

FARIS TECHNICAL INSTITUTE, INC.
STUDENT HANDBOOK

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This handbook should be used in conjunction with Faris Technical Institute, Inc.. Catalog. Any pertinent subject not covered in the catalog is referenced in this document. This document is written primarily for private students who enroll for full programs at the institution. However those topics marked with a bullet• apply to any student enrolled at the school. Consumer/financial aid questions may be addressed to the school Director or the Financial Aid Director. Student consumer disclosure information is available in handout form.

STUDENT ORIENTATION

I. Information required from each student at the time of entrance

- A. Name, address, telephone number, social security number, and (as required by Texas Workforce Commission) signature on enrollment agreement, which includes amount of tuition and fees, refund and cancellation policy, program title, length of program, and catalog. Student's signature is also required on Receipt of Enrollment Policies form stating that they have received FTI Catalog and FTI Student Handbook which explain policies regarding grievances and complaints, grading system, attendance, tardies, makeup, probation policy, incompletes, withdrawals, repetitions, remedial work, conditions for termination, conditions for readmittance, leaves of absence, student conduct, requirements for graduation, and approval statement (Texas Workforce Commission approved).
- B. **STUDENTS: PLEASE INFORM INSTITUTION IF YOU HAVE SPECIAL HEALTH PROBLEMS.**• For those students with special health problems, the following is required:
 - 1. Name and telephone number of physician
 - 2. Name and telephone of hospital of choice
 - 3. Name and telephone number of closest relative
 - 4. Any other information the student wishes to give to guide the staff to promote the safety and welfare of that particular student.
 - 5. 911 emergency services are available.
- C. Interview questions: background/experience, interests, typing ability,

reason for taking course/courses (personal enhancement, job requirement, seeking full-time or part-time employment). This will help guide students who are undecided as to which program to take.

- D. Entrance tests will be given for those students who have not graduated from high school and have not obtained a GED. The Wonderlic Scholastic Level Exam Test or the Wonderlic Basic Skills Test will be used as testing tools.
- E. The students are introduced to the staff, given a tour of the premises, shown the equipment, and given a detailed explanation of the subjects to be taken. The student is informed that the instructors are state-certified. They are shown the lounge area, rest room facilities and parking areas.●
- F. There are no student activities, such as clubs, sports, etc., at this time.
- G. Medical terminology and transcription audio tapes, legal terminology and transcription audio tapes, and shorthand speed-building tapes may be checked out for at-home practice.●

II. Student attendance is kept on student sign-in sheets. Progress reports including objectives of the courses are kept on each student and monitored daily. Instructor examination of computer printouts and monitor displays for computer courses are done on a continual basis. For other courses, tests/application tests are given to evaluate subject mastery.●

III. Grading Frequency: Full program students receive Progress Reports (grades) every eight weeks; those who enroll for single subjects will receive Progress Reports (grades) upon completion of the subject.

REQUIREMENTS FOR OFFICIALLY WITHDRAWING FROM THE SCHOOL

- I. Intent to withdraw from school by the student may be in oral or written form.
- II. Intent to withdraw should be expressed to Director or Financial Aid Administrator.

DISTRIBUTION PRIORITY OF REFUNDS, REPAYMENTS, AND RETURNS (TITLE IV RECIPIENTS)

- I. FEDERAL UNSUBSIDIZED STAFFORD LOANS
- II. FEDERAL SUBSIDIZED STAFFORD LOANS
- III. FEDERAL UNSUBSIDIZED DIRECT STAFFORD LOANS
- IV. FEDERAL SUBSIDIZED DIRECT STAFFORD LOANS

V. FEDERAL PERKINS LOANS

VI. FEDERAL PLUS LOANS

VII. FEDERAL DIRECT PLUS LOANS

REMAINING FUNDS MUST BE CREDITED AS FOLLOWS:

VIII. FEDERAL PELL GRANTS

IX. FSEOG

X. OTHER GRANT OR LOAN ASSISTANCE AUTHORIZED BY TITLE IV.

POLICIES AND PROCEDURES FOR VERIFICATION (TITLE IV FINANCIAL AID RECIPIENTS)

The institution has developed the following policies and procedures regarding the verification of information provided by applicants for Federal aid under the Title IV Programs.

- I. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Return from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
- II. No Federal Pell Grant, Campus Based, or Subsidized Direct/Stafford Loan Funds will be disbursed prior to the completion of verification.
- III. A Stafford Student Loan application will be certified by the institution prior to the completion of verification. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not completed by that time, the check must be returned to the lender. (A Direct Stafford Loan will not be originated until all verification has been completed).
- IV. Students eligible to receive Title IV Aid will have until 60 days after his/her last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
- V. All students will be notified on a timely basis if they have been selected for

verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student whose award changes via award letter. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

- VI. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
- VII. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks are not to be released prior to this date.

SECONDARY CONFIRMATION PROCEDURES (TITLE IV FINANCIAL AID RECIPIENTS)

In accordance with Federal regulations published on January 7, 1993, the following procedures are relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation status. ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE TAPE MATCH AS EVIDENCED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

- I. Students have 30 days from the date the institution receives the output document or 30 days from receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
- II. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
- III. The institution will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation

supporting a claim of eligibility.

- IV. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Service (INS). In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.
- V. The institution will initiate secondary confirmation within 10 business days of receiving both output documents and student's immigration status documents.

STUDENT RECORDS●

- I. Student records are administered by the instructor of the courses and entered on a database computer program by a contracted data entry person.
- II. The security of student records is assured by that fact that backup computer diskettes of records are kept in fireproof safes.
- III. Confidentiality of records is assured. Any student who is 18 years of age or has enrolled in a post secondary school has confidentiality. Parents or other teachers are not allowed access to records without release by student.
- IV. NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- . The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Students should submit to the School Director or other appropriate official, written requests that identify the record(s) they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- . The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not

to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
600 Independence Avenue, SW., Washington, DC, 20202-4605

- V. If a student owes a balance to the school or the Department of Education, student records will not be released.

RESCHEDULED CLASSES●

Students may attend night classes for rescheduled hours. Students may also attend afternoon sessions for rescheduled hours; afternoon sessions are by special arrangement only.

DAY AND NIGHT CLASS ATTENDANCE●

Students may attend day and night classes; however the program must remain at least 30

weeks in duration.

TERMINATION OF ENROLLMENT●

In accordance with Texas Workforce Commission regulations, termination of enrollment of a student will not be enforced for lack of attendance at a point at which a refund would not be due.

TRANSFER OF COURSES

- I. Students may transfer between programs at the institution. Many of the courses are included in several different programs. In the event a student takes one or more of these courses and wants to transfer them to another program, that student should meet with a member of the faculty or administration and voice his/her wishes.
- II. Lamar University Beaumont accepts computer courses taken at Faris Technical Institute, Inc.. for some of their four-year degree plans.●
- III. Transfer students from other institutions may pay reduced tuition in certain cases.
 - A. The student must present an official transcript from other schools.
 - B. The student must present a grade of "C" or above in courses for which credit is requested.
 - C. The student may be required to pass a comprehensive test with a grade of 85 or above.
 - D. The student will be interviewed within 30 days of entering Faris Computer School.
 - E. The student may be required pay a challenge fee.
 - F. No more than 20% of the total courses may be transferred from another institution.
 - G. Students who have acquired skill or knowledge through experience may take a challenge test which they must pass with a grade of 85 or above. A fee may be charged for the challenge test.

EVACUATION ROUTE●

An evacuation route diagram is prominently displayed in the classroom. Exit signs on doors are also prominently displayed. No student is farther than 30 feet from an exit. Students should leave by nearest exit in case of emergency.

JOB RELATED SAFETY, HEALTH AND FIRE PREVENTION●

The rules listed below should be followed in the classroom and on the job.

- I. The following items should not be used around electronic or electric

equipment:

- A. Candles
 - B. Nail polish or remover
 - C. Aerosol spray cans (hair spray, air freshener, etc.)
- II. Keep hands off the back of the computer; do not plug anything in sockets.
- III. When typing, follow rules below:
- A. Keep feet flat on floor.
 - B. Nothing should touch the keyboard except the tips of fingers.
 - C. Keep back straight.
 - D. If working on a job that requires continuous typing, break every two hours for five minutes.

STUDENT PERSONNEL SERVICES●

NOTE: SEE DIRECTOR OR FINANCIAL AID ADMINISTRATOR FOR FINANCIAL ASSISTANCE DISCLOSURE INFORMATION.

I. Financial Aid

- A. Work Investment Act
 - 1. Must have been laid off from full-time qualified business position of at least three months' duration.
 - 2. Must be eligible for unemployment compensation.
 - 3. Transportation assistance available.
 - 4. Telephone number available for specific information.
 - 5. Available on internet (Texas Workforce Commission)
- B. Department of Assistive and Rehabilitative Services (DARS)
 - 1. Must be physically or mentally impaired.
 - 2. Transportation assistance available.
 - 3. Telephone number available for specific information.
- C. Pell Grants for those who qualify
 - 1. Applications available at school office
 - 2. Eligibility and amount of aid depend on previous year's income, number of dependents, and dependent/independent status.
 - 3. If eligible, disbursement procedures are as follows:
 - a. Award letter is given to student.
 - b. Funds are drawn down
 - (1) First disbursement of award amount is drawn down initially.

(2) After student completes 18 credit hours and if student is making satisfactory progress, second disbursement of award amount is drawn down.

(3) Amount of grant is credited to student's account.

- . Federal Direct Loans and PLUS Loans for those who qualify
 1. Student must complete Pell Application to determine eligibility
 2. A budget worksheet is prepared determining need; student may apply for loan not to exceed need.
 3. Student participates in Entrance Counseling Interview
 4. If eligible for loan, student must be enrolled for at least 30 days to draw down 1st disbursement. After student successfully completes 18 credit hours, the 2nd disbursement may be drawn down.
 5. Student participates in Exit Counseling Interview toward the end of training period.

- D. Prospective students may refer to "The Student Guide" from the U.S. Department of Education to determine the following:
 1. Criteria for selecting recipients from eligible applicants for each program.
 2. Criteria for determining amount from eligible applicants for each program.

- . Faris Technical Institute, Inc.. is approved by the Veteran's Education Section of Texas Workforce Commission to provide educational training for veterans and other eligible persons.
 1. Applications available at FTI office
 2. Veterans will complete VA application to determine eligibility; if eligible, veteran will receive code number from Veteran's Administration
 3. School will send Enrollment Certification Form to Veteran's Administration

- F. Private Loans

Private loans are available for tuition, fee, and book costs. See financial aid administrator for details.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM●

Faris Technical Institute, Inc., 1119 Kent Avenue, Nederland, Texas 77627 has established a Drug and Alcohol Free Awareness Program. The program includes the following:

PHASE ONE

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the school or other legal action. See attached SCHEDULE A for the uses and effects of controlled substances and alcohol.

PHASE TWO

DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT

Faris Technical Institute, Inc., maintains a drug and alcohol free environment. All faculty, employees, and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. Any employee or student must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the school's "workplace" consists of the following locations:

Faris Technical Institute, Inc., 1119 Kent Avenue, Nederland, Texas 77627, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.)

PHASE THREE

LISTING OF AVAILABLE DRUG COUNSELING AND ASSISTANCE PROGRAMS

See attached SCHEDULE B.

PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S

DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action by the institution:

1. The employee would be required to participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or

distribution of illicit drugs and alcohol.

2. Termination of enrollment of student

SCHEDULE A

ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B

DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

The Center for Substance Abuse Treatment & Referral Hotline	1-800-662-HELP
Jefferson County Council on Alcohol & Drug Abuse	(409) 835-4989
Alcohol Abuse & Crisis Intervention	1-800-234-0246
Alcoholics Anonymous	(409) 833-3110

SCHEDULE C

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF
A CONTROLLED SUBSTANCE**

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(A)(2) AND 881(A)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 861(A)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

**LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF
A CONTROLLED SUBSTANCE AND ALCOHOL:**

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF TEXAS PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

BLOOD ALCOHOL LEVEL OF .08

1ST OFFENSE: Imprisonment for not more than 1 year and/or \$350-\$500 fine; suspension of license at least 6 months.

2ND OFFENSE: Within 10 years, fine of not less than \$500; 1 year license revocation.

SEXUAL HARASSMENT●

Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The key is "UNWELCOME" sexual behavior. For example, a group of employees may be telling dirty jokes that are unwelcome to some employees.

There are five types of sexual harassment:

- 1) Suggesting or insinuating that employment, higher grades or future promotions will be given in exchange for sexual favors.
- 2) Demeaning language focused on gender; sexual comments about a person's body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow student's sex life; asking or telling about sexual fantasies, preferences or history.
- 3) Staring at a person's body; sexual gesture focused on body parts; giving personal, unwanted gifts, following a person; sending suggestive letters, notes, illustrations or photographs.
- 4) Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
- 5) A sexually-poisoned work or school environment where the atmosphere makes it difficult for an employee or student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustrations, to telling suggestive stories and jokes or using sexual gestures.

CAMPUS SECURITY INFORMATION●

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on our campus.

Should you witness a crime in process or are a victim of a crime, Faris Technical Institute, Inc.. requests that you follow this procedure:

During school hours, notify the School Director and the Nederland Police Department immediately (refer to the phone numbers listed, Page 16 of this booklet.

Remember: Preserving evidence for proof of a criminal offense is very important.

Faris Technical Institute, Inc.. does not recognize any off campus student organizations that would be covered under this act.

All crimes that are reported will be posted in classrooms within a day of the reporting.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices upon enrollment; notice is included in Faris Technical Institute, Inc.. Student Handbook.

Everyone should remember that personal safety begins with you. The following should be considered:

When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.

Do not carry large amounts of cash.

Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well lighted area.

Do not leave books or personal property unattended in the classroom or student lounge.

Sexual assault prevention programs are available at:

Rape and Suicide Crises Center of Southeast Texas, Inc./Education
P.O. Box 5011
Beaumont, Texas 77726-5011
(409) 835-3355 (24 Hour Hotline)

Beaumont Police Department/Sex Crimes Unit
255 College, Beaumont, Texas 77703
(409) 880-3840

Counseling for sex offense victims is available at:

Rape and Suicide Crises Center of Southeast Texas, Inc.
P.O. Box 5011
Beaumont, Texas 77726-5011
(409) 835-3355 (24 Hour Hotline)

Victim's Assistance
P.O. Box 2553
Beaumont, Texas 77704
(409) 833-3377

Triangle AIDS Network
2544 Broadway
Beaumont, Texas 77702
(409) 724-2437

If applicable and reasonably available, the institution will change the academic and living situation of a student after an alleged sex offense.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

The following sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses: Termination of Enrollment.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act which is included in Faris Technical Institute, Inc.. Student Handbook.

CRIME STATISTICS

In compliance with Public Law 102-26, the following information on campus crimes is reported to you for your review.

The following criminal offenses were reported to local police agencies as having occurred on campus:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Sex Offenses-Non Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

The following criminal offenses were reported to local police agencies as having occurred on Public Property:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

The following criminal offenses manifesting evidence of prejudice based on race, religion, sexual oriented or ethnicity as prescribed by the Hate Crimes Statistics Acts were reported as having occurred on campus:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism Of Property	0	0	0

The following criminal offenses manifesting evidence of prejudice based on race, religion, sexual oriented or ethnicity as prescribed by the Hate Crimes Statistics Acts were reported as having occurred on Public Property:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism Of Property	0	0	0

In addition to the above crimes, the following number of arrests were made during 2009 - 2011 for these specific violations on campus:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In addition to the above crimes, the following number of arrests were made during 2009 - 2011 for these specific violations on public property:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

The following disciplinary actions were reported to local police agencies as having occurred on campus:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

The following disciplinary actions were reported to local police agencies as having occurred on public property:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

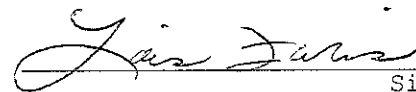
CAMPUS TELEPHONE NUMBERS

Faris Technical Institute, Inc..	(409) 722-4072
Nederland Police Department	(409) 722-4965
Emergency Service	911

Effective: October 1, 2015

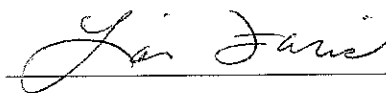
STATEMENTS OF ASSURANCE

- A. The programs, curriculum, and instruction are of such quality, content, and length as may reasonably and adequately achieve the stated objective for which the programs, curriculum, or instruction are offered.
- B. There is in the school adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.
- C. Education and experience qualifications of directors, administrators, and instructors meet the minimum requirements.
- D. The school will furnish to each student, prior enrollment, a copy of the school bulletin, supplements, addenda, and student handbook (if a handbook is published).
- E. The school complies with all local, city, county, municipal, state, and federal regulations, such as fire, building, and sanitation codes.
- F. The school is financially sound and capable of fulfilling its commitments for training.
- G. The school's administrators, directors, and instructors are of good reputation for training.
- H. A Master Student Registration List will be maintained.
- I. Adequate records are prescribed by the administrator will be kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress, and conducts are enforced.
- J. On completion of training, and when the financial obligation has been fulfilled, the student is given a certificate by the school indicating the program and training was completed satisfactorily.
- K. The school will maintain student academic transcripts which record academic records permanently will retain all other student records for at least five (5) years from the last date attended for all students who graduated, dropped out, or transferred. Financial records will be retained as required by federal retention requirements.
- L. Transcripts will be available to prospective employers and to students upon request and without charge for the first copy. (This statement should be included in the school bulletin.) The transcript should show the name of the program and the length of time it was pursued and should include a copy of the program curriculum with a clear explanation thereof as to the extent to which was subject was completed. The transcripts should also include grades, information as to conduct, and records of any education and training of the student prior to enrollment for which credit has been granted.
- M. A current list of all representatives employed to recruit student will be maintained. Representatives will not be allowed to solicit without prior approval from Career Schools and Colleges.
- N. The school will make available all the records, documents, and necessary data required for approval under the Career Schools and Colleges and, if applicable, Title 38, U.S.C., for inspection by authorized representatives of the Texas Workforce Commission.


Signature

STATEMENTS OF ASSURANCE (cont.)

- O. The school will submit to Career Schools and Colleges prior notice of any proposed changes in this applications, bulletin, supplements, addenda, and exhibits. Approval must be obtained in advance of implementation.
- P. The school will not utilize erroneous or misleading advertising, either by actual statement, omission, or intimation.
- Q. The school will not use a name like or similar to an existing tax supported school in the same area.
- R. Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.) (This statement should be included in the school bulletin.)
- S. The school will not exceed the enrollment limitation and pupil-teacher ratios established by the Career Schools and Colleges Act and Texas Workforce Commission Rules.
- T. There is no action pending against the school or against any of the owners, officers, staff, faculty, or sales representatives of the school by any federal, state, or local agency.



Signature