



INVICTUS
CAREER COLLEGE

Student Catalog 26/27



Address: 1515 S Buckner Blvd Ste. 147-148, Dallas, TX 75217

Phone: (214) 398-6416

Website: www.invictuscc.edu

Mission Statement:

The mission of Invictus Career College is to educate and train students for careers in the health and beauty industries and other occupational trades through classroom instruction and daily occupational training as we prepare them to work confidently and competently in their respective industries.

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Dear Student,

Welcome to Invictus Career College and thank you for selecting us to assist you in obtaining your desired health/beauty or other occupational trade training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the respective industry.

At Invictus Career College, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Texas State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential, and hopefully function as an entrepreneur and educator of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in health/beauty or other occupational trade. The successful student should be able to function effectively in one of the specialty areas such as Class A Barber or Cosmetology Operator.

The teaching and training at Invictus Career College represent the spectrum of health/beauty or occupational trade professional knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields!

It is a pleasure to have you join us at Invictus Career College. Our goal is to help you discover your ability to transform your life and other lives through your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

James J. Richardson
President
Invictus Career College

Mission Statement:

The mission of Invictus Career College is to educate and train students for careers in the health and beauty industries and other occupational trades through classroom instruction and daily occupational training as we prepare them to work confidently and competently in their respective industries.

Our Objectives:

- To educate students on the history and classic techniques of health, beauty, and other occupational trades.
- To introduce and teach the latest techniques involved in modern health, beauty, and other occupational trends.
- To introduce students to the professional standards and overall business management principles of health, beauty, and other occupational trades.
- To develop professional qualities within each student by teaching them the importance of good public relations and customer service.
- To teach our students the current Texas Barber and Cosmetology Laws, Texas Barber and Cosmetology Rules , and the current laws and rules of other occupational trades.
- To teach those subject areas that are most needed for the course through hands-on instructional programs on the clinic floors.
- To assist our students in finding employment after their training or course.

Faculty and Administrative Staff:

President

Mr. James J. Richardson/ info@invictuscareercollege.com
Master's in International Business/ Morehouse University

Director/ Financial Aid Advisor

Tatyana Mighty t.mighty@sgstoday.com
Bachelor's in Business Administration, Management/ Western Governors University
Cosmetology Operator TDLR License #: 1949866

Barber Instructor

Ms. Tonya McGee educator@invictuscareercollege.com
Cosmetology Operator TDLR License #: 911898

Admissions Coordinator

April Lawrence april.lawrence@invictuscareercollege.com

Reception/ Front Desk

Tiffany Richards reception@invictuscareercollege.com

Phone: All staff can be reached at (214) 398-6416

Approving Agencies:

Invictus Career College is licensed by **The Texas Department of Licensing and Regulation**

P.O. Box 12884, Austin, TX 78711

Phone: (512) 463-6599

Fax: (512) 475-2871.

Invictus Career College is accredited by the **Council on Occupational Education**

7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350

Phone: (Local): 770-396-3898 (Toll-Free): 800-917-2081

Fax: 770-396-3790

Invictus Career College is recognized by the **U.S**

Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

Phone: 1-800-872-5327

New Student Welcome:

(Welcome New Warrior!)

New students are given a tour of the campus, introduced to staff and instructors, and walked through our orientation checklist on the day of orientation. This is also the time when any questions regarding the campus policies and procedures are answered while providing an overview of the rules and regulations of the institution and governing laws of Barbering and Cosmetology in the State of Texas.

Business Hours:

Tuesday – Friday: 9:30 AM- 4: 30 PM

Saturday: 8:30 AM 3:30 PM

Full-Time Student (7 hours per day – includes 6.5 clock hours, 30-minute lunch off the clock, and two 15-minute breaks on the clock if on school premises.)

School Calendar and Holidays:

Invictus Career College has open enrollment with classes starting every Tuesday.

*Constitution Day: Students are expected to attend Constitution Day annually on the scheduled day.

Invictus Career College Observes Federal Holidays:

New Year's Day: January 1

Martin Luther King, Jr.: Third Monday in January
Presidents' Day: Third Monday in February
Memorial Day: Last Monday in May
Juneteenth: June 19
Independence Day: July 4
Labor Day: First Monday in September
Columbus Day: Second Monday in October
Veterans Day: November 11
Thanksgiving Day: Fourth Thursday in November
Christmas Day: December 25

Invictus Career College will be closed from Christmas Day to the first Tuesday of the new year for Christmas Break.

Facilities and Equipment:

Invictus Career College is located at a shopping center in the southwest part of Dallas. Public transportation is available, and parking is unlimited. The school is a modern facility designed to afford the maximum support to the teaching and learning environment. The school has several administration offices, several theory rooms consisting of several types of audio-visual training aids, charts of anatomy and physiology, desks, barber chairs for the classrooms, whiteboards, and mannequins for practical work. Our facility provides a library and media room for student learning, laboratories, and two spacious clinic floor areas for hair cutting and styling consisting of workstations, sterilizer, a dispensary for supplies, shampoo bowls, manicure tables, and hair dryers for the shampoo area. The school offers two private testing rooms for state board examinations for graduating students. The school also has two large reception and waiting areas for customers' relaxation while waiting to be serviced.

Admissions Standards:

- Students may contact admissions personnel by telephone, email, or visit the facility.
- If the prospective student is a dependent minor, they must be accompanied by a parent and or legal guardian at the time of enrollment.
- The prospective student interviews with a school official and is emailed via Docusign a pre-enrollment packet which they are required to read, understand, and sign. An applicant may ask for clarification of questions etc.
- The interview covers in detail the course description, career opportunities, and physical demands of the job, as well as the school and state board requirements.
- An explanation of attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements and continued Title IV eligibility.
- The prospective student will be informed that a certificate will not be released until all funds owed to ICC are paid in full.
- The admissions rep will give the prospective student a tour of the school facilities.
- Any questions from the prospective student will be answered truthfully, promptly, and in sufficient detail to eliminate confusion.
- The prospective student is made aware of the class schedule, dress code, kit policy,

- and consumer information including but not limited to outcome rates, campus crime report, and all other pertinent information.
- Instructions on how students may apply for federal funds are discussed and reviewed. Students are encouraged to complete the FAFSA on the web at (www.studentaid.gov/) using the school's identification code **041779** when they file the application.
 - If the potential student expresses a desire to become a student at **ICC** a follow-up appointment is scheduled. The second appointment focuses on financial aid eligibility and advising. If the student agrees to the terms of enrollment, the student will execute all enrollment documents via DocuSign and a start date is set. An enrollment agreement between a prospective student and ICC will be fully executed via DocuSign. (Student receives a copy of all documents for their record via email.)

Enrollment Criteria:

To be admitted and enrolled as a regular student in **Invictus Career College**, one must provide or comply with the following:

- A. Identification – current Texas driver's license or state-issued photo identification.
- B. Have a High School diploma or transcripts showing graduation date.
- C. Have a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED).
- D. Home-schooled, and obtained a secondary school completion credential for home school (this is based on the TDLR policies).
- E. Are at least 17 years of age, (beyond the age of compulsory education in the State in which the institution is physically located) 18 years of age for the instructor course.
- F. Are not currently enrolled at a primary or secondary institution.
- G. Programs are based on 32.5 clock hours per week.
- H. Must provide a valid social security card.
- I. If the individual seeking enrollment is a dependent minor, a parent or legal guardian must accompany them on the visit and will be required to assist with the financial aid application and sign any documents that require the guardian/parent's signature.
- J. Student must have a state permit fee of \$35.00 money order/cash/credit card.
- K. Students enrolling in any crossover program must have a valid professional license issued by the state of Texas that is a pre-requisite to whichever crossover program they are enrolling in.

Physical Demands:

Prospective students who might be adversely affected by extended periods of standing or sitting, or by being exposed to chemicals used in the beauty industry, should obtain a doctor's release before entering the school or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. The lifting of heavy equipment may be required. People at risk with health, nervous, or emotional conditions should consult a physician before considering enrolling.

Programs Offered:

Class A Barber

Cosmetology Operator

Frequency: Classes for all programs start every Tuesday.

Class "A" Barber (1000 Hour)

Program Description:

Prepare and train students for the practice of barbering to be able to offer, perform, or advertise the following services to the public in exchange for compensation:

- **Beautifying treatments** of a person's face, neck, shoulders, or arms
[1603.0011\(a\)\(4\)](#)
- **Body hair removal** using depilatories, preparations or chemicals, tweezers, or other devices or appliances of any kind
[1603.0011\(a\)\(6\)](#)
- **Cleansing treatments** of a person's face, neck, scalp, shoulders or arms
[1603.0011\(a\)\(3\)](#)
- **Facial Treatments**
[1603.0011\(a\)\(5\)](#)
- **Hair services**, including arranging, beautifying, bleaching, bobbing, cleansing, clipping, coloring, cutting, dressing, dyeing, processing, shaping, singeing, straightening, styling, tinting, trimming, or waving
[1603.011\(a\)\(1\)](#)
- **Massaging** a person's scalp, neck, shoulders, arms, face, hands or feet
[1603.0011\(a\)\(3\)](#), [1603.0011\(a\)\(8\)](#)
- **Mustache or beard services**, including arranging, beautifying, coloring, processing, styling, trimming, or shaving
[1603.011\(a\)\(2\)](#) and [1603.0011\(b\)](#)
- **Nail treatments** including: cutting, trimming, polishing, tinting, coloring, cleansing, manicuring, pedicuring, or attaching false nails
[1603.0011\(a\)\(7\)](#)
- **Shaving** a person's face or neck with a razor of any type
[1603.0011\(b\)](#)
- **Weaving of hair** to attach commercial hair to a person's hair or scalp
[1603.0011\(a\)\(9\)](#)

Class A Barber Curriculum:

Subject	Clock Hours
SHOP AND RELATED PRACTICE	700
Orientation, Professional Ethics & Customer Service	20
Texas Laws & Rules	10

Subject	Clock Hours
Health, Safety, First Aid, Sanitation & Infection Control	40
Anatomy & Physiology	20
Diseases & Disorders of the Hair, Skin, Scalp & Nails	20
Chemistry & Chemical Services	40
Tools, Implements & Equipment	20
Hair & Scalp Care and Treatments	50
Haircutting	150
Hairstyling	80
Haircoloring & Chemical Texture Services	70
Hairweaving & Extensions	20
Skincare, Facial Treatments & Massage	35
Hair Removal & Waxing	25
Manicuring, Pedicuring & Nail Care	30
Electricity	10
Business Skills & Establishment Management	20
Practical Application, Review & Related Practice	40
Subtotal – Shop and Related Practice	700
SPECIALTY PRACTICE AND RELATED THEORY	
Shaving with Any Razor Type & Razor Techniques	75
Mustache & Beard Care	50
Advanced Hair Care & Men's Haircutting	140
Related Barbering Practices	35
Subtotal – Specialty Practice and Related Theory	300
TOTAL CLASS A BARBER PROGRAM	1,000 CLOCK HOURS

(a) The cosmetology operator and class A barber curricula consist of 1,000 clock hours or equivalent credit hours, as follows:

(1) Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skincare and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails. 700 hours.

(2) The standards for the operator curriculum must include Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices. 300 hours.

(3) The standards for the class A barber curriculum must include Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices. 300 hours.

(4) A school may enroll a student simultaneously in both the cosmetology operator course and the class A barber course if the student seeks to obtain both license types. The student must complete all the requirements under subsections (a)(1) through (a)(3) to obtain both license types.

(b) A person holding the class A barber license who seeks to also obtain the cosmetology operator license must complete the requirements described under subsection (a)(2).

(c) A person holding the cosmetology operator license who seeks to also obtain the class A barber license must complete the requirements described under subsection (a)(3).

Program Cost and Fees:

Course: Class “A” Barber

Hours Required 1000 (8 months/31 Weeks)

Tuition:	\$15,000.00
Kit	\$ 2,650.00
State Fees:	\$ 35.00
<u>Registration Fee:</u>	<u>\$ 150.00</u>
Total Cost	\$17,835.00

The overall cost of tuition for the barber program is \$17,835.00.

*Invictus Career College also offers payment plans for students who wish to pay out of pocket for the program.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly installments throughout the course until the balance is paid in full.

Entry Level Annual Salary of Completers in Texas according to ZipRecruiter: \$33,823

Kit: *Available upon request.

**Students receive their theory kit on the first day of class. For the first 150 hours of the program students are learning the basics of barbering and do not work on live clients until they reach 150 hours. At 150 hours the student will receive their practical barbering kit and may then begin to work on live clients. A student may bring their own personal tools to be sanitized with the instructor and may begin working on live clients after passing their Basic Evaluation prior to reaching 150 actual hours. May differ for crossover or transfer students.*

Cosmetology Operator (1000 Hour)

Program Description:

Prepare and train students for the practice of cosmetology to be able to offer, perform or advertise the following services to the public in exchange for compensation:

- **Beautifying treatments** of a person’s face, neck, shoulders, or arms
[1603.0011\(a\)\(4\)](#)
- **Body hair removal** using depilatories, preparations or chemicals, tweezers, or other

devices or appliances of any kind

[1603.0011\(a\)\(6\)](#)

- **Cleansing treatments** of a person's face, neck, scalp, shoulders or arms
[1603.0011\(a\)\(3\)](#)
- **Eyelash extensions** using semipermanent, threadlike extensions composed of applying single fibers to a person's eyelashes.
[1603.0011\(c\)](#)
- **Facial treatments**
[1603.0011\(a\)\(5\)](#)
- **Hair services**, including: arranging, beautifying, bleaching, bobbing, cleansing, clipping, coloring, cutting, dressing, dyeing, processing, shaping, singeing, straightening, styling, tinting, trimming, or waving
[1603.011\(a\)\(1\)](#)
- **Massaging** a person's scalp, neck, shoulders, arms, face, hands or feet, by hand or by using a device, apparatus or appliance, with or without any cosmetic preparation, antiseptic, lotion or cream.
[1603.0011\(a\)\(3\)](#) and [1603.0011\(a\)\(8\)](#)
- **Mustache or beard services**, including: arranging, beautifying, coloring, processing, styling, trimming, or shaving using a safety razor. A "safety razor" is a razor that is fitted with a guard close to the cutting edge of the razor and is intended to prevent the razor from cutting too deeply and reduce the risk and incidence of accidental cuts.
[1603.011\(a\)\(2\)](#)
- **Nail treatments** including: cutting, trimming, polishing, tinting, coloring, cleansing, manicuring, pedicuring, or attaching false nails
[1603.0011\(a\)\(7\)](#)
- **Shaving** a person's face or neck with a safety razor
[1603.011\(a\)\(1\)-\(2\)](#)
- **Weaving of hair** to attach commercial hair to a person's hair or scalp
[1603.0011\(a\)\(9\)](#)

Cosmetology Operator Curriculum:

Subject	Clock Hours
SHOP AND RELATED PRACTICE	700
Orientation, Professional Ethics & Customer Service	20
Texas Laws & Rules	10
Health, Safety, First Aid, Sanitation & Infection Control	40
Anatomy & Physiology	20
Diseases & Disorders of the Hair, Skin, Scalp & Nails	20
Chemistry & Chemical Services	40

Subject	Clock Hours
Tools, Implements & Equipment	20
Hair & Scalp Care and Treatments	50
Haircutting	150
Hairstyling	80
Haircoloring & Chemical Texture Services	70
Hairweaving & Extensions	20
Skincare, Facial Treatments & Massage	35
Hair Removal & Waxing	25
Manicuring, Pedicuring & Nail Care	30
Electricity	10
Business Skills & Establishment Management	20
Practical Application, Review & Related Practice	40
Subtotal – Shop and Related Practice	700
COSMETOLOGY OPERATOR SPECIALTY PRACTICE AND RELATED THEORY	
Eyelash Semi-Permanent Extensions	50
Advanced Hair Care	75
Advanced Chemical Services	125
Related Cosmetology Practices	50
Subtotal – Specialty Practice and Related Theory	300
TOTAL COSMETOLOGY OPERATOR PROGRAM	1,000 CLOCK HOURS

(a) The cosmetology operator and class A barber curricula consist of 1,000 clock hours or equivalent credit hours, as follows:

(1) Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skincare and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails. 700 hours.

(2) The standards for the operator curriculum must include Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices. 300 hours.

(3) The standards for the class A barber curriculum must include Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices. 300 hours.

(4) A school may enroll a student simultaneously in both the cosmetology operator course and the class A barber course if the student seeks to obtain both license types. The student must complete all the requirements under subsections (a)(1) through (a)(3) to obtain both license types.

(b) A person holding the class A barber license who seeks to also obtain the cosmetology operator license must complete the requirements described under subsection (a)(2).

(c) A person holding the cosmetology operator license who seeks to also obtain the class A barber license must complete the requirements described under subsection (a)(3).

Program Cost and Fees:

Course: Cosmetology Operator

Hours Required 1000 (8 months/31 Weeks)

Tuition:	\$15,000.00
Kit	\$ 2,850.00
State Fees:	\$35.00
<u>Registration Fee:</u>	<u>\$150.00</u>
Total Cost	\$18,035.00

The overall cost of tuition for the Cosmetology Operator program is \$18,035.00. Invictus Career College also offers a payment plan for students who wish to pay out of pocket for the program.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly installments throughout the course until the balance is paid in full.

Entry Level Annual Salary of Completers in Texas according to ZipRecruiter: \$24,947

Kit: *Available upon request.

**Students receive their theory kit on the first day of class. For the first 150 hours of the program students are learning the basics of barbering and do not work on live clients until they reach 150 hours. At 150 hours the student will receive their practical barbering kit and may then begin to work on live clients. A student may bring their own personal tools to be sanitized with the instructor and may begin working on live clients after passing their Basic Evaluation prior to reaching 150 actual hours. May differ for crossover or transfer students.*

Institution Graduation Requirements:

Before a student can graduate from the Class “A” Barber program at Invictus Career College, the student must:

1. Have accumulated hours required to complete program of choice (1000 hours Class A Barber or Cosmetology Operator).
2. The student must have a cumulative GPA of 70% or greater.
3. The student must have completed all theory and practical requirements.
4. The student must have completed Graduate Counseling with their instructor and the Graduate Exit Package/Loan Exit Counseling with Administration.
5. All monies owed to ICC must be paid prior to release of Certificate.
6. All unpaid fees will be invoiced and sent to collections.

State Licensing Requirements:

Please visit the following link for state licensing requirements:

<https://www.tdlr.texas.gov/barbering-and-cosmetology/individuals/apply.htm>

Scholarship and Fee Waiver:

School Merit scholarships or fee waivers may be offered solely at the discretion of the school Director and/or President to a student based on merit or need.

Scholarships are provided by some companies, professional associations, state/government agencies, and religious groups to individuals or their family members seeking assistance paying for their education. Searching the internet is a wonderful way to see what might be available to you.

Financial Aid (Title IV):

Financial Aid is available to those who qualify. For information on federal financial aid options please visit:

<https://studentaid.gov/understand-aid/types>

Private/Alternative Loans can provide additional funding to assist student with their education. These are provided by banks, credit unions, and other private lending institutions. Information on these loans can be found on the web.

State Grants may be available and can be found on the web.

Texas Work Force Commission also aids students who qualify. Texas Career Opportunity Grants are a program for students enrolled in eligible postsecondary career education and technical training programs of licensed career schools and colleges in Texas. More information is available in the resources listed below. Please visit

<https://www.twc.texas.gov/partners/texas-career-opportunity-grants> for more information.

All above options above are not available for every student. Please contact the financial aid department at ICC for further information.

Financial Aid (Title IV) Eligibility Requirements:

For information on Financial Aid (Title IV) eligibility requirements please visit:

<https://studentaid.gov/understand-aid/eligibility/requirements>

Apply for Aid

To apply for Federal Financial Aid, you must complete a Free Application for Financial Aid (FAFSA). This can be done by submitting a paper FAFSA by calling and requesting one at 1-800-433-3243 or on the web at www.studentaid.gov. Federal Financial Aid awards and amount are based on the information provided by the student on his/her FAFSA and are determined by the Department of Education.

Invictus Career College's Code for the FAFSA application is **041779**.

Prior Education and Training:

Credit is granted for prior education and training after reviewing a certified official transcript from prior

institution. All hours and grades may not transfer; administration adjusts program length accordingly.

Eligibility for Students With Criminal Convictions

Please visit: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>

Selective Service Registration

Your registration status with Selective Service no longer affects your eligibility to receive federal student aid. For general information about registering, call Selective Service toll-free at 1-888-655-1825 or visit sss.gov.

Citizenship and Residency Requirements

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education to be eligible to receive Title IV, HEA program assistance, a student must:

- ❖ Be a citizen or national of the United States or
- ❖ Provide evidence from the US Immigration and Naturalizations Service that he or she is permanent resident of the US or
- ❖ Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- ❖ Be a citizen of the Federated States of Micronesia, Republic of Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.)

VA Benefits

Invictus Career College complies with VA requirements.
For More Information, Please Visit VA Education and Training
Benefits: <https://www.va.gov/education/>

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 <http://www.benefits.va.gov/gibill>

The institution does not prohibit attendance or impose penalties while waiting on VA payments.

Return to Title IV Funds, TDLR & Institutional Refund Policy:

Federal Student Aid Return of Title IV Funds

Schools are required to provide students with details of all refund policies applicable to the school as well as information on the Title IV program requirements for the treatment of Title IV funds when a student withdraws.

Please visit the link below for more information:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2024-2025/vol5/ch1-general-requirements-withdrawals-and-return-title-iv-funds>

TDLR Refund Policy

Sec. 1603.3601. CANCELLATION AND SETTLEMENT POLICY. The holder of a private postsecondary school license shall maintain a cancellation and settlement policy that provides a full refund of money paid

by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement or contract because of a misrepresentation made:
 - (A) in the advertising or promotional materials of the school; or
 - (B) by an owner or representative of the school.

Added by Acts 2021, 87th Leg., R.S., Ch. 663 (H.B. [1560](#)), Sec. 3.29, eff. September 1, 2021.

Sec. 1603.3602. REFUND POLICY. (a) The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section [1603.3601](#):

- (1) fails to enter the course of training;
 - (2) withdraws from the course of training; or
 - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;
 - (B) the date the license holder receives the student's written notice of withdrawal; or
 - (C) 10 school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student does not begin the course of training before the cancellation period established under Section [1603.3601](#) expires.

Added by Acts 2021, 87th Leg., R.S., Ch. 663 (H.B. [1560](#)), Sec. 3.29, eff. September 1, 2021.

Sec. 1603.3603. WITHDRAWAL OR TERMINATION OF STUDENT. (a) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
 - (2) is not obligated to refund any additional outstanding tuition.
- (b) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:
- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course;
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Withdrawal or Termination of Student

Any student wishing to withdraw from the school must inform the school administration or the director. Any such withdrawal must be made in writing using Invictus Career College's request to withdraw form. If the student is under legal age, the parent or guardian must submit the withdrawal notice in the office. A student requesting to withdraw will be charged a termination fee of \$100. A student may be automatically withdrawn after 10 consecutive school days of unexcused absence from the school (14 calendar days) depending on the circumstance and communication with student.

If a student withdraws from the school and wishes to re-enroll in the same school, he/she must complete a re-enrollment application. A student will be charged a re-enrollment fee of \$150.00 to be paid to Invictus Career College. The student must also pay any outstanding balance of tuition and other fees due from previous enrollment before returning to school.

Enrollment Time is defined as the time elapsed between the actual starting date from which the student formally terminates enrollment. Termination shall occur no later than thirty days after the student's last day of physical attendance in the school, or date of which withdrawal letter received. Any monies due the applicant or the student shall be refunded within 30 days of formal cancellation by the student as defined in item 2 or 3 or formal termination by the school, which shall occur no more than 30 days from the last date of physical attendance, or in case of a leave of absence, the documented date of return.

The cost of extra items to the student such as instructional supplies or equipment, service charges, student activity fees, deposit, rentals, and other charges are itemized separately in the student's Enrollment Agreement, on the student's account ledger, or in other data furnished to the student before enrollment.

In cases of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair, to both.

If a credit balance is created by the disbursement of Title IV funds or any other funds and a refund is due to the student, it will be made within fourteen (14) days of the date it was created as required by the Department of Education if there is NO Credit Balance Authorization signed by student/parent or if the authorization has been rescinded. If a Credit Balance Authorization is signed by the student/parent and in place, the credit balance will be issued to the student within fourteen (14) days of the end of the loan period or last payment period in the award year.

Transfer, School Closure

TDLR Chapter 83 Rule §83.74

- (a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools at the same time is prohibited.
- (b) A student transferring to a school who desires to claim credit earned must inform the

school transferred to prior to enrollment of the student's prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract from records of the department.

(c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

(d) A student who withdraws from a school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603 and this chapter.

(e) Withdrawal or termination must be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.

(f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.

(g) Any student of an out-of-state private or public school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

(h) A student enrolled for a class A barber, operator, or specialty course may withdraw and transfer hours acquired to another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

Course Incompletion, Repetitions and Remedial Courses:

Course incompletions, repetitions, and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Course incompletes are considered a withdrawal. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer credit received will not be included in the calculation of the student's GPA.

Satisfactory Academic Progress Policy (SAP) Grading System/ Policy:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is established and maintained for all students in attendance at the school enrolled in a Council on Occupational Education (COE) approved program and/or receiving Title IV funds. This policy complies with the guidelines established by The Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering/ Cosmetology 1000 clocked (actual) hours (1-450, 451-900)

Esthetician 750 clocked (actual) hours (1-375, 375-750)

Manicurist 600 clocked (actual) hours (1-300, 301-600)

Eyelash Extension Specialist 320 clocked (actual) hours (1-160, 161-320)

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time allowed for students to complete each course at satisfactory academic progress is 150% of the course length. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis, otherwise the student may be terminated.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and complete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

69 and BELOW UNSATISFACTORY

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

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

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Course incompletes are considered a withdrawal. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

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

Non-Credit, Remedial Courses, Repetition

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and

earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Re-Entry Students

Students re-entering school enter in the same progress status as when they left.

Make-Up Policy:

All tests, quizzes, and assignments are eligible for make-up. Scheduling make-up assignments are to be coordinated and arranged with the instructor.

Hours are eligible for make-up to help students graduate on time, however, the make-up hours are not deducted from absent hours that have already been accumulated.

Leave of Absence Policy (LOA):

Students may receive a leave of absence for emergencies, extended unforeseen circumstances beyond their control, death/grievance, and health concerns. Leave of absence will be approved only after the student completes the necessary LOA request forms. Students may receive 1- 180 days maximum of leave during their course enrollment. A student must be meeting SAP to request an LOA.

Unless a student is in the military and called for active duty or deployed. The student must return from a leave of absence on the day following a leave of absence end date. If the student does not return, the student may be dropped without notice. Proper documentation must explain the student's need for the LOA, and the duration for the LOA, and will require the student's signature. LOA time frame does not accrue any additional charges from Invictus Career College.

Students on approved LOA will remain enrolled for loan repayment purposes but need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Advisor will meet with the student and provide information regarding the following: loan obligations possible revisions in his/her aid package, deferment options, notifications to lending institutions, effects on veteran-benefits, grace periods, and consequences of not returning to Invictus Career College at the expiration of the LOA. Students who have been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds and NSLDS reporting. Should withdrawal result, a student's grace period for a Title IV loan program might be affected based on the student's last day of attendance.

A LOA will be granted if the request meets the following: LOA forms submitted to the school in advance unless prevented by unforeseen circumstances and supporting documentation must be provided. Must be signed and dated with specific reasons for the request explained in full. The request must be approved by the school official. To request the full (180) days LOA, the student must have at least 270 hours, complete the request form, and provide documentation, i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the number of days of the LOA is added to the contract end date. LOA extensions must be completed in person.

Job Placement:

Invictus Career College cannot guarantee employment after graduation, but the institution will make every effort to establish contact between our graduates and prospective employers. The institution receives numerous calls from potential employers wishing to hire our graduates. These requests are kept on file or

posted on the employment bulletin board and are available to the students upon request. The institution also believes that the graduates from Invictus Career College are capable, well trained, and are ready to compete and succeed. Whether they desire to work as employees, or they may aspire to open their own business.

Student Schedule/Attendance Policy:

- Students must attend their contracted schedule for full time attendance. (This does not include the (30) minute lunch. (Students are entitled to two 15-min breaks while on school premises.)
- Students are required to call the school and speak with an administrator at least 1 hour before the start time when he/she will be tardy or absent.
- Attendance punch-in cut-off time: 9:45 AM Tues-Fri / 8:45 AM Saturday. (Students are considered tardy and may be dismissed for the day at the instructor's discretion.)
- Attendance is tracked via digital time clock punches. Time clock punch change request must be submitted online and approved by administration before changes are made.
- Saturdays are mandatory practical days; unexcused absences on Saturdays may result in disciplinary action.
- In the event of unforeseen circumstances that result in school closure, students are excused and do not accrue absent hours.
- Leave of Absence is available to students upon request with appropriate documentation and approval.
- VA Educational Benefits Students – All of the above policies apply to all VA students; in addition, a student may not miss more than 10 consecutive days or 20% of the total program hours without being on a approved LOA.

Day	Morning Schedule
Tuesday	9:30 AM - 4:30 PM
Wednesday	9:30 AM - 4:30 PM
Thursday	9:30 AM - 4:30 PM
Friday	9:30 AM - 4:30 PM
Saturday	8:30 AM - 3:30 PM
Sunday	Closed
Monday	Closed

Mandatory Practical Saturday Policy:

Saturdays are mandatory practical days and students are required to attend. There is no theory and students work exclusively on practical work whether that be with their mannequin, peer shadowing, or working with live clients. Any student who is absent or refuses to perform practical work exclusively on any mandatory practical Saturday without prior notice and approval will be subject to disciplinary action. Please strive to attend school regularly to avoid any disciplinary consequences.

- Warning
- 1-3 Days Suspension
- Accrue Absent Hours

Uniform Policy:

All students at Invictus Career College are expected to present a professional image. The image you project to others reflects you as an individual. Your personality, attitude, abilities, appearance, and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life. **All students are to always wear their appropriate program uniform including upon arrival and departure from campus.**

Class A Barber: School smock, black pants or black jeans, and sneakers or appropriate closed toe shoes.

Cosmetology Operator Program: Scrubs, program patch, hair pulled back, and sneakers or appropriate closed toe shoes.

General Uniform (all programs): School-branded T-shirt or smock, black pants or black jeans, and sneakers or appropriate closed toe shoes.

*Smocks are always to be worn closed and zipped-up while the student is on the clinic floor.

*If hats are to be worn, they must be **solid-black**.

*During June-September shorts that are knee length of the appropriate material may be allowed.

- NO Du-Rags
- NO Bandanas
- NO Ripped Jeans
- NO Shorts/ Basketball Shorts
- NO Sweatpants/ Sweatpants Short
- NO Tank-Tops
- NO Flip-Flops/ Slides/ Crocs/Bed Shoes/UGGS/ Moccasins
- NO Skirts/Leggings of any kind

Violation of these policies may result in early dismissal for the day; continued violations may result in a Student Advising and Counseling Session and/or Suspension.

Conduct Policy:

1. No loud or boisterous talking, whistling, singing, cursing, foul language, use of racial slurs or talk of a suggestive nature on the clinic floor. Any actions unbecoming to a professional may result in corrective action.
2. No disrespectful remarks are to be made regarding your patron, other clients, staff, or students at any time.
3. No negative conversation about the school, staff, affiliates, students, or guest is allowed between students while working on clients.
4. No smoking or eating while working on clinic floor. Cigars, pipes, electronic cigars,

electronic cigarettes, chewing tobacco or snuff are not allowed on campus. Smoking is only permitted at least 100ft. from the campus.

5. Any physical fighting or violent fussing on campus will be cause for corrective action.
6. No electronics, speakers, cell phones, or headphones are allowed on the clinic floor and must always be kept on vibrate.
7. No whistles, balls, or play toys of any type are allowed on campus.
8. No talking over a client's head while performing patron services.
9. Students are NOT permitted to sit in barber/cosmetology chairs unless they are being serviced.
10. Students must always arrive dressed and remain in uniform.

General Rules and Regulations:

1. The school may deny admission, readmission, or continued enrollment to persons whose behavior is considered by the staff or administration to be disruptive, dangerous, or abusive.
2. Any student who is absent on any Saturday without prior approval will be subject to corrective action.
3. Students are to remain behind or near their own chair and should not congregate in groups anywhere on campus.
4. Students must always remain inside the school building when clocked in and **MUST** clock out before leaving the school premises.
5. There should be NO selling or buying of any drugs or alcohol on or around the school premises. Food, notes, or any other item should not be sold on or around the school premises.
6. Always sanitize/ disinfect workstations and re-place and replenish supplies when necessary. (Including classrooms, breakrooms, and restrooms.)
7. ICC supplies are for school use, demonstrations, and are shared amongst the student body. Students are allowed to purchase their own personal supplies to add to their kit.
8. Hair is to be swept up after each client and workstations are to be sanitized before and after each client which ludes sweeping the floors, cleaning the mirrors, and washing/drying towels.
9. All clients are to be welcomed with a warm and friendly greeting.
10. Students must always eat lunch in the break room while on campus. No food or drink is allowed in the classrooms, dispensary, offices, or clinic floor.
11. Any student refusing to service a client will result in a possible immediate suspension.
12. Only the clients are allowed in the barber chairs. All others should wait in the waiting areas provided including students.
13. Every student must have a service ticket before performing any type of service on a client.
14. The offices are off limit to all students unless you are called for school business or have an appointment.
15. No alcoholic beverages or drugs are allowed on/near the school premises. Using, buying, or selling of alcohol and/or drugs is prohibited and will result in immediate expulsion.
16. Students are not allowed to use their cellphone on the clinic floor or play music aloud while on the clinic floor.
17. Students must bring their smock, book, tools, and laptop to school every day, or they will not be allowed to participate or clock in.
18. No friends or relatives are allowed to hang out on the school premises.
19. Students are not allowed to bring their children to school, the student will be sent home with their child immediately.
20. Students are not allowed to talk on the cell phone while attending to a client.

21. Students are not allowed to wear shorts to school. No exceptions both male and female students. (During June-September shorts that are knee length/capri of the appropriate material may be allowed.)
22. Closed toe shoes must be worn to school, for example tennis shoes. No sandals, flip-flops, slippers, crocs are to be worn to school.
23. Black pants/ black jeans must be clean and without holes, rips, and with no part of the body showing. Pants must be fastened to the waist with a belt and absolutely NO Sagging.
24. All students are expected to attend their contracted schedule unless a special schedule has been worked out between the student and the school.
25. Students are required to call the school and speak with an administrator at least 1 hour before the start time when he/she will be absent.
26. Attendance punch-in cut-off times: MORNING 9:45 AM Tues-Fri / 8:45 AM Saturday, EVENING 4:45 PM Tues-Fri / 3:45 PM Saturday. (Student may be dismissed at instructors' discretion.)
27. All chapter Final Exams (70% or higher) and Practical Requirements must be completed prior to graduation.
28. A student may be automatically sent home for refusal to obey any school rules and regulations.
29. No student is to clock in/out for another student. This action will call for immediate suspension or termination.
30. No kind of cheating, swindling, or stealing either in the classroom or from another student or school property. Abuse of school property will not be permitted or tolerated. This action will call for immediate suspension or even termination from the school.
31. No outside electronics and no personal or work devices are permitted on school premises. The only electronic devices permitted on school premises are the student's cell phone and school issued laptop. The school is not liable for any loss or theft.
32. No weapons are permitted on campus or within 100 ft. of school premises. Threats of any kind regarding weapons will be addressed swiftly and accordingly and may lude suspension, expulsion, and report to authorities.
33. Students are permitted to come only 1 hour earlier than their scheduled start time. (Day and Evening shifts.)
34. Day shift students must be clocked out and leave the premises no later than 1 hour after the scheduled end time unless there are alternative arrangements with administration in writing.
35. Headphones are only allowed in the classroom for CIMA use ONLY. NOT ON THE CLINIC FLOOR. One ear must be always exposed for safety concerns.
36. Student down time is frowned upon. Students should constantly be working on CIMA, practicing demos, peer-on-peer observations, clinic chores, or speak with the instructor for an assignment.
37. All supplies and inventory are monitored closely and may be locked away for management purposes. Students have access to all supplies, resources, and equipment; if an item or product is locked away, please ask your instructor to retrieve it for you.

Drug and Alcohol Abuse Prevention Policy:

Invictus Career College believes that the illegal use of drugs and alcohol presents a serious health and safety hazard and interferes with educational and occupational success. Students, faculty, and staff may not consume alcoholic beverages on school property, during classes, or in connection with activities officially

sponsored by the school.

Invictus Career College supports all federal, state, and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students, staff, and faculty of the institution from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol. The institution will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the school or outside agencies, disciplinary action will be taken by the institution for violations of the law. All students, faculty and staff should be familiar with the Drug Free Campus Policy and abide by it. In addition, all college faculty, staff, and student employees must be in compliance with the Invictus Career College Drug Free Workplace Policy.

Behavior that disrupts the educational environment, causes public inconvenience, annoyance, or alarm, or recklessly creates a risk to people and/or property even though motivated by alcohol is a violation of law and institution policy.

Health Risks

As part of the effort to create a drug-free campus, Invictus Career College believes that the all staff and students should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. Invictus Career College provides the following information. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. (Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)

Substance	Known Health Risks
Alcohol	Heart and liver damage; brain damage; death from overdose and accidents.
Marihuana/Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.
Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.

Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.
Depressants	Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol.
Narcotics	Addiction with severe withdrawal symptoms, loss of appetite, death from overdose.
Hallucinogens	Anxiety, depression, impaired memory, emotional breakdown, death from overdose.
Inhalants	Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death.
Please contact the Health Services Department for additional information on the risks involved with the misuse of drugs and alcohol.	

Invictus Career College is committed to the development and maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act. The institution will not tolerate any unlawful activity such as the possession, use, manufacture, distribution, and/or dispensation, of a controlled substance on institution owned property.

Privacy Act/ Release of Information:

Privacy of Student Records (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Invictus Career College does not release information pertaining to student cumulative record nor publish or sell “directory information” without written consent from the student or parent/guardian if the student is a dependent minor. All records will be maintained in the Administrator’s offices. Only instructors and the Director may have access to these files. The school guarantees the rights of students and parents (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records when they are being

reviewed. Access to records must be requested in writing, arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for five years or more after graduation or termination.

Student Information and Privacy Policy

Release of Student Information

The school has a written policy that all information concerning the student is private and will not be released. This information can only be released to the student, parent, or guardian to protect the rights of the students. Request to access student's academic information may only be granted upon receiving written consent from the student or parent if the student is a minor. The exceptions to this rule pertain to the following: School employees who have a need-to-know, other schools to which a student is transferring, parents when a student over 18 is still dependent, certain government officials in order to carry out lawful functions, appropriate parties in connection with financial aid to a student, organizations doing certain studies for the school, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, and state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Student Grievance Policy and Procedures:

The school has adopted and implemented the following procedures for filing a grievance with the school administrator. Invictus Career College emphasizes an open-door policy with regards to the needs and or complaints associated with students. All students are informed of these procedures for filing a grievance during the orientation period. Any student who has a grievance concerning any of the school policies, grading system, and student code of conducts, dress code, and or termination procedures may file a written request for a review with first the lead instructor, secondly the school director, and lastly the school president. A written reply will be made within seven (7) business days by the school president or by his designated representative. If the matter cannot be resolved to the student's satisfaction or expectations, the student may forward an identical copy of the grievance to the State Licensing Agency or to the Council on Occupational Education:

The Texas Department of Licensing and Regulation

P.O. Box 12884, Austin, TX 78711

Phone: (512) 463-6599

Fax: (512) 475-2871.

Council on Occupational Education

7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350

Phone: (Local): 770-396-3898 (Toll-Free): 800-917-2081

Fax: 770-396-3790

U.S Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

Phone: 1-800-872-5327

Student Corrective Action Plan:

Invictus Career College follows a 3-step corrective action plan:

1.Warning/Incident Report

The incident is documented as a warning for violation of policies or as a formal statement of events (Blood Exposure and Accident reports are recorded using different forms). Students with 3 or more Warning/Incident Reports for violation of policies may result in a student advising/counseling session or an automatic suspension depending on the severity of the incident, number of occurrences, and discretion of administration.

2.Student Advising and Counseling

The student is counseled on a matter that can be resolved through an action plan.

3.Student Suspension

A suspension can result from 3 or more Warning/Incident reports that were in violation of the General Rules and Regulations, Student Conduct Policy, and at the discretion of administration for incidents that grossly affect the school, staff, patrons, and students. The length of suspension may vary depending on the incident.

Should the above action plan prove unsuccessful, the school upholds the right to terminate the students' contract resulting in a School Termination.

Statement of Non-Discrimination:

Invictus Career College does not discriminate based on race, color, religion, sex, sexual orientation handicap, financial status, age, ethnic of origin or residence in its admissions, instruction, or graduation policies.

Non-Discrimination/Handicapped Policy: (DISABILITY ACT)

Invictus Career College complies with both the Rehabilitation Act of 1973 and the Disabilities Act of 1990 which prohibit schools or other businesses from discriminating against persons with disabilities. Invictus Career College does not discriminate in its activities with students, employees, and clients. The school is against all forms of discrimination based on sex, religion, color, age, and any type of disability. Invictus Career College continues to comply with this Act by providing access ramps in and around the school making it possible for people with wheelchair mobility to attend school and get services here at the school. Complaints alleging discrimination on any of the above bases may also be made to:

The Texas Department of Licensing and Regulation

P.O. Box 12884, Austin, TX 78711

Phone: (512) 463-6599

Fax: (512) 475-2871.

Council on Occupational Education

7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350

Phone: (Local): 770-396-3898 (Toll-Free): 800-917-2081

Fax: 770-396-3790

U.S Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202
Phone: 1-800-872-5327

For Handicapped Students:

Invictus Career College complies with all the provisions of section 504 of the rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program or course of instruction. The school will work with any handicapped applicant to insure that needed support or special services are available. Access for handicapped students is available throughout the school.

Academic Transcripts and Certificates Request:

The institution maintains records of Grades and Transcripts for a minimum of 3 years.

Students can request their official or unofficial transcripts with administration at any time.

An official transcript is provided only if the student has a \$0 balance, otherwise, the student will be issued an unofficial transcript.

Certificates are only issued to graduates who have a \$0 balance. The student may make payments toward their outstanding balance, once the balance is paid in full a certificate will be issued to the student.

Duplicate certificates can be issued for a \$50 fee.

Transcript/Certificate Request form must be completed and turned into administration for processing. Please allow 3-day processing time.

***Complete Policies and Procedures, Manuals, Plans, and Handbooks not included in this catalog are available upon request.**

