE payment period.

Financial Aid Probation Status

Students placed on Financial Aid Probation status 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 Dean of Academics will advise the student in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the Financial Aid Probation period, the student has still not met both the semester credits 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. A student must meet SAP prior to having eligibility reinstated.

If the student is not granted a Financial Aid Probation status they will remain on Academic Warning with a loss of Title IV funding for at least one payment period, at which time they must be making SAP in order to regain Title IV funding for the next payment period. If a student does

not meet SAP, they will meet with the Campus President and/or the Dean of Academics to determine whether the student needs to be dismissed from the program.

Reinstatement of Title IV Funding:

This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid funding.

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal ACI's determination of withdrawal due to failure to re-establish satisfactory academic progress by the end of the Academic Warning period to the Dean of Academics based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received within 3 days of final SAP evaluation.

The written appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Campus President and/or the Dean of Academics will review the information submitted in the context of the student's entire academic record and notify the student of the decision within 3 business days. This decision is final. If the appeal is granted, the student will be placed on probation for the evaluation period, and the notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum time frame (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary period of evaluation, the student's progress will be evaluated based upon the academic plan. If the student is meeting SAP standards, the student will be notified and removed from a probationary status and will be graduated.

If the student fails to meet the terms of the academic plan at the end of a probationary period of evaluation, the student will be notified and dismissed from school.

Procedure for re-establishing Satisfactory Academic Progress (SAP)

A student can re-establish SAP by improving their CGPA and/or completion rate to the minimum requirements specified for SAP. A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

Re-entry for students dismissed due to failure to meet SAP

If a student is terminated for unsatisfactory progress and pursuant to Title 40, Texas Administrative Code, Section 807.221.224, the student cannot be readmitted until a minimum of one grading period has passed. Upon reentering the program, the student would be placed on academic probation for one grade period. If the student does not show satisfactory progress during their academic probation period, they will again be terminated and will not be readmitted to the program.

Pursuant to the Texas Education Code, Section 132.061(f), students who withdrew from a program for an appropriate reason, not related to their academic status, and who are paying full tuition, may request a grade of incomplete. A student receiving a grade of incomplete may reenroll during the 12 months following their withdrawal in the class or classes they are receiving an incomplete in at no additional tuition cost.

Student Participation / Attendance

Any student who does not provide documented attendance either in class for ten (10) consecutive days may be automatically withdrawn from the program.

Due to the nature of the hybrid distance learning format provided by ACI, students are required to attend online classes AND the traditional lab hours scheduled. Students are required to read online materials. Participation in the on-demand online classes will be evaluated per ACI's Distance Education Policy. Currently all the online portions of the hybrid programs must be completed in class in traditional format. This means that students registered in hybrid programs attend classes in traditional format.

Assignments and critiques are most often done in the live lab sessions, which are both crucial and beneficial for students to scrutinize. The work posted by the student on the online test and quizzes and their understanding of the lab material will reflect the participation and understanding of the program content.

Lack of attendance at either the traditional or online scheduled hours will result in failure to maintain SAP which will result in probation and potentially termination from the program.

Documented Attendance/Attendance Process

To receive credit for hours spent in the class students must scan in using their student. When class is over or when the student leaves class, they must scan. Failure to complete the attendance process (in and out) could result in the student not being given credit for their time spent receiving instruction in the classroom.

Students will not be given documented attendance if they scan in and are not receiving instruction or meeting with ACI staff. Repeated instances of these actions could result in the student being involuntarily withdrawn from the school.

Student Conduct Policy

Austin Career Institute expects all students to conduct themselves in a manner that promotes a safe, respectful, and productive learning environment. Students are expected to comply with all institutional policies and demonstrate professionalism while on campus, participating in externship activities, and representing the institution.

Depending on the nature and severity of the conduct, students may be subject to disciplinary action, up to and including involuntary withdrawal from the institution.

The following are examples of conduct that may result in disciplinary action, including involuntary withdrawal:

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to ACI.
2. Forgery, alteration, misuse, or mutilation of ACI documents, records, identifications, educational materials, or ACI property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on the campus.
4. Intentionally not following the Attendance Process.
5. Interfering with the learning process of other students, classroom presentations, or individual instruction being conducted in any class, laboratory, authorized activity or online session of the school.
6. Physical or verbal abuse of, or threats toward, any person, including harassment or stalking, or conduct which threatens or endangers the health or safety of individuals or the campus community at large.
7. Theft of or unauthorized removal of or damage to property of ACI or using or attempting to use ACI property in a manner inconsistent with its designed purpose.
8. Unauthorized entry to, use, or occupation of ACI facilities
9. Intentional and unauthorized interference with a right of access to ACI facilities or freedom of movement or speech of any person on the premises
10. Use or possession of illegal drugs, firearms, ammunition, knives, or other dangerous weapons, substances, or materials (except as expressly authorized by ACI), bombs, explosives, or incendiary devices prohibited by law.
11. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
12. Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, dangerous drugs (as detailed in the Drug Free Schools Act), peer-to-peer file sharing, identity theft, gambling, sex offenses, or arson, which violation occurs on or through use of ACI property.
13. Rioting, or aiding, abetting, encouraging, or participating in a riot.
14. Violation of fellow students' physical space
15. Disrespectful behavior towards instructors, fellow students, or ACI staff and administration
16. Failure to comply with the verbal or written directions of any ACI official acting in the performance of his/her duty and in the scope of his/her employment or resisting designated campus security personnel while acting in the performance of his/her duties.
17. Violation of fellow students’ physical space.

18. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
19. Students are expected to immediately report incidents of bullying to the Campus President or designee.
20. Conduct which leads to formal charges and/or a conviction for a serious crime. (Upon the filing of formal charges involving an offense which is of a serious nature including felonies and some drug-related offenses, a student may be suspended pending disposition of the charges in civil court.)
21. Aiding, abetting, or inciting others to commit any act of misconduct set forth in numbers 1 through 20 above.

    Disciplinary actions will be administered in accordance with the institution's Student Conduct and Grievance procedures. The severity of the disciplinary action will depend on the nature of the violation, the student's disciplinary history, and the circumstances surrounding the incident.

Student Re-entry Policy

In some cases, students wishing to re-enter may be required to appeal for readmission. This appeal must be approved by an appeals committee comprised with Campus President, the Dean of Academics, , Director of Financial Aid and Director of Student Services. Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.

Student Records and FERPA Policy

ACI maintains student education records in accordance with applicable federal and state requirements. The Student Services Office is responsible for the maintenance, security, and authorized release of student education records. Student records are maintained to document enrollment, academic progress, financial information, program completion, and other information required by the institution and applicable regulatory and accrediting agencies.

ACI complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law that protects the privacy of student education records. Students have the right to request access to and review their education records and to request correction of records they believe are inaccurate or misleading. Requests to inspect, review, or obtain student records should be submitted to the Student Services Office.

Student education records are considered confidential, and access is limited to the student and authorized school officials who have a legitimate educational interest in the information, except as otherwise permitted or required by law. ACI will not release non-directory education records to a third party without the student's written consent unless the disclosure is authorized under an applicable FERPA exception.

Questions concerning student records, access to records, confidentiality, or the authorized release of records should be directed to the Student Services Office.

Directory Information Policy

1. Purpose and Legal Background

For purposes of FERPA, ACI designates certain categories of student information as "directory information." Directory information may be released without a student's prior written consent unless the student has exercised the right to restrict disclosure as described below.

2. Definition of Directory Information

For purposes of FERPA, ACI designates the following categories of information as directory information:

- Student's full name
- Local and permanent mailing address
- Telephone number(s)
- School-issued and personal email address
- Photograph, video image, and other visual likeness
- Date and place of birth (city and state)
- Program/major field of study (including track, emphasis, or specialization)
- Enrollment status (e.g., full-time/part-time), classification (e.g., first-term, continuing), and campus of attendance
- Dates of attendance (start and end dates of enrollment, not daily attendance records)
- Expected graduation or completion date
- Degrees, diplomas, certificates, and other credentials earned, and the dates awarded
- Honors, awards, and recognitions received (e.g., honor roll, President's List, Student of the Month, perfect attendance awards)
- Participation in officially recognized activities and events (including student clubs and school-sponsored competitions)
- Most recent previous educational institution attended

The following information will not be treated as directory information and will not be released without written consent or a specific FERPA exception: Social Security numbers; student identification numbers that can be used to access records without additional authentication; grades; transcripts; disciplinary records; financial information; disability information; and other non-directory education records.

3. Typical Uses and Disclosures of Directory Information

ACI may disclose directory information for purposes including, but not limited to:

- Recognition of student achievements and awards (e.g., honor roll lists, Student of the Month, graduation programs)
- School publications, newsletters, and graduation or awards programs
- Press releases and media stories about student accomplishments
- Website and social media posts highlighting students and school activities
- Responses to requests from prospective employers, licensing agencies, or scholarship sponsors seeking verification of enrollment, program of study, and credentials awarded

- Production of student ID cards, class rosters, and similar operational needs

The school is not required to release directory information and may choose, at its discretion, to limit or deny any request for directory information except where disclosure is otherwise required by law.

4. Student Right to Restrict Disclosure of Directory Information

Students have the right under FERPA to refuse to permit the disclosure of directory information.

A student who wishes to restrict directory information must submit a written Directory Information Non-Disclosure Request to the Student Services Office.

The request must be received no later than 10 business days after the first day of the student's first term of enrollment each academic year.

A valid restriction will remain in effect until the student submits a written revocation or leaves the institution, whichever comes first.

If a student restricts directory information:

- ACI will treat all directory information as confidential and will not release it to third parties except as otherwise permitted by FERPA (for example, to school officials with a legitimate educational interest or in a health or safety emergency).
- The student's name and information will not appear in public recognition lists, graduation programs, or school marketing materials.
- Restrictions cannot be applied retroactively. ACI is not responsible for directory information that was already released prior to the effective date of the student's restriction.

5. Procedure to Remove a Restriction

Students who have previously requested non-disclosure of directory information may later choose to rescind this restriction. To do so, the student must submit a signed written request to the Student Services Office clearly stating that the directory-information restriction is to be removed.

6. Questions and Contact Information

Questions about this Directory Information Policy or about FERPA in general should be directed to:

Student Services Office
Main Campus
Austin Career Institute LLC
7215 Cameron Rd, Austin, TX 78752
512.371.0100
contact@austincareerinstitute.edu

Student Services Office

East Extension
Austin Career Institute LLC
7900 E Hwy 290, Austin, TX 78724
512.793.9999
contact@austincareerinstitute.edu

Students also have the right to file a complaint with the U.S. Department of Education's Student Privacy Policy Office regarding alleged failures by ACI to comply with FERPA.

Graduation Requirements

To graduate from the programs offered by ACI, students must satisfy the following requirements:

1. Complete all program scheduled hours and have a Total Attendance percentage of 67% or higher
2. Students must maintain satisfactory academic progress (SAP) and complete all required program requirements before a certificate of completion or diploma will be awarded.
3. Medical Assistants are also required to complete the 150-hour Externship and receive a satisfactory evaluation from the Externship Site Supervisor.
4. The student must be in good financial standing with ACI.

Academic Transcripts and Certificates

Current or former students may request a free copy of their unofficial transcript by submitting a written request to the Institution including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies. Official transcripts may be requested at a cost of $15.00. Graduates will be provided with a Diploma and 1 official transcript once all graduation requirements have been met.

Academic Advisement and Student Retention Services

Austin Career Institute (ACI) is committed to supporting students in successfully completing their programs. Academic advisement and individualized assistance are available to students experiencing academic, attendance, or other challenges that may affect their progress. Faculty, Program Supervisors, and Student Services work with students to identify concerns and, when appropriate, provide academic assistance, individualized instruction, schedule assistance, or an action plan designed to help the student return to satisfactory progress.

ACI monitors student attendance and academic progress to help identify students who may be at risk of not completing their program. Students may be contacted by instructors or Student Services to discuss barriers to continued participation and available assistance. Student Services may also help connect students with school or community resources addressing financial, housing, childcare, food, or other circumstances that may interfere with successful program completion.

Placement Assistance

ACI offers placement assistance. ACI works closely with local employers to assist in placement of the students after graduation at no charge to the graduate. Employment opportunities from prospective companies contacting the school are made available to students upon graduation as well as assistance with resume preparation, assistance with creating accounts for online job matching platforms and contact data for placement service personnel who may assist students with locating a position. ACI does not guarantee graduate employment.

Reasonable Accommodations

Institutional Commitment

Austin Career Institute (ACI) is committed to providing qualified students with disabilities equal access and equal opportunity to participate in all educational programs, services, and activities. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and applicable state laws, ACI provides reasonable accommodations tailored to individual student needs.

Accommodations are implemented to ensure equal access while preserving academic integrity and remaining within ACI's operational and administrative resources, without causing a fundamental alteration to program requirements.

Requesting Accommodation

Students seeking an accommodation should notify the **Campus President** or the designated **Disability Services Coordinator** in writing as early as possible prior to the start of their program.

Prompt notification allows ACI time to engage in the interactive process and evaluate, approve, and implement appropriate accommodations in a timely manner. Official supporting documentation from a qualified healthcare or educational professional may be required to assess the request.

Grievances

Austin Career Institute encourages students to resolve concerns at the lowest appropriate level whenever possible. Students with grievance should first discuss the matter with the Student Services Department representative.

Student Services Email: ss@austincareerinstitute.edu

Phone Number: 512-677-7776

If the concern remains unresolved, the student can request a meeting with the Campus President.

If the grievance cannot be resolved through the institution's internal grievance process, the student may submit the complaint to the appropriate external agency, as applicable:

Texas Workforce Commission
Career Schools and Colleges

101 East 15th Street
Austin, Texas 78778-0001
&
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
http://council.org/
Phone 1-800-917-2081

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. ACI is Accredited by the Commission of the Council on Occupational Education. TWC school number is S4226 (Main Campus) and S59320 (East Extension) and COE school ID number is 348100.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

GI BILL® and VR&E BENEFICIARIES

GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend a courses of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. ACI will not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain course of education. VA can grant a waiver to these requirements.

Refund Policy

1. Refund computations will be based on scheduled time through the last documented day of academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
    a) the date of termination, if the student is terminated by the school;
    b) the date of receipt of written notice from the student; or
    c) ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education program.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of scheduled hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) an enrollee is not accepted by the school;
   b) if the program is discontinued by the school and this prevents the student from completing the program; or
   c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of

scheduled time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the last date of attendance; or
   (b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

5. A full refund of all tuition and fees is due in each of the following cases:
   (a) an enrollee is not accepted by the school;
   (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than modules for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the modules in the program, but only if the instructor or instructors of the program determine that the student has:
   1) satisfactorily completed at least 90 percent of the required coursework for the program; and
   2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 45 days after the effective date of termination.

Title IV Return Of Funds (R2T4) Policy

Overview & Purpose

Federal regulations (34 CFR 668.22) require Austin Career Institute (ACI) to calculate the amount of Title IV federal financial assistance earned by students who completely withdraw, drop out, are dismissed, or take an unapproved leave of absence prior to completing a payment period.

Important Note: The Return of Title IV Funds (R2T4) policy is separate and distinct from ACI's institutional tuition refund policy (including the Texas Workforce Commission refund calculation). Returning Title IV funds to the federal government may result in a balance due to ACI, for which the student will be personally responsible.

Determination of Earned vs. Unearned Federal Aid

Title IV aid is earned on a pro-rata basis based on the percentage of calendar days completed in the payment period:

$$\text{Percentage Earned} = \left(\frac{\text{Calendar Days Completed in Payment Period}}{\text{Total Calendar Days in Payment Period}}\right) \times \mathbf{100}$$

- 60% Threshold: If a student completes more than $\mathbf{60}\%$ of the calendar days in the payment period, they have earned $\mathbf{100}\%$ of the Title IV assistance for that period.
- 50% or Less Completion: If a student completes $\mathbf{60}\%$ or less of the payment period, the amount of Title IV aid earned is strictly equal to the calculated percentage completed. The unearned percentage must be returned to the federal financial aid programs.
- Scheduled Breaks: Total calendar days exclude any scheduled institutional breaks of five (5) or more consecutive days and any unapproved leave of absence days.

Order of Title IV Funds Returned

In accordance with federal regulations, unearned Title IV funds are returned to the U.S. Department of Education in the following order, up to the total net amount disbursed from each source:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS Loans (Parent or Graduate)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Assistance

Timelines for Calculations and Fund Returns

- Date of Determination (DOD): The DOD is the date ACI determines the student withdrew (or the 14th consecutive calendar day following the Last Date of Attendance if administratively dropped).
- R2T4 Calculation Window: ACI will complete the formal R2T4 calculation within 30 calendar days of the DOD.
- Return Window: Unearned Title IV funds will be returned to the Department of Education as soon as possible, but no later than 45 calendar days after the DOD.

Post-Withdrawal Disbursements (PWD)

If an R2T4 calculation indicates that a student received less Title IV aid than the amount earned, the student may be eligible for a Post-Withdrawal Disbursement:

- Grant Funds: Earned grant funds not yet disbursed will be credited to the student's institutional account for outstanding charges within 30 calendar days, or disbursed directly to the student within 45 calendar days.

- Loan Funds: If earned loan funds were not disbursed, ACI will contact the student (or parent for PLUS loans) in writing within 30 calendar days to offer a disbursement. The student/parent must accept the loan disbursement in writing within 14 calendar days of notification.
  Regulatory Exemption (34 CFR 668.22)
  An R2T4 calculation is not required if ACI elects to apply the federal Withdrawal Exemption, wherein:

1. ACI treats the student as never having attended classes during the payment period;
2. All disbursed Title IV funds (including student credit balances) are returned to the Department of Education; and
3. ACI fully refunds all institutional charges and writes off any remaining balance for that payment period.

   Student Responsibilities
   If the R2T4 calculation determines that a student must directly return an unearned Title IV grant overpayment, the student must return those funds to ACI or enter into a repayment agreement with the U.S. Department of Education within 45 calendar days to maintain eligibility for future federal aid.

RETURN OF 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. Austin Career Institute will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN OF TITLE IV FUNDS POLICY

This policy applies to students who **withdraw officially, unofficially or fail to return from a Leave of Absence or are dismissed from enrollment** at Austin Career Institute. It is separate and distinct from the Austin Career Institute refund policy. (Refer to Austin Career Institute's 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 the student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds does 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 they will attend school for the entire period for which the aid is awarded. When a student withdraws, they 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 institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Refunds, when due, will be made without a request from the student. The school is required to notify the student if they owe a repayment via written notice.

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

“Official” Withdrawal from ACI

A student is considered to be “Officially” withdrawn on the date the student submits an official notification of withdrawal in writing or verbally. Official notification of withdrawal must be provided to the Dean of Academic or Campus President. , . The date of the termination for return and refund purposes will be the date student provided official notification of intent to withdraw. A student is allowed to rescind their notification in writing and continue the program.

Upon receipt of the official withdrawal information, ACI will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
    a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
    b. Calculate the school’s refund requirement (see school refund calculation)
3. The student’s grade record will be updated to reflect their final grade.
4. ACI will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. They will provide the student with a letter explaining 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 and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

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

Unofficial Withdrawal from School

Any student that does not provide official notification of their intent to withdraw and is absent for more than 10 consecutive scheduled class days, will be subject to termination and considered to have unofficially withdrawn. In this case the last date of attendance is the drop date

1. The student's withdrawal date is determined as the last date of attendance
2. ACI will notify the student of their failure to contact the school and attendance status resulting in the current termination of enrollment;
3. Austin Career Institute calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible;
4. Calculate the school's refund requirement (see school refund calculation); Austin Career Institute's Director of Financial will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
5. If applicable, Austin Career Institute 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 and tuition and fees that they must return, if applicable

c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that the student was scheduled to receive that cannot be disbursed to them once they withdraw because of other eligibility requirements.
For example, if they are a first-time, first-year undergraduate student and they have not completed the first 30 days of their program before they withdraw, they will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

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 payment period. 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.

Withdraw Before 60%

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

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 institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Required Return of Title IV (R2T4) Funds Calculation

ACI is required to calculate the percentage of Title IV aid earned by the student during the payment period the student ceased attendance. A payment period consist of the total number of days in a period. There are two payment periods that consist of half the programs total scheduled dates for the three programs approved for Title IV (MA, HVACR, AET). For example, a program that started on January 31, 2024, is scheduled to end on September 5, 2024. The first payment period will be the first half of the program scheduled January 31, 2024 to May 22, 2024. The second payment period would be the last half of the program scheduled May 23, 2024 to September 5, 2024.

The school determines which payment period the student was withdrawn also known as dropped to determine the number of days completed which excludes any scheduled holidays of 5 days or more

Start Date	End Date
Jan 31, 2024	Mar 01, 2024
Mar 06, 2024	Apr 17, 2024
Apr 18, 2024	May 22, 2024
May 23, 2024	Jun 26, 2024
Jun 27, 2024	Aug 01, 2024
Aug 02, 2024	Sep 05, 2024

The following bullets is how the calculation is determined:

a. Divide the number of completed days in the period by the total calendar days (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

b.

COMPLETED DAYS WITHIN THE PAYMENT PERIOD
TOTAL CALENDAR DAYS IN THE PERIOD = % EARNED

c. If this percentage is greater than 60%, the student earns 100% and proceeds with the earned by the student calculation step.

d. If this percentage is less than or equal to 60%, ACI will proceed with the next calculation step to determine how much aid was not earned by the student.

AMOUNT STUDENT EARNED = percentage from (multiplied by) Total aid disbursed and that could have been disbursed.

a. If the result is greater than the amount of total aid disbursed, the next step is a post-withdrawal disbursement calculation.

b. If the result is less than the total amounts disbursed, the next step is to calculate the Title IV aid to be returned.

POST-WITHDRAWAL DISBURSEMENT = Subtract the calculated Title IV earned aid result from the total aid disbursed.

AMOUNT TO BE RETURNED = Calculated result of Title IV aid disbursed for the period subtracted by the amount of Title IV aid earned by the student.

UNEARNED TITLE IV AID PERCENTAGE = 100% minus percent aid earned.

PERCENTAGE OF UNEARNED CHARGES = Unearned Title IV aid percentage (multiplied by) total institutional charges for the period.

AMOUNT TITLE IV TO BE RETURNED FROM THE SCHOOL = The lesser amount of the Title IV aid to be returned and the amount of unearned charges is the amount for the school to return.

Order of Return of Funds from Austin Career Institute

ACI is authorized to return any excess funds after applying them to current outstanding institutional charges. A copy of the Institutional R2T4 work sheet performed on the student's behalf is available through the office upon a student's written request.
In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated net amount of the R2T4 Funds to be returned must be in the following order:

- Unsubsidized Direct loans (other than PLUS loans).
- Subsidized Direct loans.
- Direct Parent PLUS loan - received on behalf of the student.
- Federal Pell Grants for which a Return is required.

Amount of Unearned Title IV Aid Due from the Student Back to Title IV

The total amount to be returned from the school subtracted by the amount for the school to return.

Post-Withdrawal Disbursement

If the student did not receive all the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Austin Career Institute must get the student's permission before it can disburse them. The student may choose to decline some or all the loan funds so that they don't incur additional debt. Austin Career Institute may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, and fees (as contracted with the student).

Austin Career Institute needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give their permission (some schools ask for this when students enroll), they will be offered the funds. However, it may be in the student's best interest to allow Austin Career Institute to keep the funds to reduce the student's debt at the school.

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

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

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

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

Institution Responsibilities in regard to Return of Title IV, HEA funds

Austin Career Institute's responsibilities in regard to Title IV, HEA funds follow:

- Providing students 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 institution is not always required to return all 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 the student must return is called overpayment. The amount of grant overpayment that the student must repay is half of the grant funds you received or were scheduled to receive. The student must make an arrangement with Austin Career Institute or the Department of Education to return the amount of unearned grant funds.

Return of Title IV, HEA Funds: Student Responsibilities

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

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when students withdraw are separate from any refund policy that Austin Career Institute may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Austin Career Institute may also charge the student for any Title IV, HEA program funds that were required to return on the student's behalf.

Students may ask Austin Career Institute for a copy of the Refund Policy.

Return to Title IV, HEA Questions

If the student has questions regarding Title IV, HEA program funds after visiting with Austin Career Institute's Financial Aid Director, they may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web at https://studentaid.gov/.

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

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

"The information contained in this catalog is true and correct to the best of my knowledge."

_____

(Signature)

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