



***Your Future Starts Here***

**Volume 6**

Effective dates July 1 st, 2024 until December 31 st, 2025

Published July 1 st, 2024

# FOUNDERS STORY

**Arrious Bailey**, the visionary behind Dallas Career Academy, has dedicated her life to **empowering** others through education and entrepreneurship. Her journey began in Pantego, Texas, where she graduated from Ogle School of Cosmetology. Fueled by a **passion** for beauty and education, Ms. Bailey opened Dallas Lash Lounge in 2011, where she discovered her talent for mentoring and training aspiring beauty professionals.

In 2020, Ms. Bailey expanded her mission and founded Dallas Career Academy, offering **diverse** programs in cosmetology, IT, and health-care. Over the past decade, she has mentored countless students, helping them gain certifications, achieve their career goals, and become **leaders** in their communities. Her commitment to education and innovation has earned her recognition as a trailblazer in her field.

Looking to the future, Ms. Bailey is working to **expand** Dallas Career Academy. She also found-ed the **Fresh Start** Foundation, a non-profit that provides financial assistance and resources for students and promotes community awareness.

Ms. Bailey's vision is rooted in her belief that education is the key to financial **independence** and a brighter future. She continues to **inspire** the next generation with her message:

*"With all the opportunities and knowledge available today, I can't wait to see what the next generation will achieve."*



# MISSION

At Dallas Career Academy, our mission is to provide accessible, high-quality education and training programs that empower students to achieve their career goals, foster personal growth, and contribute positively to their communities.

# VISION

We strive to become a leading career academy, recognized for nurturing skilled professionals, cultivating innovation, and building a legacy of lifelong learning and empowerment.



About Dallas Career Academy

Founders Story . . . . . 2  
Mission, Vision, & Core Values . . . . . 3

Meet the Team

Leadership and Instructors. . . . . 5  
Staff Directory . . . . . 6

Admissions Information

Requirements . . . . . 8  
Orientation & Interviews . . . . . 8

Programs Offered

Core Training Programs:

Healthcare . . . . . 10  
Computer Technology Courses . . . . . 22  
CDL Courses . . . . . 30

Specialty Programs:

Cosmetology and Barber. . . . . 32  
Manicurist and Esthetician. . . . . 39

Student Information

Admission & Attendance . . . . . 42  
Grading & Academic Standards. . . . . 44  
Scholarships & Waivers. . . . . 46

Student Policies

Special Policies . . . . . 48  
Student Conduct . . . . . 50  
Refund & Billing Policies . . . . . 52

Student Support

Career Services . . . . . 54  
Advising & Guidance . . . . . 54

Course Information

Additional Courses . . . . . 55  
Enrollment Agreement . . . . . 59

TABLE OF CONTENTS

# MEET THE TEAM

*At Dallas Career Academy*, we pride ourselves on a dedicated and experienced team committed to student success. Each member of our team brings years of **expertise**, a **passion** for education, and a commitment to excellence. Together, we create a **supportive** and engaging learning environment.



***Montrice Thomas***

Compliance, HR  
Thomas@DallasCareerAcademy.com



***Teresa Morales***

Placement Specialist  
Thomas@DallasCareerAcademy.com



***Raquel Judie***

Admissions  
Adminssions@DallasCareerAcademy.com



***Taylor Symoné***

Business & Branding Strategist  
Tucker@DallasCareerAcademy.com



***Delexia White***

Cheif Marketing Officer  
White@DallasCareerAcademy.com

# IMPORTANT CONTACTS



***Channon Payton***

Career Counselor  
Payton@DallasCareerAcademy.com



***Heaven Hughes-Stoker***

Manicurist Instructor  
Stoker@DallasCareerAcademy.com



***Whitney Cheatnum***

Lash Instructor  
Cheatnum@DallasCareerAcademy.com



***Stephanie Brightmon***

Health Admin, Pharmacy, Cyber  
Security, Microsoft  
Johnson@dallasCareeracademy.com



***Nathan Cox***

CDL Instructor  
Cox@dallasCareerAcademy.com



***Yesica Alford***

Specialty Instructor  
Alford@DallasCareerAcademy.com



***Christina Zeigler***

Cyber Security, Health Admin  
Zeigler@DallasCareerAcademy.com



***Deidra Collins-RN***

Patient Care Technician, Medication  
Aid,  
Nurses Aid, Medical Assistant, EKG,  
Phlebotomy  
Collins@DallasCareerAcademy.com



***Teresa Moralez***

Dental Assitant  
Moralez@dallasCareerAcademy.com



## *School Hours Of Operation*



Monday: Closed

Tuesday: 8am – 9pm

Wednesday: 8am – 9pm

Thursday: 8am – 9pm

Friday: 8am – 5pm

Saturday: 9am-4:00pm

Sunday: CLOSED

Martin Luther King Day

January 18th

Memorial Day

May 31st

Independence Day

July 4th

Labor Day

September 6th

Veterans Day

November 11th

Thanksgiving Day

November 25th

Day after Thanksgiving

November 26th

Christmas Break

December 24th-25th

New Year's Eve

December 31st

New Year's Day

January 1st

Summer Break TBA.

Additional holidays or school closures may be declared at the discretion of the School Director.

# ADMISSIONS

## *General Requirements*

Dallas Career Academy welcomes students from all walks of life who are ready to embark on a journey of professional growth. To apply, you'll need to:

- Be at least 17 years old (16 with parental consent for select programs).
- Provide a valid government-issued ID and Social Security Card.
- Submit a completed application form with any necessary supporting documents, including:
  - Proof of high school completion or equivalent.
  - Official transcripts from previous schools (if applicable).

## *Veterans' Admissions Policy*

Veterans must submit a military transcript and any additional documentation required for educational benefits.

Complete all necessary enrollment documents.

Veterans seeking admission must provide a valid military transcript as part of their application process.

Veterans are not eligible to enroll in online courses.

Veterans are encouraged to connect with the admissions office to ensure all required documentation for educational benefits is submitted and complete.

## ORIENTATION

Starting your journey at Dallas Career Academy begins with our orientation process:

- Attend a mandatory orientation session to learn about campus resources, policies, and program details.
- Meet with your advisor to outline your educational goals and prepare for success.
- Complete all necessary enrollment documents, including a completed application form with any required supporting documents (e.g., proof of high school completion or equivalent).
- Additional Requirements:
- Complete the campus tour and submit the orientation receipt prior to the first day of class.
- Download the Band app to stay updated on school communications.
- Ensure the enrollment agreement and all supporting documentation are completed.

## RE-ADMISSION

For students who have previously withdrawn, re-admission involves the following steps:

- Submit a re-admission request form to the admissions office.
- Meet with an advisor to discuss your goals and review any outstanding requirements.
- Resolve any financial or academic holds prior to re-enrollment.
- Additional Information:
- A \$650 re-admission fee applies to all returning students.
- Re-admissions are subject to denial based on the circumstances of the prior departure from the program.



# PROGRAMS *OFFERED*

Dallas Career Academy offers the following courses:

Medical Assistant	\$11,825
Pharmacy Technician	\$15,000
Patient Care Technician	\$8,500
Dental Assistant	\$9,573
Phlebotomy	\$1,800
Nurse Aide	\$5,500
Nurse Aide Clinical Only	\$200
CPR Course	\$100
Medical Billing and Coding	\$11,995
Cyber Security	\$15,000
Comp Tia	\$11,995
Comp A+	\$ 11,995
CDL/Bus Transportation	\$15,000
Manicurist	\$14,975
Manicurist/Esthetician	\$19,975
Eyelash Extension Specialist	\$9,425
Esthetician	\$17,675
Cosmetology Operator	\$25,445
Class A Barber	\$23,000
Cosmetology Crossover Operator	\$7,425
Hair Weaving Specialist	\$10,450
Production Planning Expedition	\$14,000
Test Refresher	\$850

## *Non-Refundable Fees:*

Please note that these courses include non-refundable fees as outlined in the pricing details per your enrollment agreement.

## *Registration:*

For more information or to register, please contact  
[enroll@dallaslashacademy.com](mailto:enroll@dallaslashacademy.com) or  
call 469-422-6273



# MEDICAL ASSISTING

## *Program Overview*

*Duration: 168 hours (11 weeks)/ Format: Online Certification Program/ \$8500/ \$4500 non-refundable*

The Medical Front Office Assistant program equips students with the administrative skills and knowledge required to succeed in medical office environments. This comprehensive program prepares students to earn the Certified Medical Administrative Assistant (CMAA) certification, enhancing their marketability and career flexibility.

## *Graduates are skilled in:*

- Medical Office Procedures and Administration
- Human Anatomy, Physiology, and Medical Terminology
- Medical Office Computer Application

Medical administrative assistants are vital to the smooth operation of healthcare facilities, including physician's offices, hospitals, outpatient centers, and insurance companies. They provide essential support to medical coders, transcriptionists, and billing clerks.

## *Key Skills Acquired:*

Medical Office Administration  
Front Office Coordination  
Patient-Centered Care Coordination  
Medical Billing and Scheduling

## *Career Outcomes:*

Medical Front Office Assistant  
Medical Office Specialist  
Medical Receptionist  
Patient Care Coordinator

Certification: Preparation for the CMAA national Certification Exam.

## *Admission Requirements:*

Must be at least 17 years old with parental consent or 18 years and older.  
High school diploma, GED, or meeting Ability-to-Benefit requirements.  
Valid photo ID and Social Security card.  
Minimum scores: Reading, Math, and Language at a 7th-grade level (acceptable TABE scores).

## *Additional Requirements:*

Pass a criminal background check and drug screening (no cost to the student).  
Achieve a typing speed of 35 WPM (assessment provided by North Texas Institute or Career Development).  
Complete the "5 Keys to Excellence" course before starting classes.



### **Becoming an Administrative Medical Assistant (10/2/12):**

Introduction to roles, job duties, and certification responsibilities.

### **Managing Stress and Improving Communication (10/2/12):**

Techniques for stress management, communication barriers, and patient interview methods.

### **Law, Ethics, and Healthcare (10/2/12):**

Key healthcare laws (HIPAA, ADA, OSHA) and ethical practices.

### **Improving Your Medical Office (5/1/6):**

Safety protocols, facility management, and best practices.

### **Computers in the Ambulatory Care Setting (10/2/12):**

EMR, EHR, and safeguarding Protected Health Information (PHI).

### **Telecommunications and Patient Scheduling (10/2/12):**

Executive scheduling methods, patient portals, and dealing with no-shows.

### **Medical Terminology: Word Parts, Plurals, Abbreviations (10/2/12):**

Foundational medical vocabulary for managing records.

### **Managing Medical Records (10/2/12):**

Overview of electronic and paper medical records.

### **Written Communication (5/1/6):**

Composition of medical documents, emails, and proofreading techniques.

### **Medical Billing and Coding Overview (20/4/24):**

Introduction to insurance terms, code sets, claim forms, and billing practices.

### **Daily Financial Practices (10/2/12):**

Accounts management, patient payments, and office cash flow.

### **The Administrative Medical Assistant as Office Manager (10/2/12):**

Office management responsibilities, physician credentialing, and Clinical Documentation Improvement (CDI).



## *Program Overview*

*Duration:* 610 hours (26 weeks; maximum 33 weeks) /\$15,000/ \$6500 non-refundable

*Format:* In-Class and Hybrid Online

The Pharmacy Technician Program prepares students to excel in various pharmacy settings through a combination of classroom instruction, hands-on training, and an externship. Graduates gain eligibility to register with the Texas State Board of Pharmacy and are fully prepared to sit for the Pharmacy Technician Certification Exam (PTCE).

### *Graduates are skilled in:*

- Basic pharmacology
- Pharmacy operations and procedures
- Business communication
- Pharmacy-specific computer software

This program equips students for a variety of entry-level roles, including positions in retail pharmacies, hospitals, clinics, and pharmaceutical companies.

### *Key Skills Acquired:*

- Provide students with comprehensive training for pharmacy settings.
- Equip students with the skills to prepare, dispense, and manage medication.
- Develop proficiency in pharmacy software and business communication.
- Prepare students to achieve the Certified Pharmacy Technician (CPhT) credential.



### *Career Outcomes*

Graduates are prepared for roles such as:

- Pharmacy Technician
- Pharmacy Aide
- Pharmacy Assistant

Possible workplaces include:

- Retail pharmacies
- Hospitals and clinics
- Pharmaceutical companies

### *Admission Requirements:*

Meet all Dallas Career Academy admission requirements.

Fulfill technology requirements for hybrid/online learning formats.

Registration with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee (requires fingerprinting, which may take 4–6 months).

Completion of the 5 Keys to Excellence course classes.

# PROGRAM CURRICULUM

## ***PHT-101: Legal and Ethical Considerations for the Pharmacy Technician (8/0/0)***

Introduction to drug laws, FDA reporting, controlled substances regulations, and ethical guidelines.

## ***PHT-102: Methods of Medication Delivery (12/0/0)***

Overview of medication delivery systems, drug administration routes, and dosage methods.

## ***PHT-103: Pharmaceutical Calculations and Measurements (8/20/0)***

Mastering measurement systems, dosage calculations, and arithmetic related to pharmacy practice.

## ***PHT-104: Anatomy and Physiology for Pharmacy Technicians (20/0/0)***

Study of human anatomy and physiology, focusing on system interdependence and dysfunctions.

## ***PHT-105: Medical Terminology (20/0/0)***

Introduction to medical vocabulary, spelling, and pronunciation specific to pharmacy practice.

## ***PHT-106: Psychoactive Drugs (16/0/0)***

Exploration of prescription medications for psychiatric disorders, including classifications and side effects.

## ***PHT-107: The Community Pharmacy (12/16/0)***

Training in duties of pharmacy technicians in retail environments, inventory management, and patient profiles.

## ***PHT-108: Anti-inflammatory Drugs (16/0/0)***

Overview of drugs used for muscular system diseases, including preparation and administration techniques.

## ***PHT-109: Medication and Prescription Calculations (8/24/0)***

Advanced calculations for solid and liquid medications, including reconstitution techniques.

## ***PHT-110: Extemporaneous Compounding (12/24/0)***

Techniques for preparing customized medications, including solutions, ointments, and capsules.

## ***PHT-111: The Hospital Pharmacy (12/16/0)***

Understanding inpatient drug distribution systems, automation, and inventory control.

## ***PHT-112: Introduction to Sterile Products Preparation (16/32/0)***

Preparation of IV solutions, calculations, and techniques for safe sterile product handling.

## ***PHT-113: Sterile Products Preparation and Administration (16/32/0)***

Advanced aseptic techniques and preparation of medications for IV, epidural, and subcutaneous routes.

## ***PHT-114: Respiratory, Gastrointestinal, Renal, and Circulatory Drugs (16/0/0)***

Study of medications for diseases affecting major organ systems, including therapeutic and adverse effects.

## ***PHT-115: Medication Safety (16/0/0)***

Principles of preventing and managing medication errors in pharmacy practice.

## ***PHT-116: Successful Career Tactics (8/12/0)***

Training in customer service, workplace ethics, and career advancement strategies for pharmacy technicians.

## ***PHT-117: PTCE Preparation (12/0/0)***

Comprehensive review of key concepts and drug knowledge to prepare for the Pharmacy Technician Certification Exam.

## ***PHT-118: Final Exam (6/0/0)***

Assessment of knowledge and skills gained throughout the program.

## ***PHT-119: Pharmacy Technician Externship (0/0/200)***

Supervised real-world training in retail or hospital pharmacy settings.



## *Program Overview*

*Duration: 2 months/ Format: In-Class and Online Study Options/ \$8500 / \$4500 non-refundable*

The Patient Care Technician Program provides students with the comprehensive skills needed to perform competently in the field of patient care. Designed for aspiring professionals, this program emphasizes per-sonal growth, condence building, work ethics, and technical experse, preparing graduates for success in healthcare environments.

### *Key Skills Acquired:*

Certified EKG Technician (CET)  
Certified Patient Care Technician/Assis-  
tant(CPCT/A)  
Certified Phlebotomy Technician (CPT)

### *Career Outcoomes*

Graduates may nd entry-level posions in hospitals, clinics, nursing homes, and home health agencies. Roles include:

Patient Care Technician  
Nursing Assistant  
EKG Technician

## *Admission Requirements:*

Must be at least 17 years of age with parental consent or 18 years or older.

Present a valid picture ID and an original Social Security card.

Provide proof of a high school diploma/GED.



## *PROGRAM CURRICULUM HOURS:*

### **PCT-101: Basic Health Care Worker (75/0/0)**

Introduction to fundamental healthcare skills, safety protocols, and patient interactions.

### **PCT-102: Nurse Aid Orderly (50/0/0)**

Training in bedside patient care, including hygiene, mobility assistance, and monitoring.

### **PCT-103: Advanced Home Health (50/0/0)**

Skills for home healthcare, including patient communication and administering medications.

### **PCT-104: Patient Care Assistant (60/0/0)**

Advanced techniques in patient support, including EKG monitoring and vital signs.

### **PCT-105: Allied Health Assistant (45/0/0)**

Training in administrative and technical support roles in healthcare.



# DENTAL ASSISTANT

## *Program Overview*

*Duration: 4 months/ Format: In-Class and Online Study Options/ \$9573/ \$6500 non-refundable*

The Dental Assistant Program equips students with the theoretical knowledge and practical skills needed to excel in entry-level positions as valuable members of a dental healthcare team. Training includes chair-side assistance, laboratory procedures, infection control, and administrative tasks, preparing students for a range of professional responsibilities. Graduates will be proficient in patient care, dental radiography, and business office functions, contributing to the overall efficiency and success of dental practices.

## *Key Objectives:*

Certified EKG Technician (CET)  
Certified Patient Care Technician/  
Assistant (CPCT/A)  
Certified Phlebotomy Technician (CPT)

## *Admission Requirements:*

- Must be at least 17 years of age with parental consent or 18 years or older.
- Present a valid picture ID and an original Social Security card.
- Provide proof of a high school diploma/GED.

## *Career Outcomes*

Registered Dental Assistant's may find employment in various settings, including:

Dental Offices  
Clinics  
Hospitals

### **Roles Include:**

Dental Assistant  
Administrative Dental Assistant  
Radiology Technician  
Phlebotomy Technician





## *PROGRAM CURRICULUM HOURS:*

### *DA100: Introduction to Dentistry (60/30)*

Overview of dental ethics, team responsibilities, and patient psychology.

### *DA101: Dental Sciences (90/0)*

Comprehensive instruction on human anatomy, oral embryology, and dental charting.

### *DA102: Practical Infection Control (30/60)*

Focus on microbiology, sterilization techniques, and OSHA compliance.

### *DA103: Dental Materials (30/60)*

Training in the use, application, and safe handling of dental materials.

### *DA104: Preventive Dentistry (30/60)*

Philosophy and techniques of oral health maintenance and disease prevention.

### *DA105: Dental Radiography (30/60)*

Principles of dental radiology, including equipment use and safety protocols.

### *DA106: Dental Office Management (30/60)*

Administrative tasks, appointment control, and bookkeeping systems.

### *DA107: Dental Procedures (0/90)*

Introduction to dental operative procedures, charting, and instrumentation.

### *DA211: Dental Assistant Externship (0/0/120)*

Hands-on training in a dental office under the supervision of a licensed dentist.



# PHLEBOTOMY



## Program Overview

Duration: 80 hours, Format: In-Class Only/ \$1800 / \$650 non-refundable

The Phlebotomy Technician Program equips students with theoretical knowledge and hands-on training in venipuncture, bodily fluid handling, and patient care. Graduates will be prepared to register with the Texas State Board of Phlebotomy and pursue careers in diverse healthcare settings.

## Key Objectives:

- Understand phlebotomy, venipuncture, and capillary puncture processes.
- Apply safety protocols, including managing bloodborne pathogens.
- Identify proper venipuncture and capillary sites and ensure patient preparation and care.
- Utilize and manage phlebotomy equipment effectively.
- Perform phlebotomy procedures safely and address adverse reactions.

## Career Outcomes

Graduates may find employment in various healthcare settings, including:

- |                |                         |
|----------------|-------------------------|
| • Hospitals    | • Phlebotomy Technician |
| • Clinics      | • Laboratory Assistant  |
| • Laboratories | • Medical Assistant     |
|                | • Phlebotomy Technician |

Roles include:

## Program Curriculum:

### **PCT-101: Introduction to Phlebotomy (20/10)**

Overview of phlebotomy practices, including definitions and ethical considerations.

### **PCT-102: Venipuncture Procedures (10/20)**

Training on proper venipuncture techniques and patient preparation.

### **PCT-103: Capillary Puncture (10/15)**

Techniques for performing and analyzing capillary punctures.

### **PCT-104: Bloodborne Pathogens & Safety (10/10)**

Comprehensive training on pathogen handling and safety protocols.

### **PCT-105: Patient Monitoring & Reporting (10/10)**

Methods for patient care, charting, and documenting procedures and results.

# NURSE AIDE

## *Program Overview*

Duration: 112 Clock Hours, Format: In-Class / 4 Weeks/ \$5500/ \$1500 non-refundable

The Nurse Aide Program is designed to provide students with the essential skills and knowledge to deliver basic patient care in hospitals and long-term care facilities. Students will learn effective communication, basic nursing procedures, CPR, and infection control while upholding patient rights and promoting independence. Qualifying them for placement on the Texas Nurse Aide Registry.

## *Career Outcomes*

Graduates of this program will be equipped to provide comprehensive care and pursue entry-level roles in healthcare settings such as hospitals, nursing homes, and assisted living facilities.

## *Admission Requirements:*

Must be at least 18 years old.

Present proof of high school diploma, GED, or pass a basic skills assessment.

Interview with an admissions representative.

Pass a criminal background check and verification with the Texas Nurse Aide Registry.

Successfully complete a state-approved nurse aide training program (60 hours of classroom and 40 hours of clinical) or the HHSC computer-based training (CBT) 60-hour online classroom training and 40 hours of clinical training with a state-approved nurse aide training and competency evaluation program.

## *Program Curriculum:*

### *NA-101: Introduction to Long-Term Care (16/0/0)*

Overview of the Nurse Aide's role, safety measures, resident rights, and infection control.

### *NA-102: Personal Care Skills (10/10/0)*

Techniques for moving and positioning residents, personal hygiene, and assisting with elimination.

### *NA-103: Basic Nursing Skills (10/0/0)*

Training on vital signs, restraint-free environments, and coping with resident admission and discharge.

### *NA-104: Restorative Services (6/0/2)*

Skills to help residents regain independence and maintain physical and psychological well-being.

### *NA-105: Mental Health and Social Service Needs (6/0/0)*

Understanding Maslow's Hierarchy, developmental tasks, and responses to loss and change.

### *NA-106: Social Skills in Healthcare (12/0/0)*

Conflict resolution, professional communication, and appropriate use of social media in healthcare.

### *NA-117: Clinical Externship (0/0/40)*

Hands-on experience providing patient care under supervision in a healthcare setting.







# MEDICAL BILLING & CODING

## *Program Overview*

Duration: 340 Hours, Format: Online (CBCS Certification) / \$11,995

The Medical Billing and Coding Specialist Program provides students with the skills and knowledge required for a career in healthcare billing and coding. Students will learn coding standards (ICD-9, ICD-10, CPT, and HCPCS), insurance billing processes, and healthcare compliance. This 18-week course equips graduates to excel in a range of healthcare

## *Admission Requirements:*

- Must be at least 18 years of age.
- High school diploma, GED, or equivalent assessment (TABE).
- Valid photo ID and Social Security card.
- Typing proficiency (35 WPM, minimum 50% typing assessment score).
- Pass a criminal background check and drug screening.
- Evidence of Certified Medical Administrative Assistant (CMAA) certification or 6 months of professional experience in a medical field.

## *Career Outcomes*

Certified graduates can pursue careers in:

Hospitals and clinics  
Insurance companies  
Medical billing



## *Key Objectives:*

Master medical coding standards and insurance billing processes.

Navigate electronic health records and medical software.

Comprehend healthcare laws, including HIPAA and HITECH.

## *Program Curriculum:*

### *Introduction to Medical Billing and Coding (5/0/5)*

Explore career opportunities and qualifications for billing and coding specialists.

### *Healthcare Law (10/0/10)*

Covers HIPAA regulations, fraud prevention, and healthcare compliance laws.

### *Introduction to Health Insurance Terms*

(5/0/5)

Learn essential insurance and reimbursement terminology.

### *Pharmacology for Coders (15/5/20)*

Covers drug classifications, therapeutic uses, and medication administration.

### *ICD-10-CM Coding (32/8/40)*

Comprehensive training in ICD-10-CM coding guidelines and conventions.

### *CPT and HCPCS Level II Coding (32/8/40)*

Learn procedure coding systems and reimbursement methodologies.

### *Abstracting Information from Medical Documents (15/5/20)*

Practical training in coding SOAP notes, consultations, and procedural reports.



## *Program Curriculum:*

### *New Patients, Insurance Claims, and EOBs (9/1/10)*

Introduction to electronic and paper claims, insurance policies, and collections.

### *Submitting Electronic Claims and CMS-1500 (9/1/10)*

Learn electronic data interchange (EDI) and claim submission procedures.

### *Blue Cross/Blue Shield Claims (17/3/20)*

Detailed training on Blue Cross/Blue Shield billing and reimbursement practices.

### *Medicare and Other Healthcare Programs (34/6/40)*

Explore billing processes for Medicare, Medicaid, TRICARE, and workers' compensation.

### *ICD-10-PCS Coding (32/8/40)*

Training on procedure coding systems and their applications in healthcare billing.

### *Survey of Hospital Billing (17/3/20)*

Understand hospital revenue cycles, charge masters, and prospective payment systems.

### *Medical Terminology and Body Systems (28/42/70)*

Comprehensive anatomy and medical terminology for accurate coding.

# ONLINE TRAINING:

## *CLASS SCHEDULES & TECHNOLOGY REQUIREMENTS*

Upon enrollment, students will receive a welcome package with online textbooks, workbooks, course schedules, and login credentials. A mandatory New Student Orientation will guide students through program timelines and navigation provided resources.

### *Technology Requirements*

#### *Hardware*

**Minimum:** Intel Pentium/ Celeron 1.6 GHz, 2 GB RAM, Windows 7 or later.

**Recommended:** Windows 10 or macOS 10.15+, 8 GB RAM.

**Software**

Internet Explorer 10+, Firefox 18+, or Chrome 5+.

Microsoft Office 2007+ or alternatives (Google Docs, Sheets, Slides). Adobe

Flash Player 11.5+ and Adobe Reader 11.0.

#### *Internet*

Reliable broadband connection (minimum 1000 Kbp).

**Miscellaneous**

Video recording device (e.g., webcam or phone).

Optional: Printer.



### *Grading & Assessments*

**Quizzes:** Unlimited attempts recommended for 100% mastery.

**Exams:** Graded; two attempts allowed, with a 70% minimum to pass.

**Certification:** Students must complete all required training hours and pass assessments to earn certificates.

**24/7 Access:** Video instruction and resources are available anytime with high-speed internet access.

**Support:** Virtual Training Coordinators monitor progress and provide personalized assistance.

**Live Mentoring:** Monday-Thursday (8:30 AM - 8:00 PM ET), Friday (8:30 AM - 5:00 PM ET).

**NOTE: VA STUDENTS ARE NOT ELIGIBLE FOR ONLINE TRAINING.**



# SECURITY

# CYBER

## *Program Overview*

*Duration: 340 Hours, Format: Online (CBCS Certification) \$15,000 / \$2800 non-refundable*

The Medical Billing and Coding Specialist Program provides students with the skills and knowledge required for a career in healthcare billing and coding. Students will learn coding standards (ICD-9, ICD-10, CPT, and HCPCS), insurance billing processes, and healthcare compliance. This 18-week course equips graduates to excel in a range of healthcare

## *Admission Requirements:*

- Meet all Dallas Career Academy admissions requirements.
- Possess a computer with Intel 6th Generation Core i5 or higher, 8GB RAM minimum.
- For online students, comply with technology requirements specified in the catalog.

## *Key Objectives:*

- Develop a comprehensive understanding of security concepts, frameworks, and risk management.
- Master networking fundamentals, system administration, and secure system design.
- Learn cryptography principles and access management techniques.
- Gain expertise in identifying, analyzing, and mitigating security threats and vulnerabilities.
- Understand project management principles with a focus on Agile methodologies.

## *Career Outcomes*

Graduates will be prepared to sit for industry-recognized certifications such as:

CompTIA Security+  
Network+  
Certified Ethical Hacker (CEH) Career Opportunities

Then can pursue careers in Cyber Security, including roles such as:

System Security Analyst  
Cyber Defense Analyst  
Incident Responder



# Program Curriculum:

## CSO-100: Security Foundations (30/30)

Introduction to security concepts, threat actors, risk management, and disaster recovery.

## CSO-101: Networking Foundations (30/30)

Fundamentals of network administration, protocols, and standards.

## CSO-102: System Administration (30/30)

Basics of system administration, OS configuration, and secure system design.

## CSO-103: Network Defense (30/30)

Defensive strategies, penetration testing, and vulnerability assessment.

## CSO-104: Cryptography and Access Management (30/30)

Cryptographic methods and secure access control practices.

## CSO-105: Logging and Monitoring (30/30)

Log analysis, intrusion detection, and forensic techniques.

## CSO-106: Programming Foundations (30/30)

Basics of programming languages relevant to the Cyber Security industry.

## CSO-107: Web Application and Project Management (30/30)

Web security and project management principles focusing on Agile methodology.

## CSO-108: Threats and Vulnerabilities (30/30)

Detailed exploration of threats, vulnerabilities, and social engineering tactics.

## CSO-110: Group Project (50/110)

Collaborative capstone project integrating all program components.



# COMPTIA A+ CERTIFICATION



## Key Objectives

- Gain a comprehensive understanding of computer hardware, operating systems, networking, and IT security.
- Develop the ability to troubleshoot and resolve hardware, software, and connectivity issues.
- Master key topics such as virtualization, mobile device management, and PC configuration.
- Achieve certification in both Core 1 (220-1101) and Core 2 (220-1102) exams.

## Career Opportunities

*Graduates may pursue roles such as:*

PC Support Technician  
Help Desk Technician  
IT Support Specialist  
Network Technician

## Program Overview

*Duration: 290 Hours/Format: Online*

The CompTIA A+ Career Training program is designed to prepare students for the CompTIA A+ certification exams (220-1101 and 220-1102). These certifications validate the foundational knowledge and skills required for entry-level IT professionals.

Through Remote Mentored Learning (RML), students gain hands-on experience, theoretical knowledge, and support from online mentors. The program includes skill-building labs and real-world exercises to ensure readiness for the IT industry.



# *Program Curriculum*

## *COMP TIAA+ (220-901) UNIT 1 & UNIT 2 (44/12/56)*

Learn BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Understand storage devices, display devices, peripheral devices, network architecture devices, and characteristics of TCP/IP.

Prerequisite: none

## *COMP TIAA+ (220-901) UNIT 3 & UNIT 4 (31/13/44)*

Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and networking tools. In unit 4, learn about laptop components, displays, features, and mobile devices.

Prerequisite: COMP TIAA (22-1) IT 1 IT 2

## *COMP TIAA+ (220-901) UNIT 5 & UNIT 6 (38/10/48)*

Understand SOHO networks, printers, and maintenance. Cover troubleshooting best practices for RAM, CPU, RAID, networks, mobile devices, and printers. Prerequisite: COMP TIAA+ (220-901) UNIT 3 & UNIT 4

## *COMP TIAA+ (220-902) UNIT 1 & UNIT 2 (47/7/54)*

Learn Microsoft Operating Systems fundamentals, Windows OS security, command line tools, and mobile device network configuration.

Prerequisite: COMP TIAA (22-1) ITS 1-6

## *COMP TIAA+ (220-902) UNIT 3 & UNIT 4 (29/13/42)*

Understand client-side virtualization, cloud concepts, Windows networking, and SOHO networks. Learn common security threats, vulnerabilities, and safe data disposal practices.

Prerequisite: COMP TIAA (22-2) IT 1 IT 2

## *COMP TIAA+ (220-902) UNIT 5 & UNIT 6 (31/15/46)*

Develop safety procedures, handle prohibited content, and practice proper communication techniques. Troubleshoot PC operating systems, security issues, and mobile devices.

Prerequisite: COMP TIAA (22-2) IT IT 4

## *Certification Requirements*

Students must complete 290 hours of training with a passing grade to earn a certificate in CompTIA A+ Certification Training.

Students are required to pass certification exams Core 1 (220-1001) and Core 2 (220-1002) to qualify as CompTIA A+ certified professionals.





## *Program Overview*

**Duration:** 6 Weeks (150 Hours), **Format:** Online

The Network+ Certification Training program validates the knowledge required to use and maintain a wide range of networking technologies, as well as proficiency in network administration and support. Designed for individuals seeking a foundational yet robust understanding of networking, this program offers a vendor-neutral and internationally recognized certification in a growing and in-demand field.

Delivered through Remote Mentored Learning (RML), the program allows students to learn via interactive video content, skill-building labs, and real-world exercises. Participants are supported by an Online Mentor to ensure comprehension and progress. This flexible approach empowers students to manage their learning schedule while preparing for certification.

### *Key Objectives:*

- Understand and troubleshoot both wireless and wired network infrastructures.
- Learn fundamental networking concepts, operations, and security measures.
- Gain the ability to configure and manage various network devices.
- Master troubleshooting techniques for resolving performance and connectivity issues.
- Prepare for the CompTIA Network+ (N10-007) certification exam.

### *Skills Covered:*

**Network+ certified professionals will:**

- Manage and troubleshoot basic network infrastructures.
- Install and operate wired and wireless networks.
- Identify common networking protocols, ports, and troubleshooting techniques.
- Understand network architecture, operations, and security fundamentals.
- Adhere to industry standards, practices, and network theory principles.

# IT TRAINING

## NETWORK+ CERTIFICATION



### *Admission Requirements:*

Be at least 18 years of age.  
Provide a valid photo ID and an original social security card.  
Possess a high school diploma, GED, or meet Ability-to-Benefit (A/B) requirements.  
Achieve required academic scores (Reading, Math, and Language - 7th-grade level).  
Pass a criminal background check and drug screening. Have email access and basic computer proficiency. Successfully complete the 5 Keys to Excellence course. Show evidence of 6 months of professional computer-related experience or completion of a relevant certification (e.g., CompTIA A+).

### *Certification Requirements*

To earn a CompTIA Network+ Certification, students must:

Complete all required units (150 hours of training).  
Pass the certification exam with a minimum score of 75%.  
Demonstrate mastery of networking fundamentals and practical skills through assessments and labs.

### *Program Curriculum:*

#### *Network+ Certification Course*

This course builds on basic computer knowledge to present the essential skills needed for a career in networking. Students will learn to configure and troubleshoot network hardware and software while gaining foundational knowledge to succeed on the CompTIA Network+ Certification Exam (N10-007).

#### *COMP TIA Network+ UNIT 1 & UNIT 2*

*Hours: 44/12/56*

Understand BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Learn about storage devices, peripheral devices, network architecture devices, and characteristics of TCP/IP.

*Prerequisite: None*

#### *COMP TIA Network+ UNIT 3 & UNIT 4*

*Hours: 31/13/44*

Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, and internet connection types. Explore laptop components, displays, features, and mobile devices.

*Prerequisite: COMP TIA Network+ UNIT 1 & UNIT 2*

#### *COMP TIA Network+ UNIT 5 & UNIT 6*

*Hours: 38/12/50*

Gain proficiency in managing SOHO networks, maintaining printers, and implementing troubleshooting best practices for hardware, networks, and mobile devices. *Prerequisite:*

*COMP TIA Network+ UNIT 3 & UNIT 4*

# MICROSOFT OFFICE SUITE ONLINE SEMINAR

## Program Overview

**Duration:** 16 Weeks (160 Hours)**Format:** Online

The Microsoft Office Suite Online Seminar is designed to teach beginner, intermediate, and expert-level Microsoft Office skills. Students will gain proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and Access, with opportunities to earn industry-recognized certifications for each application. This program combines lecture-based training with hands-on exercises to prepare students for professional roles requiring Microsoft Office expertise.

## Admissions Requirements:

- Must be at least 18 years of age.
- Provide a valid photo ID and social security card.
- Score 85% or higher on the Northstar Digital Literacy Assessments for Microsoft Word, PowerPoint, and Excel. Students scoring below this threshold must complete relevant Goodwill Digital Career Accelerator courses.



## Program Curriculum:

### Microsoft Word Core (20/10/30)

Learn basic and intermediate Microsoft Word functions, including document formatting, editing tools, and file management. **Prerequisite:** 85% on Northstar Assessment for Microsoft Word.

### Microsoft Word Expert (25/20/45)

Master advanced features such as mail merging, templates, macros, and document protection. **Prerequisite:** Completion of Microsoft Word Core.

### Microsoft PowerPoint (20/5/25)

Create professional presentations with advanced features, including multimedia enhancements and slide management. **Prerequisite:** 85% on Northstar Assessment for PowerPoint or completion of Microsoft Word Core.

### Microsoft Excel Core (15/10/25)

Learn to format worksheets, use formulas, and organize data efficiently. **Prerequisite:** 85% on Northstar Assessment for Excel or completion of Microsoft Word Core.

### Microsoft Excel Expert (15/15/30)

Develop advanced Excel skills, including PivotTables, LOOKUP functions, and macros. **Prerequisite:** Completion of Microsoft Excel Core.

### Microsoft Outlook (12/8/20)

Manage emails, calendars, and tasks efficiently using Microsoft Outlook. **Prerequisite:** 85% on Northstar Assessment for Outlook.

### Microsoft Access (40/20/60)

Design and manage databases, build tables, and generate reports using Microsoft Access. **Prerequisite:** 85% on Northstar Assessment for Access or completion of Microsoft Word Core or Excel Core.





## *Program Overview*

**Duration:** 210 Hours\ **4 Weeks Format:** In-person/ \$15,000/ \$6500 non-refundable

The Professional Truck Driver Program prepares students for obtaining their Class A Commercial Driver's License (CDL). This comprehensive program includes in-depth study of DOT safety rules, defensive driving techniques, and real-world driving experience with various tractor/trailer combinations. Graduates will be equipped with the skills necessary to embark on a successful career in the trucking industry.

### *Key Objectives*

- Describe vehicle safety and accident prevention procedures.
- Demonstrate proper cargo handling and documentation.
- Obtain and maintain a Class A CDL with necessary endorsements.
- Master vehicle inspection, maintenance, and road driving skills.

### *Admission Requirements:*

- Must be at least 18 years old (21 for interstate driving).
- Hold a valid Texas Driver License.
- Pass a Department of Transportation (DOT) physical examination.
- Pass a drug and alcohol screening.
- Provide a clean driving record.

## *Career Outcomes*

Long-haul Truck Driver  
Local Delivery Driver

Logistics Operator  
Freight Hauler

## *Program Curriculum:*

### **CDL-101: Orientation (6/0/0)**

Basic understanding of the trucking industry, compliance with regulations, procedure for obtaining a CDL, and driver qualifications.

### **CDL-102: Control System (6/0/0)**

Identification and understanding of controls and instruments required for safe and efficient vehicle operation.

### **CDL-103: Vehicle Inspection (10/0/0)**

Systematic vehicle inspection, identifying damaged or loose parts, and Federal Motor Carrier Safety Regulations compliance.

# PROFESSIONAL TRUCK DRIVER (CDL CLASS A)

## *Program Curriculum:*

### **CDL-104: Basic Control with Right/Left Turn Procedures (12/0/0)**

Starting, warming up, and shutting down engines, straight-line backing, and right/left turning techniques.

### **CDL-105: Shifting (10/0/0)**

Introduction to shifting patterns and procedures, including gear selection and techniques for smooth performance.

### **CDL-106: Coupling & Uncoupling (21/0/0)**

Step-by-step procedures for coupling and uncoupling tractor-trailers with an emphasis on safety.

### **CDL-107: General Knowledge plus Defensive Driving (8/0/0)**

Safe driving practices, inspection of equipment, and defensive driving techniques.

### **CDL-108: Special Rigs (6/0/0)**

Training for operating special rigs with unique characteristics.

### **CDL-109: Visual Research (11/0/0)**

Safe and effective visual search skills for road conditions, including proper use of mirrors.

### **CDL-110: Communication (5/0/0)**

Principles of effective communication, understanding cues from other drivers, and signaling.

### **CDL-111: Speed Management (6/0/0)**

Science of speed, stopping distance, and speed adjustments for various driving conditions.

### **CDL-112: Space Management (6/0/0)**

Maintaining proper space cushions and managing space while turning.

### **CDL-113: Night Driving (5/0/0)**

Unique challenges of night driving and procedural adjustments.

### **CDL-114: Extreme Driving Conditions (8/0/0)**

Safe operation in snow, ice, extreme temperatures, and mountainous terrains.

### **CDL-115: Hazard Perception (6/0/0)**

Identifying and responding to hazardous road conditions.

### **CDL-116: Emergency Maneuvers (8/0/0)**

Evasive steering, emergency stops, and responses to mechanical failures.

### **CDL-117: Railroad Crossings (3/0/0)**

Safe methods for crossing railroad tracks and understanding associated dangers.

### **CDL-118: Skid Control & Recovery (8/0/0)**

Causes of skids and techniques for safe recovery.

### **CDL-119: CSA 2014: A Driver's Guide (8/0/0)**

Comprehensive Safety Analysis and driver monitoring systems.

### **CDL-120: Hazardous Materials (10/0/0)**

Overview of hazardous materials transportation and responsibilities.

### **CDL-121: Vehicle Systems with Air Brakes (11/0/0)**

Understanding vehicle systems, parts, and air brakes.

### **CDL-122: Preventive Maintenance (11/0/0)**

Importance of preventive maintenance to prevent breakdowns.

### **CDL-123: Accident Procedures (7/0/0)**

Responsibilities at accident scenes and preventability evaluations.

### **CDL-124: Hours of Service (8/0/0)**

Basic concepts and regulations regarding driver hours of service.

### **CDL-125: Personal Health and Safety (7/0/0)**

Importance of driver health, managing fatigue, and complying with safety regulations.

### **CDL-126: Trip Planning (7/0/0)**

Effective techniques for planning trips and estimating costs.

### **CDL-127: Public and Employer Relations (7/0/0)**

Role in representing the trucking industry and building customer relations.

### **CDL-128: Basic Business Practices for Drivers (7/0/0)**

Understanding business concepts for success in the transportation industry.



## *Program Overview*

*Duration: 1000 Hours / 10 Months/ \$25,445 /\$8,500 non-refundable*

*Format: In-person*

The Cosmetology Operator program provides students with the foundational knowledge and skills required to succeed in the cosmetology industry. This comprehensive course covers hair, skin, and nail care, utilizing the latest techniques, products, and tools. Graduates will be prepared to pass the Texas Department of Licensing and Regulations examination and enter the beauty industry with confidence.

### *Key Objectives*

Master sterilization, sanitation, and safety procedures in compliance with state regulations.

Perform hair treatments, coloring, cutting, styling, and chemical processes.

Develop expertise in manicuring, facials, and related cosmetology services.

Understand professional ethics, and salon management

### *Career Opportunities*

Graduates may pursue roles such as:

Licensed Cosmetologist

Hairstylist

Makeup Artist

Nail Technician

Salon Owner

### *Admission Requirements*

Must be at least 17 years old with parental consent or 18 without consent.

Provide a valid photo ID and social security card.

Submit proof of high school diploma, GED, or equivalent.

Pass an admissions interview and orientation session.



# COSMETOLOGY OPERATOR

*The detailed course breakdowns for all programs offered by Dallas Career Academy are included in the appendix for reference. Located at the end to provide an overview of the topics covered, the hours allocated for each module, and the scope of instruction. This information ensures compliance with state requirements and offers students a comprehensive understanding of their chosen program.*

*If you have any questions regarding the course details, please contact the school administration*



# CLASS A BARBER |

## Program Overview

**Duration:** 1000 Hours/**Format:** In-person / \$23,000/ \$6500 non-refundable

The Class A Barber Course at Dallas Career Academy offers comprehensive training in barbering services, preparing students for a successful career in the barbering industry. This program focuses on theoretical knowledge, practical skills, and professional ethics, equipping graduates with the expertise required to pass state licensing exams and excel in their careers.

## Key Objectives

- Master barbering techniques, including haircung, shaving, and styling.
- Gain an in-depth understanding of hair and skin anatomy, as well as sanitation and safety protocols.
- Learn Texas barbering laws, barbershop management, and customer service skills.
- Develop expertise in advanced techniques like hair coloring, straightening, and facial treatments.

## Career Opportunities

Graduates may pursue roles such as:

Licensed Barber  
Barbershop Owner  
Men's Grooming Specialist  
Hair and Beard Stylist

## Admission Requirements

Applicants must:

- Be at least 18 years old.
- Hold a valid ID and social security card.
- Have a high school diploma, GED, or equivalent.
- For instructor courses, possess an active cosmetology, barber, manicure, or esthetics license with at least 1 year of salon experience.
- Dallas Career Academy reserves the right to refuse admission for reasons not protected under state or federal law.
- Students enrolled at the academy cannot concurrently participate in other cosmetology or barbering courses.

## Admission Requirements:

Must be at least 17 years old with parental consent or 18 years and older.

High school diploma, GED

Valid photo ID and Social Security card.

Minimum scores: Reading, Math, and Language at a 7th-grade level (acceptable TABE scores).



# HAIR WEAVING SPECIALIST

## Program Overview

**Duration:** 4 months/**Format:** In-person/ **\$10,450/ \$1850 non-refundable**

The Class A Barber Course at Dallas Career Academy offers comprehensive training in barbering services, preparing students for a successful career in the barbering industry. This program focuses on theoretical knowledge, practical skills, and professional ethics, equipping graduates with the expertise required to pass state licensing exams and excel in their careers.

## Key Objectives

- Master barbering techniques, including haircung, shaving, and styling.
- Gain an in-depth understanding of hair and skin anatomy, as well as sanitation and safety protocols.
- Learn Texas barbering laws, barbershop management, and customer service skills.
- Develop expertise in advanced techniques like hair coloring, straightening, and facial treatments.

## Admission Requirements

**Applicants must:**

- Be at least 18 years old.
- Hold a valid ID and social security card.
- Have a high school diploma, GED, or equivalent.
- For instructor courses, possess an active cosmetology, barber, manicure, or esthetics license with at least 1 year of salon experience.
- Dallas Career Academy reserves the right to refuse admission for reasons not protected under state or federal law.
- Students enrolled at the academy cannot concurrently participate in other cosmetology or barbering courses.

## Career Opportunities

**Graduates may pursue roles such as:**

Licensed Barber  
Barbershop Owner  
Men's Grooming Specialist  
Hair and Beard Stylist





# COSMETOLOGY CROSSOVER



## *Key Objectives*

Develop foundational barbering and hair weaving skills.

Understand advanced hair techniques, including cutting and styling for all hair types.

Learn state-regulated sanitation and infection control practices.

Master client consultations and professional ethics

## *Program Overview*

*Duration: 4 months/Format: In-Person/ \$7,425/ \$2500 non-refundable*

This combined program prepares students to master barbering and hair weaving techniques. Students will gain expertise in cutting, styling, specialized hair weaving techniques, ensuring comprehensive knowledge and readiness for licensing exams.

## *Career Opportunities*

Licensed Barber and Hair Weaving Specialist

Barbershop Owner or Manager

Hair Weaving Specialist

## *Admission Requirements*

Must be at least 17 years old.

Provide valid ID and Social Security Card.

Purchase of Barbering and Hair Weaving Kits (details provided during enrollment).





## *Key Objectives*

Master hair weaving techniques for all hair types.

Gain proficiency in facials, makeup application, and skincare treatments.

Understand safety and sanitation practices.

Develop client interaction and consultation skills.

## *Career Opportunities*

Licensed Hair Weaving and Skincare Specialist

Spa Owner or Manager

Freelance Hair and Skincare Artist

Hair and Skin Care Educator

## *Admission Requirements*

Must be at least 17 years old.

Provide valid ID and Social Security Card.

Purchase of Hair Weaving and Esthetician Kits (details provided during enrollment).

# **HAIR WEAVE/ESTHETICIAN SPECIALIST**



## *Program Overview*

*Duration: 8 months / Format: In-Person/ \$17,675/ \$4500 non-refundable*

This program provides comprehensive training in skincare, including facials, chemical peels, and advanced treatments. Graduates will be prepared for state licensing exams and careers in esthetics.

## *Key Objectives*

Gain proficiency in skincare treatments and advanced techniques.

Learn anatomy and physiology related to esthetics.

Master makeup application and lash extensions.

## *Career Opportunities*

Licensed Esthetician

Spa Owner or Manager

Skin Care Consultant

## *Admission Requirements*

Must be at least 17 years old.

Provide valid ID and Social Security Card.

Purchase of an Esthetics Kit (details provided during enrollment).

# ESTHETICIAN

## Program Overview

*Durat on: 6 months / Format: In-Person/ \$19,975/ \$5800 non-refundable*

This program integrates esthetics and manicuring, providing students with the skills necessary for skincare treatments and nail care services. Graduates will be prepared for dual licensing exams.

## Key Objectives

Master facials, chemical peels, and makeup application

Learn manicure and pedicure techniques, including nail enhancements.

## Career Opportunities

Licensed Esthetician and Manicurist

Spa Owner or Manager

Skincare and Nail Technician

## Admission Requirements

Must be at least 17 years old.

Provide valid ID and Social Security Card.



**MANICURIST / ESTHETICIAN**



# MANICURIST

## *Program Overview*

*Duration: 4 months/Format: In-Person/ \$19,975/ \$2800 non-refundable*

The Manicurist program is designed to equip students with the foundational skills and advanced techniques required for nail care. Students will learn the art and science of manicures, pedicures, and facial nail enhancements while preparing for licensing exams.



## *Key Objectives*

Master manicure and pedicure techniques, including advanced nail enhancements.

Understand nail anatomy, disorders, and treatments.

Learn state-regulated sanitation and safety procedures.

Develop client interaction and professional ethics skills.

## *Career Opportunities*

Licensed Manicurist

Nail Spa Technician

Salon Owner or Manager

## *Admission Requirements*

Must be at least 17 years old.

Provide valid ID and Social Security Card.

# EYELASH EXTENSION SPECIALIST

## *Program Overview*

*Duration: 4 months/Format: In-Person/ \$9425/ \$2500 non-refundable*

This specialized program equips students with the skills to master eyelash extension application, including classic and volume techniques. Graduates will be ready for licensing exams and careers as lash artists.

## *Key Objectives*

Learn proper application and removal of eyelash extensions.

Understand lash health, sanitation, and safety.

Develop consultation and client interaction skills.

## *Admission Requirements*

Must be at least 17 years old.

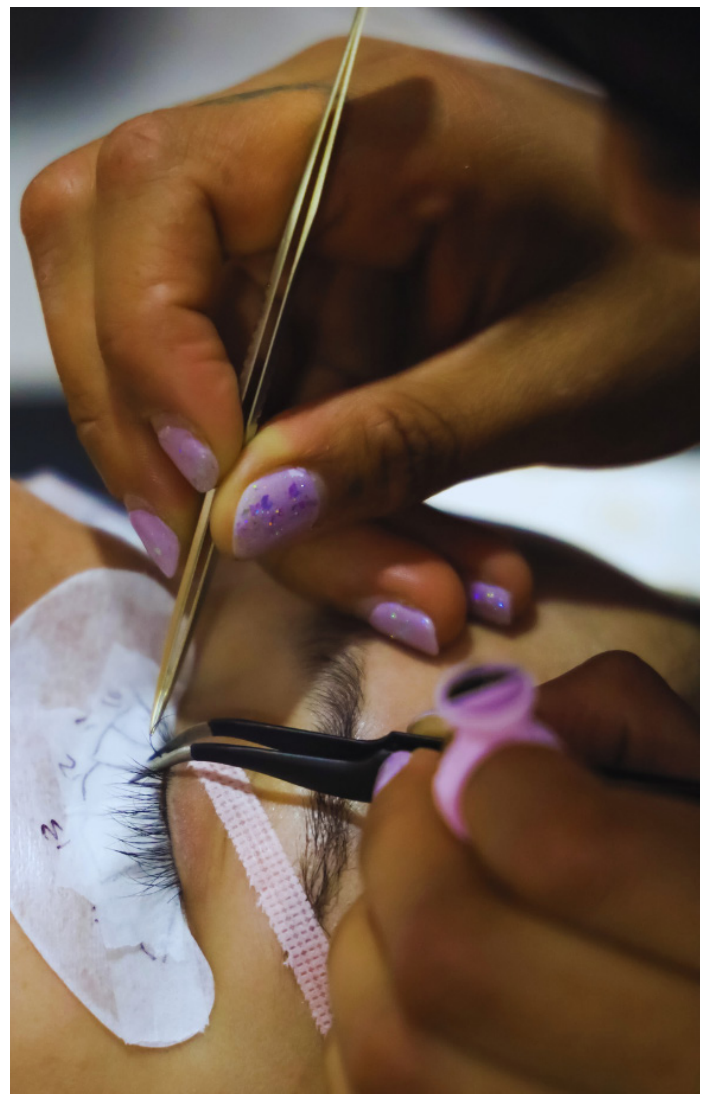
Provide valid ID and Social Security Card.

## *Career Opportunities*

Licensed Lash Technician

Lash Studio Owner

Freelance Lash Artist



# ADMISSIONS POLICIES

## *General Requirements:*

- Applicants must be at least 17.
- Provide a valid photo ID and social security card.
- Pass a criminal background check and drug screening.
- Demonstrate the physical capability to meet program-specific demands.

## *Re-Admission Policies:*

- Students dismissed for academic or conduct violations must petition for re-admission and provide evidence of corrective action.
- Students withdrawn for attendance issues may re-enroll on probation within 12 months.

## *Requirements for Hybrid Programs:*

- Ensure access to reliable internet and meet minimum technology specifications.
- Attend both online and in-class components.
- Submit all assignments through the provided platform.



# ATTENDANCE POLICIES

## *General Attendance:*

- Students are expected to attend all lectures, labs, and externships punctually.
- Non-VA students must maintain a 75% attendance rate. VA students must maintain an 80% attendance rate.

## *Time Clocks:*

- Students must clock in/out using the TIME WIZARD QR code daily.
  - [timeclockwizard.com](http://timeclockwizard.com) sub-domain DLBCA
- Sharing QR codes or clocking in for another student results in dismissal.

## *Student Parking*

All students attending the Dallas Career Academy must park in designated areas within the parking lot. The front row is reserved for patrons.

- Students must use their assigned parking area.
- The parking lot is shared and sectioned for Staff, Customers, and Visitors.

## *Corrective Action Consequences:*

- Four consecutive unexcused absences result in immediate dismissal.
- Attendance is evaluated cumulatively, and probation is issued for falling below the required attendance percentage.

## *Leave of Absence Policy:*

- Students may request up to two leaves of absence within a 12-month period, not exceeding 30 days in total.
- Requests must be approved by the school director and documented in the student's file.

# GRADING POLICIES

## *Grading System:*

- A: 90-100
- B: 80-89
- C: 70-79
- F: Below 70

## *Satisfactory Academic Progress (SAP):*

- Students must maintain a minimum cumulative GPA of 75%. Veterans must maintain 80%
- Progress is evaluated at the end of each grading period.

## *Probation and Dismissal:*

- Students failing to meet SAP requirements are placed on probation
- Continued failure results in dismissal.

## *Make-Up Work:*

- Make-up work must be supervised by an approved instructor and completed within two weeks of the grading period.
- Missed externship hours are limited to 10 make-up hours.

## *Tuition Payments:*

- Payments are due as per the financial planning agreement.
- Accepted payment methods: cash, credit/debit, cashier's check, and money order.
- Students behind by two or more payments may face dismissal.
- All students have a billing Portal through Jack Rabbit. Please make sure you have access to your jack rabbit account. Questions/Concerns contact [admissions@dallascareeracademy.com](mailto:admissions@dallascareeracademy.com)

Each program has specific tuition costs detailed in the enrollment agreement. Additional fees include textbooks, kits, and supplies.

## *Additional Institutional Charges:*

- Replacement ID badges: \$5
- Graduation ceremony fee: \$20
  - 2 Graduation ceremony per year for all students for all programs.

## *Financial Assistance Programs:*

- The academy provides assistance through Workforce Innovation & Opportunity Act (WIOA) Program and Veterans Education Benefits.
- Scholarships are offered through partnerships with professional associations.

# FINANCIAL POLICIES



## *Scholarships Sponsored by Professional Associations:*

The Dallas Career Academy offers tuition scholarships and fee waivers to eligible students, employees, and their immediate family members. These opportunities are provided by organizations advocating for the business, beauty, and cosmetology industries. They can help students meet tuition costs and are often merit- or need-based. Restrictions may apply regarding the student's school of choice. Begin applications early as scholarship awards are limited and competitive.

## *Professional Scholarship Programs:*

### Alice Madden Barton Scholarship Program

For students pursuing careers in cosmetology or barbering.

### Joe Francis Haircare Scholarship Foundation

Supporting individuals in the haircare industry.

### PBA/NCA Sally Beauty Supply Scholarship:

Offered by the Professional Beauty Association/National Cosmetology Association

### Beauty Changes Lives Scholarship:

Partnered with the American Association of Cosmetology Schools.

### NCEA Esthetician Scholarship:

Backed by the National Coalition of Estheticians, Manufacturers/Distributors, and Associations

Fred Luster Sr. Education Foundation Scholarship: Supports aspiring beauty professionals.

### Fresh Start Foundation

Provides financial aid for students in need.

# **SCHOLARSHIPS & *FEE WAIVERS***

# GRADUATION REQUIREMENTS

## *General Requirements:*

- Complete all required clock/credit hours for the enrolled program.
- Achieve a minimum cumulative GPA of 75%.
- Fulfill all financial obligations to the academy.

## *PSI Examination:*

Students must pass the PSI licensing exam as mandated by state requirements to receive certification. Register for your PSI exam at <https://home.psiexams.com/#/home>

## *Graduation Ceremony*

Graduation Ceremonies are held at least twice annually. Students and guests may register at [eventbrite.com](https://www.eventbrite.com) The graduation ceremony celebrates students who have met all graduation requirements.

Diplomas are distributed during the ceremony. If unable to attend, students may pick up their diplomas at the school during normal business hours or request a printable version via email.

Contact: Arrange post-graduation diploma pickup by emailing [Thomas@DallasCareerAcademy.com](mailto:Thomas@DallasCareerAcademy.com)

# SPECIAL POLICIES

## *Veterans Attendance:*

VA students must maintain an 80% attendance rate to remain enrolled.

Failure to meet this requirement results in probation and potential withdrawal, with notification sent to the VA.

- Veterans must submit a military transcript and any additional documentation required for educational benefits.
- Complete all necessary enrollment documents.
- Veterans seeking admission must provide a valid military transcript as part of their application process.
- Veterans are not eligible to enroll in online courses.
- Veterans are encouraged to connect with the admissions office to ensure all required documentation for educational benefits is submitted and complete.

## *Technology Guidelines:*

Devices must meet minimum specifications: Windows 10/macOS 10.15+, Intel Core i5, 8GB RAM, 10 Mbps internet speed.

Students must use approved platforms for assignments and communications.

## *Locker Policy:*

We provide lockers to students upon request.

A combination lock must be used, with the combination provided to the registrar.

## *Non-Discrimination*

The Dallas Career Academy prohibits discrimination in admission or course access based on age, race, color, sex, disability, religion, sexual orientation, or national/ethnic origin.

## *Requests for Accommodations:*

Contact the school director for academic adjustments or auxiliary aids.

Submit requests at least four (4) weeks in advance, including documentation of the nature and extent of the disability.

## *Compliance:*

Adheres to Section 605 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

### *FERPA Compliance:*

Students have the right to review and request corrections to their education records.

Students must have a FERPA compliance form on file for anyone other than the students to have access to their records.

Written requests must be submitted to the school director for record access.

### *Confidentiality:*

Personal student information is protected and only shared with authorized personnel or agencies.

### *Rights Reserved*

*The Dallas Career Academy reserves the right to:*

Add or withdraw courses, make curriculum changes, adjust tuition, and update regulations as necessary.

Disclaim liability for loss or damage to student work, supplies, or personal property.  
Students should:

Store personal property in lockers provided.

Purchase their own lock and remove items daily.

Understand that unclaimed locks and items may be removed with bolt cutters.

---

# ***STUDENT RIGHT OF ACCESS AND PRIVACY***



# SEXUAL MISCONDUCT *PREVENTION AND RESPONSE*

Victims of sexual assault are encouraged to prioritize their safety and report incidents immediately. Time is critical for evidence collection and preservation.

## *Reporting:*

Contact local police for immediate assistance.  
Filing a report does not obligate prosecution.

## *Investigation and Rights:*

Both the accused and accuser may have others present during proceedings.  
Final determinations include counseling referrals and possible suspension or dismissal.

## *Victim Support:*

Students may request changes to academic situations if available and reasonable.

## *Resources:*

Rape, Abuse, and Incest National Network (RAINN) at 1.800.656.HOPE(4673) or [www.rainn.org](http://www.rainn.org).

<b>The National Domestic Violence Hotline</b>		<b>1.800.799.SAFE (7233)</b>	<b><a href="http://www.thehotline.org">www.thehotline.org</a></b>
<b>National Sexual Assault Hotline</b>		<b>1.800.656.HOPE (4673)</b>	<b><a href="http://www.rainn.org">www.rainn.org</a></b>
<b>Mental Health Assoc. of Tarrant County</b>	<b>3136 4th Street, Ft. Worth, TX 76111</b>	<b>817-335-5405</b>	
<b>Mental Health America of Greater Dallas</b>	<b>2824 Swiss Ave Ste. 3, Dallas, TX 75204</b>	<b>214-871-2420</b>	
<b>DHA Housing Solutions for North Texas</b>	<b>3939 N Hampton Rd, Dallas, Tx 75212</b>	<b>214-830-8421</b>	
<b>Mental Health America of Greater Houston</b>	<b>2211 Norfolk, Suite 810, Houston, TX 77098</b>	<b>713-523-8963</b>	
<b>Prevention Resource Center</b>	<b>7500 Hwy. 90 West, San Antonio, TX 78227</b>	<b>210-354-3331</b>	
<b>Palmer Drug Abuse Program</b>	<b>10226 Ironside Dr., San Antonio, TX 78230</b>	<b>210-697-9766</b>	

## *Code of Conduct:*

Students must uphold professional behavior at all times. Zero tolerance for harassment, discrimination, or bullying. Disciplinary action includes probation, suspension, or dismissal.

## *Re-establishing Eligibility:*

Students dismissed for conduct violations may petition for re-entry with evidence of behavioral change and a written plan to adhere to policies.

## *Dress Code:*

ALL Black is required; no head scarves, bonnets, hats, or house shoes allowed. No graphics. Tennis Shoes are MANDATORY. Hair and makeup must be styled prior to arrival. Men must have proper hair cuts.

## *Harassment Policy:*

The academy enforces zero tolerance for harassment, including sexual harassment. Students found guilty of severe violations are ineligible for re-admission.

# REFUND POLICY

## *Program Refund Policy*

Refund computations are based on scheduled course time through the last date of attendance. Leaves of absence and school holidays are not included. You will receive a TDLR refund calculation sheet.

The effective date of termination for refund purposes will be the earliest of:

The last day of attendance if the student is terminated by the school.

The date of receipt of written notice from the student admissions has 30 days to respond.

For tuition and fees collected in advance of entrance:

After the expiration of the 72-hour cancellation privilege, if the student does not enter the school, no more than \$500 in administrative fees may be retained by the school.

For students withdrawing or terminated after the cancellation period:

The school may retain up to non-refundable fees plus \$100 withdrawal fee. Refunds will be calculated as the pro-rata portion of tuition and fees for the hours remaining in the program, up to 50% of the total program. No refund is due after 50% completion.

Refunds for instructional supplies, books, or tools:

Refunds are handled separately.

## *Special Refund Provisions*

Students withdrawing due to reasons unrelated to academic status after completing 50% or more of the program may request a grade of "incomplete" and re-enroll within 12 months without additional tuition charges for the remaining portion.

A full refund of tuition and fees is granted in cases where:

The enrollee is not accepted by the school.

## *Refund Policy for Students Called to Active Military Service*

Students withdrawing due to active duty in the U.S. Military or Texas National Guard may choose one of the following:

A pro-rata refund of tuition, fees, and other charges for the incomplete portion of the program, with cancellation of any unpaid balances.

A grade of "incomplete" with the designation "withdrawn-military" and the right to re-enroll in the program or an equivalent program within one year of discharge without additional tuition charges.

Assignment of a final grade or credit if:

At least 75% of coursework is completed.

Sufficient mastery of material is demonstrated for credit.

Refunds for military students will be completed through the collection agency with a department of Veterans Affairs.

## *Refund Policy for Seminars*

Refunds are computed based on enrollment time (clock hours).

The effective date of termination for refund purposes will be the earliest of:

The date of receipt of written notice from the student.

The last date of attendance if terminated by the school.

## *Timelines for Refunds*

Refunds will be completed within 60 days after the effective date of termination.

Refunds for military students will be completed through the collection agency with a department of Veterans Affairs.



## *Counseling Services:*

Students are encouraged to use on-campus resources for counseling, alcohol/drug education, and victim support.

## *Career Services:*

The academy offers resume assistance, mock interviews, and job placement resources. Please contact Placement Specialist.

Alumni may access career services up to one year

## *Student Resources*

### *The Student Services Department offers:*

- Counseling referrals
- Job placement support

### *Additional Assistance:*

Aid for students deemed at risk or needing extra support while enrolled.

Contact: For assistance, email Ms. Payton at [Payton@DallasCareerAcademy.com](mailto:Payton@DallasCareerAcademy.com).

# APPENDIX

## *COURSE BREAKDOWNS*

### Appendix: Short-Term Courses and Seminars

Dallas Career Academy offers a selection of short-term, focused courses designed for individuals seeking targeted training or skill refreshers. These courses provide flexibility and affordability while maintaining the high standards of education our academy is known for.

#### *Courses Offered*

##### **CPR Certification Course**

Duration: 1 Day

Cost: \$100

Non-Refundable Fees: \$100

Description: This course provides the training required to receive CPR certification. Ideal for professionals and individuals needing to meet specific certification requirements.

##### **TDLR Test Refresher**

Duration: 1 Day

Cost: \$850

Non-Refundable Fees: \$500

Description: A comprehensive review designed to prepare students for the Texas Department of Licensing and Regulation (TDLR) exams.

##### **Nurse Aide Clinical-Only Program**

Duration: 1 Day

Cost: \$200

Non-Refundable Fees: \$200

Description: For nurse aide students who require only the clinical portion to meet certification requirements.

All fees are non-refundable and include registration, application, and course materials as applicable.

Students must meet any prerequisites or requirements specified at enrollment.

These courses are designed to provide targeted training and certification opportunities with a quick turnaround.

## **Production Planning and Expediting**

Cost: \$6500

Non-Refundable Fees: \$2500

Description: This course focuses on the need for and activities involved in production planning and control. Students will explore aggregate planning, material master production schedules, stages of planning, production control, and capacity planning. Topics include scheduling, priority sequencing, inventory management, ABC analysis, QR models, optimum lot size formulas, lead time considerations, and inventory models such as the Wilson and gradual replenishment models.

### ***Module 1: Production Planning and Control***

In this module, you will learn how production planning and control ensures quality products are produced at minimal cost while achieving organizational goals.

#### ***Topics include:***

Production Planning and Control: Learning Outcomes  
Production Planning and Control: Scope 1  
Production Planning and Control: Scope 2  
Capacity Planning  
Capacity Planning and Scheduling  
MRP Routing and Scheduling  
Production Planning and Control: Lesson Summary

### ***Module 2: Scheduling and Priority Sequencing***

This module introduces scheduling, priority sequencing, and the relative performance of priority sequencing rules in production planning and control.

#### ***Topics include:***

Scheduling and Priority Sequencing: Learning Outcomes  
Scheduling  
Sequencing  
Objectives of Scheduling  
Relative Performance of Priority Sequencing  
MRP Routing and Scheduling  
Scheduling and Priority Sequencing: Lesson Summary

### ***Module 3: Inventory***

Explore the fundamentals and models of inventory, focusing on its importance in industrial engineering.

#### ***Topics include:***

Inventory: Learning Outcomes  
Inventory Fundamentals  
Inventory Models 1  
Inventory Models 2  
Wilson Model  
Gradual Replenishment Model  
Inventory: Lesson Summary

## **CompTIA A+ Certification Training**

Units Covered:

Unit 1 & Unit 2: BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, power supplies, and network architecture devices.

Unit 3 & Unit 4: PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and laptop components.

Unit 5 & Unit 6: SOHO printers, troubleshooting practices, and network security techniques.

Certification: On exam preparation for CompTIA A+ Certification.

## ***CDL Programs***

### **Class A CDL (Professional Truck Driver Program):**

Comprehensive training in DOT safety regulations, vehicle operation, and defensive driving techniques.

Hands-on practice with vehicle inspections, coupling/uncoupling, and emergency maneuvers.

### **Class B/P CDL (Passenger Bus/Boat Program):**

Training includes pre-trip inspections, safe passenger transport techniques, and compliance with Texas CDL standards.

Emphasis on defensive driving, vehicle maintenance, and passenger safety protocols.

## ***Cosmetology Operator Program***

Units Covered:

Orientation: Professional development, ethics, and safety.

Hair and Scalp Treatments: Procedures for scalp manipulation and hair health.

Chemical Services: Permanent waving, coloring, and relaxing techniques.

Hairstyling: Finger waves, pin curls, roller curls, and thermal styling.

Salon Management: Business operations, resume writing, and professional relationships.



# APPENDIX

## COURSE BREAKDOWNS

### *Barber Programs*

#### **Class A Barber Course:**

Theoretical knowledge covering anatomy, Texas barber laws, sanitation, and professional ethics.

Practical skills in haircutting, shaving, styling, and barbershop management.

#### **Barber/Hair Weaving Course:**

Combines barbering techniques with specialized training in hair weaving and hairpiece applications.

### *Beauty Programs*

#### **Manicurist Program**

Training in nail anatomy, disorders, manicuring techniques, and artificial nail application. Preparation for Texas Manicurist licensing exams.

#### **Esthetician Programs**

Comprehensive training in skincare, facial techniques, makeup, and hair removal. Includes advanced techniques in cosmetic chemistry, microdermabrasion, and business management.

#### **EyeLash Extension Specialist Program**

Training focuses on eyelash extensions, safety protocols, and client consultations. Practical application in classic and volume eyelash techniques.

### *Combined Programs*

#### **Manicurist/Esthetician Program:**

Dual certification with training in skincare, facials, makeup, manicures, and artificial nails.

#### **Barber/Hair Weaving Program:**

Combined training to offer both barbering and hair weaving services.



# ENROLL TODAY

## Dallas Enrollment Agreement & Tuition Acknowledgement

### Name \*

First Name

Last Name

### Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

### Phone Number \*

Please enter a valid phone number.

### Email \*

example@example.com

### Date of Birth \*

**Social Security Number \***

**High School Attended \***

**High School Address (city, state, zip) \***

**High School Graduation Date \***

Month   Day   Year

**Gender**

**Course Selection \***

**Enrollment Type \***

#### **COURSE TUITION COST LIST WITH FEES**

- **HAIR WEAVING SPECIALIST** (TOTAL \$10,450.00) Non Refundable Fees \$1850.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 4 months
- **EYELASH EXTENSION SPECIALIST** 2500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 4 months
- **MANICURIST** (TOTAL \$14,975.00) Non Refundable Fees \$2,800.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 6 months
- **ESTHETICIAN** (TOTAL \$17,675.00) Non Refundable Fees \$4,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 8 months
- **CLASS A BARBER** (TOTAL \$23,000.00) Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 10 months
- **COSMETOLOGY OPERATOR** (TOTAL \$25,445.00) Non Refundable Fees \$8,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 10 months
- **COSMETOLOGY/BARBER CROSSOVER OPERATOR** (TOTAL \$7,425.00) Non Refundable Fees \$2500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 4 months
- **MANICURIST/ESTHETICIAN** (TOTAL \$19,975.00) Non Refundable Fees \$5,800.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 6 months

- **PHARMACY TECHNICIAN** (TOTAL \$15,000) Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 4 months
- **NURSES AIDE** (TOTAL \$5500.00) Non Refundable Fees \$1500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 4 months
- **CYBER SECURITY** (TOTAL \$15000.00) Non Refundable Fees \$2,800.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 3 months
- **PATIENT CARE TECHNICIAN** \$ 8500.00 Non Refundable Fees \$4,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)- Contract Term 2 months
- **PRODUCTION PLANNING EXPIDITING** \$14000.00) Non Refundable Fees \$6,500.00 - Non Refundable Fees Withdrawl Fee (when applicable) registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 1.5 months
- **CDL** \$15000.00 Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 10 months
- **MEDICAL ASSISTING** \$11,825.00 (TOTAL \$11,000.00) Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) 4 months
- **PHLEBOTOMY** \$1800.00) Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract Term 1 months
- **DENTAL ASSISTING** \$9573.00 Non Refundable Fees \$6,500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable) - Contract & coding Term 4 months
- Non Refundable Fees \$11995.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)
- **TEST REFRESH TDLR** total 850.00
- Non Refundable Fees \$500.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)
- **CPR COURSE** total 100.00 refresher Non Refundable Fees \$100.00- Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawal Fee (when applical
- **NURSE AIDE** only 200.00 Non Refundable Fees 200.00 - Registration Fee, Application Fee, Student Permit, Online Portal / Books, Kit, & Early Withdrawl Fee (when applicable)

## Tuition Terms \*

## Todays Date \*

Month   Day   Year

## Course End Date (Date based off of contract terms)

Month   Day   Year

## Course Start Date \*

Month   Day   Year



### **General Policy & Procedure**

- All students agree to review the Course Outline / Syllabus provided in the CIMA portal and Handbook.
  - All students agree to abide by policies and procedures as described in the student handbook.
  - (Interns Only) Work scheduled shift and maintain duties/requirements as agreed at the time of enrollment.
  - (Interns Only) Follow company policies and procedures as described in the staff handbook
  - **ALL VETERAN STUDENTS Must Provide A Military Transcript which can be obtained at the link below and submitted to [Admissions@dallascareeracademy.com](mailto:Admissions@dallascareeracademy.com) Military Transcript (for veterans only, not dependents)**
    -
  - **Military Transcripts for U.S. Navy, U.S. Marine Corps, U.S. Army, & U.S. Coast Guard:**  
**<https://jst.doded.mil/jst/>**
    -
  - **For U.S. Air Force and Space Force veterans, transcripts from the Community College of the Air Force can be ordered online through Parchment**  
**<https://www.parchment.com/u/registration/32882/institution>**
- ### **Attendance & GPA Requirements**
- Be present at least 75% of the scheduled time while enrolled
  - (Hybrid Only) Be present every Saturday, unless otherwise approved by admissions.
  - Any student that misses 3 or more consecutive days, will be dropped unless a Leave of Absence has been approved
  - All Leaves of Absence must be submitted in writing and approved by a member of the administrative staff.
  - Leave of Absence request must be submitted to [Admissions@DallasLashAcademy.Info](mailto:Admissions@DallasLashAcademy.Info)
  - Maintain GPA of 70% to graduate.

### **Tuition & Payments**

- Dallas Lash Academy does not accept Federal Financial Aid.
- Dallas Lash Academy will accept payment from the VA, DARS, TWC, and other charities when applicable.
- Tuition with Payment Plans Require a minimum down payment in the amount of \$500.00. Bi Weekly Payments of \$250.00 are to be paid beginning 14 days from the students enrollment date until Balance has been paid in full.
- The school may without notice prevent student from attending classes until the applicable unpaid balance of payments are satisfied.
- All lump sum payments are considered under the Discounted Tuition Rate Plan. This is a 1 time payment that only covers the non refundable fees.
- Discounted Tuition/ Scholarships will be paid with a voucher ONLY upon completion of your enrolled program.
- Premature termination whether voluntarily or involuntarily will result in the forfeiture of your discounted tuition rate and/or scholarship. The full cost of tuition for hours/credit accrued and/or the non refundable fees (online portal/books, kits, registration fee, application fee, permit, & withdrawl fees) will be due when applicable.

### **Withdrawl, Termination, Fees, & Refund Policy**

- Students are expected to complete enrolled program in its entirety, as premature termination whether voluntarily or involuntarily will result in the forfeiture of your discounted tuition rate and/or scholarship unless the students inability to complete the program is a direct effect of the school closing. At which time the student will be reimbursed.
- All requests to withdraw must be done in writing.
- Any request to withdraw must be submitted to [admissions@dallaslashacademy.info](mailto:admissions@dallaslashacademy.info).
- Students requesting to be dropped within 3 days of their initial payment are eligible for a full refund, excluding the \$25.00 application fee.
- In the event of on early termination, students enrolled more than 3 days are liable for the full cost of tuition for hours/credit accrued and/or the non refundable fees (online portal/books, kits,

registration fee, application fee, permit, & withdrawal fees) will be due when applicable.

- Non-Refundable Fees not included in the Tuition: Application Fee \$25.00  
Permit Fee \$25.00, Registration fee \$500.00, Kit - pricing varies based on course enrolled, Software Package / Books \$2125.00, Withdrawal Fee \$100.00
- Upon early termination your enrollment status with TDLR will be updated as dropped unpaid if tuition cost and/or fees are left outstanding.
- Dropped/Unpaid status will prevent any accrued hours/credit from being transferred to another school until the unpaid balance is resolved.
- Student (Sponsor if applicable) agrees to pay the school the tuition and fees for the program selected according to the approved payment.
- The school will charge nonrefundable fees for students enrolling and transferring hours.
- Transcript Fee \$10.00 (upon the request of student or student sponsor)
- The school will charge a re-entry fee for students that have withdrawn and wish to reenter more than 30 days after termination of \$650.00 This also includes Students on LOA that has lasted more than 30 days.
- Termination Date - is determined by the postmark date on written notification, or the date student notifies the school director (or designate) in person his/her intent to withdraw, or the date of withdrawal specified in writing by the student, whichever is later. Legal Guardian / Guarantor of students under the age of eighteen (18) years of age must provide such notice of cancellation. A withdrawal does NOT relieve student and/or legal guardian/guarantor, if any of financial responsibilities under the phases of the enrollment agreement. For an unofficial withdrawal, the termination date is when the school recognizes the student is no longer in attendance.
- Refunds will be processed within 45 business days of the request.
- Refund Calculations – for the purpose of refund calculations, a refund is based on the period of students' enrollment computed on the basis express in clock hours. The effective date for the refund purposes is the earliest of the last date of attendance (if the student was withdrawn by the school) or the date the license holder received the notice of withdrawal. Refunds will be processed within forty-five (45) days of the student's official withdrawal or is withdrawn from attendance, or in the case of an unofficial withdrawal, within forty-five (45) days of the date school determines that the student has officially withdrawn.

Please be advised that refunds are calculated based on the entire non-discounted cost of tuition at an hourly rate per TDLR. Should a student withdraw voluntarily or involuntarily from the enrolled program they will forfeit some or all monies paid and possibly owe a balance to the school. In addition, any monies collected for payment are applied to items that are considered nonrefundable first (1st), before being applied to the tuition costs.

## **Request for Special Terms & Consideration (if applicable) School**

If you are enrolling as an Hybrid student please enter your requested schedule above. Your schedule must be Approved by Administrative Staff prior to your start date. An email confirming the approval of the request above will be sent to the student email address on file.

## Acknowledgment of Handbook

By signing below, I acknowledge that I have read, understood, and agree to abide by the policies, procedures, and guidelines outlined in the Dallas Career Academy Student Handbook. I understand that failure to adhere to these policies may result in disciplinary actions as outlined in this handbook.

I also confirm that I have been informed about the services and resources available to me and understand the expectations for my conduct, attendance, and participation during my enrollment.

## Student Information

Name (Printed): \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Submission

This acknowledgment form must be signed and submitted to the Admissions Office before the first day of class.

### Compliance Statement

Dallas Career Academy is proud to be licensed by the Texas Department of Licensing and Regulation (TDLR) and the Texas Workforce Commission (TWC).

If you have questions or concerns, please contact the following:

TDLR Customer Service Representative: 1-800-803-9202

TWC Career School Compliance Hotline: 1-800-939-6631