

VET TECH INSTITUTE OF HOUSTON

GUIDE TO STUDENT CONSUMER INFORMATION

July 1, 2023-June 30, 2024

Federal regulations set forth by the Higher Education Act of 1965, as amended, require schools to annually distribute to all enrolled students information about the availability of specific types of consumer information. To comply with these regulations, Vet Tech Institute has prepared this guide, which lists the types of consumer information to be disclosed, provides a brief description of the information, and directs the student to the location where the information is available.

Contact Information for Assistance in Obtaining Financial Aid Information

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. Vet Tech Institute of Houston offers individual financial planning sessions for each student and family. Applicants to the school receive assistance in scheduling these sessions prior to matriculation. Additional information about financial aid and whom to contact is distributed during orientation and is available in the Financial Aid Office.

Available Student Financial Assistance Programs

Descriptions of available federal and institutional sources of student assistance, terms and conditions of loans, eligibility criteria, application procedures, recipient selection criteria and criteria to determine award amounts, methods of disbursement, student rights and responsibilities, and the exit counseling information the institution provides and collects are available from the Financial Aid Office.

Satisfactory Academic Progress Standards

Students must maintain a minimum quality point average (QPA) and a minimum successful course completion percentage in order to remain enrolled and receive financial aid, if applicable. The Vet Tech Institute of Houston Standards of Satisfactory Academic Progress policy can be found in the academic catalog in the ACADEMIC INFORMATION section.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They include the right to 1) inspect and review these records, 2) request an amendment to the records, 3) consent to or restrict disclosures of personally identifiable information in the records, and 4) file a complaint with the U.S. Department of Education concerning the institution's failure to comply with the requirements of FERPA. The Vet Tech Institute of Houston FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

Facilities and Services Available to Students with Disabilities

Vet Tech Institute of Houston is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Procedures to follow to seek an accommodation can be found in the academic catalog in the ACADEMIC INFORMATION section.

Student Body Diversity

Vet Tech Institute of Houston does not discriminate on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; age; veteran status; national origin; and disability in the enrollment of students. Information about student body diversity is available in the Student Services Office.

Price of Attendance

Information on tuition, fees, and estimated costs for textbooks is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student living expenses are available in the Financial Aid Office.

Copyright Infringement Policies and Sanctions

Vet Tech Institute of Houston requires all students, faculty, and staff to comply with copyright laws. Copyright infringement violates the institution's policies and the law. The GENERAL INFORMATION section of the academic catalog contains the Vet Tech Institute of Houston's Copyright Infringement Policy and Sanctions disclosure.

Policies Regarding Vaccinations

Vet Tech Institute of Houston students are required to provide verification of rabies vaccination before the end of the first eight-week term. The Vet Tech Institute rabies vaccination information can be found in the GENERAL INFORMATION section of the academic catalog.

Refund Policy and Requirements for Return of Federal Title IV, HEA Grant or Loan Aid

Students who withdraw or who are dismissed during a semester or term may be refunded a portion of the tuition and fees charged. When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. The minimum refund of the remaining tuition and fees will be a pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or 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 course or 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. Refunds for items of extra expense to the student, such as books, tools, or other supplies, should be handled separately from the refund of tuition and other academic fees. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw.

The Refund Policy also includes information on the treatment of federal Title IV, state, or private aid upon withdrawal. Basically, regulations allow the school to keep the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not allowed to disburse a Stafford loan. The complete refund policy can be found in the FINANCIAL INFORMATION section of the academic catalog. Questions about refunds of tuition, fees, and other charges should be referred to the school's administrative or Financial Aid Office.

Requirements and Procedures for Official Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Chief Academic Officer. The student is also required to have an exit interview with a representative of the financial aid department. The procedures for official withdrawal from the school can be found in the ACADEMIC INFORMATION section of the academic catalog.

Academic Program, Instructional Facilities, and Faculty Information

Vet Tech Institute of Houston offers one associate of applied science degree program designed to train students for a professional career in the animal health care field. A complete and detailed listing of the school's program and completion requirements can be found in the PROGRAM OF STUDY section of the academic catalog.

The Vet Tech Institute of Houston is located in the Galleria area in the Southwest Plaza at 4669 Southwest Freeway. The school leases more than two floors of an office building at this location. The non-smoking/vaping facility includes traditional lecture rooms, laboratory classrooms, veterinary technician-specific classrooms, onsite animal kennels, a student break area, and administrative offices. The learning resource system includes three computer labs, appropriate volumes and periodicals, and a wireless network. Business hours are 7:30 a.m. to 5 p.m.

Vet Tech Institute of Houston strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. Major equipment includes, but is not limited to, a stationary radiograph machine, a dental radiograph machine, an automatic processor, ultrasound, a Surgivet monitoring system, a Bionet Cardio Care 2000 ECG, a Vet Test blood chemistry analyzer, and an Idexx Lasercyte CBC analyzer. An entrance for the disabled is provided.

A description of the school's educational facilities can be found in the academic catalog in the GENERAL INFORMATION section. A list of the Vet Tech Institute of Houston faculty, including the librarian, can be found in the academic catalog in the ADMINISTRATION, FACULTY, AND STAFF section. This list includes the academic credentials, the name of the institutions awarding the credentials, and the area of teaching specialization for each listed faculty member.

Transfer of Credit Policies

Transcripts of work completed at institutions that are either accredited by agencies recognized by the United States Department of Education, recommended by the American Council on Education's College Credit Recommendation Service (ACE), or recognized by their respective government as institutions of higher education for internationally-based institutions, may be submitted to the Director/Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. Other documentation may also be required.

Credits considered for transfer are evaluated by the Director/Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at Vet Tech Institute of Houston. If the course work is comparable, transfer students may be given credit for courses completed at other accredited -40- colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. **Because programs at Vet Tech Institute of Houston are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.** At a minimum, 51 percent of the credits required for graduation must be completed at the school or an affiliated school listed under Legal Control.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Vet Tech Institute of Houston may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the school. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Vet Tech Institute of Houston are designed specifically for career preparation, students must assume that credits for courses taken at Vet Tech Institute of Houston are not transferable to other institutions.** Neither Vet Tech Institute of Houston nor any of its employees can represent that another institution will accept any courses for credit.

The Vet Tech Institute of Houston credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

Institutional and Program Accreditation, Approval, or Licensure

Vet Tech Institute of Houston is accredited by the Accrediting Commission of Career Schools and Colleges.

Vet Tech Institute of Houston is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Department. The degree program is approved and regulated by the Texas Higher Education Coordinating Board, Community and Technical Colleges Division.

The Vet Tech Institute of Houston Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA).

Vet Tech Institute of Houston has determined that its veterinary technology curriculum meets the state educational requirements for graduates to pursue licensure or certification in Texas and all states that have a credential, license, or registration (see <https://www.aavsb.org/public-resources/find-regulatory-board-information/>).

Copies of these documents are available for review in the office of the Director/Chief Academic Officer.

Contact Information for Filing a Complaint

Vet Tech Institute of Houston is committed to providing a quality education experience for all students. If, however, a student or prospective student has a complaint regarding some situation or condition at the school, procedures for filing a complaint are outlined in the GRIEVANCE PROCEDURES section in the STUDENT SERVICES section of the academic catalog. Contact information for filing complaints with the school's accrediting body and its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint is included.

Campus Annual Security Report

The Vet Tech Institute of Houston Campus Annual Security report can be found in the ACADEMIC INFORMATION section of the academic catalog. It is also available online at <https://www.vettechinstitute.edu/asr.pdf>. It contains information about security-related campus policies, including policies regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, a list of the titles of persons to whom students should report criminal offenses, and a description of the types of programs designed to inform students about the prevention of crimes. The Campus Security section also contains statistics for the crimes that were committed and reported on our campus and on public property within the campus or immediately adjacent to and accessible from the campus for the past three years.

Drug and Alcohol Abuse Prevention

Vet Tech Institute of Houston also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs. Full details can be found in the Vet Tech Institute of Houston Drug Prevention Program, which is available in the office of the Director/Chief Academic Officer.

Retention Rate

Retention rates measure the percentage of first-time students who return to the school to continue their studies the following fall. Retention rates are available for review in the office of the Director/Chief Academic Officer.

Graduation/Transfer-Out Rates

Graduation and transfer-out rates are calculated by January 1 of each year. These rates are available for review in the office of the Director/Chief Academic Officer.

Graduate Placement, Types of Employment Obtained by Graduates, and Calculated Program Placement Rates

Information on placement of, types of employment obtained by, and placement rates of graduates of Vet Tech Institute of Houston is available in the Career Services Office.

Nondiscrimination in Education Programs and Activities

Nondiscrimination in Educational Programs and Activities Vet Tech Institute of Houston does not discriminate with enrollment on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family or marital status; genetic information; race; color; religion; national origin; age; veteran status; and disability. The complete policy can be found in the academic catalog in the GENERAL INFORMATION section.