

VET TECH INSTITUTE OF HOUSTON
GUIDE TO STUDENT CONSUMER INFORMATION
JULY 1, 2020 – JUNE 30, 2021

Federal regulations set forth by the Higher Education Act of 1965 as amended require Vet Tech Institute of Houston to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Vet Tech Institute of Houston has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the School Director.

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 aid planning sessions for each student and family. Information about these plans is available from the Admissions or 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.

Policies Regarding Vaccinations

Vet Tech Institute of Houston students are not required to provide verification of immunizations prior to attendance.

Standards of Satisfactory Academic Progress

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

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 upon request for access of records, 2) request an amendment of the student's education 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.

Disability Support Services

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. The process to request accommodations can be found in the ACADEMIC INFORMATION section of the academic catalog.

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; 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.

Student Body Diversity

Vet Tech Institute of Houston does not discriminate on the basis of gender, sexual orientation, genetic information, race, color, religion, national origin, age, veteran status, or disability in the enrollment of students. Information about student body diversity is available from the Director/Chief Academic Officer.

Cost of Attendance

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

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.

Procedures for Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director/Chief Academic Officer. The student is also required to have an exit interview with the Director of Financial Aid. 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 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 facility includes traditional lecture rooms, computer labs, laboratory classrooms, veterinary technician-specific classrooms, a well-equipped resource center, on-site animal kennels, a student break area, and administrative offices. 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. 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 only at institutions that are either accredited by agencies recognized by the United States department of Education or recognized by their respective government as institutions of higher education may be submitted to the Director/Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. 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 approved 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. Courses completed at other Bradford schools will be treated the same as courses taken at Vet Tech Institute of Houston. Because programs at Vet Tech Institute of Houston are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Credit is not granted for advanced placement or experiential learning.

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 STUDENT COMPLAINT PROCEDURE section in the ACADEMIC INFORMATION 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.

Copyright Infringement Policy 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 Copyright Infringement Policy and Sanctions disclosure.

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.