

**Texas Altierus Career College**  
**Arlington (Mid-Cities), Ft. Worth South, Austin, Houston Bissonnet, Houston Hobby, San Antonio**  
**2017-2019 Catalog, Volume I, Version I**  
**Addendum Effective 9/18/2017**

■ **ADDENDUM:** The Altierus American Dream Scholarship language has been updated to page 33 of the catalog.

### **Altierus American Dream Scholarship**

The Altierus American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Altierus institution. The program features a limited number of scholarships available at each campus for new students.

#### **New Students**

New students who first enroll in an Altierus institution on or after **September 18, 2017** and were referred by a leader in the local community are eligible to apply for the **Altierus American Dream New Student Scholarship up to \$2,000.**

#### **To be eligible a student must:**

- Be independently recommended (not student-solicited) by a leader in the student's community
- Complete an essay answering the question "How will Altierus Help Me Fulfill My American Dream?" – see guidelines
- Meet application guidelines and deadlines

Winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director or other campus official.

#### **Selection criteria will include:**

- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
  - Community leader providing reference must certify that the student is being recommended on the leader's own initiative, and that the student did not solicit the recommendation.
- Review of the Written Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

#### **Scholarship Funds**

Altierus American Dream Scholarships may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

The scholarship will be credited on a student's account upon award of the scholarship. Scholarships are non-transferable and cannot be exchanged for cash. Scholarships can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Scholarship funds will be disbursed on a pro-rata basis per pay period, and will be limited, per pay period, to the amount by which tuition, books, and fees exceed the amount of Title IV and other funds available, such that application of the scholarship cannot create a credit balance or otherwise result in a stipend paid to the student.

■ **ADDENDUM:** The following statement has been added to the Accreditation, Licensure and Approvals section on pg. 4 of the catalog for Arlington and Ft. Worth South campuses.

- The campus is accredited by Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) is located at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at [www.accsc.org](http://www.accsc.org).

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■ **ADDENDUM:** The following Student Grievance Procedure language has been added to pg. 40 of the catalog for Arlington and Ft. Worth South campuses.

**STUDENT GRIEVANCE PROCEDURE**

You may bring a complaint against the school and initiate the school's internal dispute resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the campus director. You may then appeal the president's decision to the provost of zenith education group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the school's dispute resolution policy that was provided at the time of enrollment. You may also obtain a copy of the internal dispute resolution policy from your academic advisor.

If a student feels that the school has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools or Accrediting Commission of Career Schools and Colleges. All complaints considered by the council must be in written form, with permission from the complainant(s) for the council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the council. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
 2101 Wilson Boulevard, Suite 302  
 Arlington, Virginia 22201  
 (703) 247 4212  
[www.accsc.org](http://www.accsc.org)

Accrediting Council for Independent Colleges and Schools  
 750 First Street, N.E., Suite 980  
 Washington, DC 20002  
 (202) 336-6780, (202) 842-2593 (fax)  
[www.acics.org](http://www.acics.org)

■ **ADDENDUM:** The following start and end date has been added to the catalog for Bissonnet and Hobby campuses.

All Programs 2017 - 2018	
Start Dates	End Dates
9/11/2017	10/2/2017

■ **ADDENDUM:** The following language on page 5 of the catalog has been amended to include the Hobby and San Antonio campuses as offering the Pharmacy Technician program.

**Pharmacy Technician Program (Arlington, Hobby, and San Antonio Campuses Only)**

All applicants for the Pharmacy Technician program must have be a High School graduate or have a GED; must reach 18 years of age on or prior to the expected date of graduation; and students must meet with the Program Director prior to enrollment in the program. In addition, all applicants will be required to complete a student disclosure form and undergo a background check appropriate for a license in the field which includes fingerprinting. Pharmacy Technician students will also need to meet the Texas State Board of Pharmacy requirements in order to work as a pharmacy technician following graduation.

As a service to better support our graduates, Altierus Career College will assume the cost of the application (\$47) and the fingerprinting fee (\$42) for students to register as a pharmacy technician trainee.

Students are encouraged to seek registration or licensure as required by State Law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility.

**Texas Registration/Certification Requirements**

- Graduates from the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. As a service to better support our graduates, Altierus Career College will assume the cost of the application (\$47) and the fingerprinting fee (\$42).
- Within two years of obtaining the pharmacy technician trainee license, graduates are required to register with the Texas State Board of Pharmacy as a pharmacy technician.
  - Registration Fee: \$80-82 depending on applicant birth month. Please contact the Texas State Board of Pharmacy at (512) 305-8000 to confirm payment amount.
  - Fingerprinting Fee: \$42 unless previous fingerprinting fee was submitted
  - National Examination Fee through the Pharmacy Technician Certification Board: \$129

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■ **ADDENDUM:** The following table on page 45 of the catalog has been amended to include the Hobby and San Antonio campuses as offering the Pharmacy Technician program.

**PROGRAMS BY LOCATION**

<b>MODULAR PROGRAMS</b>	<b>Arlington</b>	<b>Fort Worth South</b>	<b>Austin</b>	<b>Bissonnet</b>	<b>Hobby</b>	<b>San Antonio</b>
Business Accounting			X**			
Carpentry				X**		
Computer Information Technology	X		X	X	X	X
Dental Assistant	X	X	X	X	X	
Electrical Technician	X		X	X		
Heating, Ventilation and Air Conditioning	X		X	X		X
Medical Assistant	X	X	X	X	X	X
Medical Administrative Assistant				X**		X
Medical Billing and Coding			X	X	X	
Medical Insurance Billing and Coding		X	X*	X	X	
Pharmacy Technician	X				X	X
Plumbing Technology				X**		
<b>QUARTER-BASED PROGRAMS</b>						
Accounting						
Business		X**	X			
Business Administration	X**					
Paralegal						
Computer Information Technology	X					
Criminal Justice	X**	X**				
* Enrollments in these programs are temporary suspended						
** Enrollments are no longer accepted in this programs						