

DSDT

COLLEGE

CSP

STUDENT HANDBOOK & CATALOG

2026-2027

VOLUME 1

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Lone Star Conference Center

Business Division, Family DFMWR
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And Wainwright Drive
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HISTORY

DSDT College was established in 2009 and has continuously operated out of its main campus in Detroit, Michigan. Since its inception, the institution has focused on providing career-focused education aligned with workforce needs and industry standards.

In 2024, DSDT College expanded its educational offerings through the development of the Career Skills Program (CSP). This program was created to extend training opportunities to active-duty service members transitioning to civilian careers, supporting both local workforce demands and the unique needs of military personnel. The CSP reflects the institution's ongoing commitment to growth, accessibility, and community partnership.

AVAILABLE SPACE, FACILITIES AND EQUIPMENT

The Career Skills Program is currently delivered at Fort Hood, Texas, within the Lone Star Conference Center. DSDT College leases dedicated instructional space within the conference center to conduct all CSP-related training activities.

The leased classroom space provides an appropriate learning environment that supports both didactic instruction and student engagement. The facility includes adequate seating, instructional areas, and access to necessary utilities to ensure a functional and comfortable educational setting.

Instructional equipment and materials required for the program are supplied and maintained by DSDT College. This includes any program-specific tools, technology, and learning resources necessary to meet curriculum objectives. All equipment is routinely evaluated to ensure it remains current, functional, and aligned with industry standards.

The conference center environment also offers accessible amenities such as parking, restrooms, and common areas, contributing to a professional and supportive learning atmosphere for all participants.

ADMISSION REQUIREMENTS

- Meet with Admissions
- Representative Orientation
- High School Diploma or Equivalent
- License or Picture ID
- Enrollment Agreement
- Applicants must attend an on-campus or online orientation
- Submission of a Joint Military Transcript (JMT)
- Documented approval from the applicant's unit commander authorizing participation in the Career Skills Program (CSP)

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career- oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

NON- DISCRIMINATION POLICY

DSDT is committed to a policy of equal opportunity for all people and does not discriminate on the basis of race, color, national origin, age, marital status, sex, disability, in some cases religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. DSDT values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved.

DSDT adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its employment practices on the basis of sex. Sexual harassment, sexual assault, dating and domestic violence, stalking and sexual exploitation are prohibited under Title IX and by college policy.

The law and DSDT's policy prohibit discrimination and harassment of employees or discrimination and harassment between members of the college community: for example, between an employee and a supervisor, between two employees, or between an employee and an applicant or campus guest. Any member of the campus community who acts to deny, deprive or limit an employment opportunity of any member of the DSDT community on the basis of sex is in violation of this policy.

Any person may report sex harassment, discrimination or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made by telephone or email directly to the Director of Administration. Reports can be made any time, including during non-business hours, by calling DSDT directly at 888-688-4234 or by emailing the Title IX coordinator, Kathryn Kothe, at katie@dstd.edu.

AMERICANS WITH DISABILITY ACT

DSDT with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.

STUDENTS RECORDS/FERPA

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing and dating our specific inhouse release form. State law requires the school to maintain these records for not less than five years. Students may request a review of their records by writing either print or digital to the School Director.

EDUCATION GOALS

DSDT strives to provide a quality educational system that prepares students to successfully complete their program within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within their industry.

- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully complete their program.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within their program of study.

PLACEMENT ASSISTANCE

DSDT maintains an active placement assistance service for our graduates. Prior to graduation or at any time thereafter, graduates may avail themselves of the school's placement assistance services in addition to arranging interviews with potential employers. The Director of Job Placement guides students in the completion of employment applications, resume writing, preparing for interviews, professional attire, workplace communication, and behavior. DSDT also assists students interested in finding non-program related job leads while enrolled in school. Graduate's names and phone numbers are kept on file for future references upon completion of the course. Although every effort is made to help graduates find employment, DSDT cannot guarantee its graduates employment.

CORE VALUES AND BELIEFS

MISSION STATEMENT

We are dedicated to providing our students with an innovative curriculum that prepares graduates for gainful employment. We strive to inspire individuals and help them to implement their learned education into becoming an industry professional within their scope of study.

VISION STATEMENT

To be recognized as a leading school and job placement provider. It’s simple: We Train, Employ, and Empower individuals for gainful employment.

CORE VALUES

Purpose & Growth: Our foundation is built on an innovative curriculum, which provides a place for our students to thrive and our team’s passion to implement a model with proven success.

ENVIRONMENT

We have created a fun, hard-working environment with a revolving door for development.

STUDENT FOCUS

The only way we are successful as an organization is to have a razor-sharp model of education and clear student focus.

INTEGRITY

We as an organization pride ourselves on being honest, having respect for all individuals.

LEADERSHIP

We strive to create an environment where all students become skilled and job-ready for individual entrepreneurship or employment opportunities.

PROFESSIONALISM AND EXCELLENCE

Our students will learn our professionalism in our actions, behaviors, and affiliate partners. We continually build lasting relationships with excellence and maintain our professionalism, on all levels of performance.

Administration & Faculty

Executive Leadership

Jamie HarrisCEO
 Karlos Harris..... COO

Administration – Fort Hood CSP Location

Keleka Johnson.....SCO, Designated Liaison

Administration – Main Location

Mackenzie Fulton Compliance Officer, SCO, Human Resources Manager
 Kathryn Aqwa.....Director of Financial Aid, Director of Administration
 Racquel Williams.....Chief Financial Officer
 Hunter Gadwell..... Director of Student Services
 Taurean Thomas..... Clinical Placement & Employer Partnership Coordinator

Faculty

Luis Ruiz..... Information Technology Instructor

Program	Tuition	Registration	Total Cost
Technology Professional 6	\$10,000.00	\$0	\$10,000.00

* Please note: The pricing information provided in the Tuition and Fees section is exclusively applicable to the CSP, active duty and transitioning military service members. For further inquiries or details regarding pricing for other student categories, please contact the registrar.

HOLIDAYS TO BE OBSERVED

New Year's Day
Dr. Martin Luther King Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS

Active and transitioning service members will be granted priority enrollment based on their official course registration date and class availability. All class times and enrollment dates are subject to variation. Upon open enrollment, active and transitioning service member participants will have priority and are required to attend orientation and complete registration on that day. Program offerings, including class times, schedules, and locations, may vary according to student demand." Program offerings will take place on in the classroom and class times, and schedule may vary per student demand.

ENROLLMENT PERIODS

Program Calendar Dates 2025-2027

Technology Professional 6 – 2025 - 2027 Calendar

Start Dates 24-26	End Dates 24-26
1-Oct-24	16-Dec-24
6-Jan-25	14-Mar-25
24-Mar-25	30-May-25
9-Jun-25	15-Aug-25
25-Aug-25	31-Oct-25
10-Nov-25	16-Jan-26
26-Jan-26	3-Apr-26
13-Apr-26	18-Jun-26
29-Jun-26	4-Sep-26
14-Sep-26	20-Nov-26
30-Nov-26	5-Feb-27
15-Feb-27	23-Apr-27

NORMAL HOURS OF OPERATION

All staff and administration will be available from the hours of 9:00 AM to 5:00 PM Monday through Thursday, except the days in which the school will be closed. All faculty will be available during regularly scheduled class time (either day or night sessions).

CLASS SCHEDULES

Technology Professional 6 program: 240 clock hours

All students enrolled in the Technology Professional 6 program are required to attend a minimum of 24 hours per week.

Students will attend class Monday through Thursday from 9:00 am to 4:00 pm at DSDT's Campus in Killeen, TX. Student's will take two ten-minute breaks each day, and lunch will be from 12:00 PM to 1:00pm.

OFFICE HOURS

Office hours Monday through Thursday 1-3 pm, except the days in which the school will be closed.

COURSE TIME HOURS

A course time hour is at least 50 minutes of instruction during a 60-minute period.

ADMISSION REQUIREMENTS

DSDT admits as regular students, those who are high school graduates, or holders of high school graduation equivalency certificates (GED'S). DSDT does not accept ability to benefits (ATB) students currently. DSDT is an equal opportunity employer and follows the same policies in accepting applications from potential students. All high school diplomas and GED's are verified by an Admissions

Representative to establish the validity of the document. Self-certification is not enough documentation and there is no available appeal process currently. If DSDT is unable to validate or accept the high school diploma, you will not meet the admissions requirements and will not be able to attend DSDT.

ADMISSION PROCEDURE

- Speak with an Admissions Representative
- Tour the Facility

APPLICATION PROCESS

Complete a Pre-Enrollment Application Form: Complete and submit the application form to the secure online portal system, Populi, prior to registration. All forms whether needed from the student or from the Director of Admissions will be uploaded into the students' individual portal.

Individuals receiving Title IV funds will need to complete all requirements listed above and must attend a personal interview with a Financial Aid Representative. A telephone interview may be considered if the applicant's geographical location and ability to travel to the interview site is a hardship.

ACCEPTANCE

1. **Attend Orientation via (online or in-person)** After a prospective student has completed the pre-enrollment application process and has been through the initial screening, the Admissions Representative will review the applicant. If they meet the requirements, the applicant will be reviewed by the Director of Admissions and the Director of Student Services and scheduled for orientation. Applicants must complete an in-person or online orientation with the Admissions Team prior to acceptance.

2. **Applicants must provide the following verification documents:**

1. High school diploma, high school transcripts, or GED,
2. And current driver's license, state approved ID, or picture ID with social security card or birth certificate

Note: We are required to verify your proof of education is from a valid high school or GED program.

Admission Requirements for Students with a High School Diploma are as follows:

1. Proof of Age - Applicants who are not 18 years of age prior to their desired start date at DSDT may apply at the age of 17 with parental permission.
2. Students must also be able to provide proof of appropriate educational requirement such as:
 - *High school diploma*
 - **Homeschooling** Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school**. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
 - **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a

U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.**)

- **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
- A GED certificate.
- A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hi SET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category)

3. **Complete Enrollment Contract & Enrollment Documentation** Once orientation is completed, the prospective student will receive a copy of the student handbook along with a copy of the enrollment contract and information covering costs and payment plans prior to the beginning of class attendance. DSDT clearly outlines the obligation of both the school and the student in the enrollment contract. When the student has completed all the necessary requirements, he/she receives an acceptance letter and will be placed into the respective program of study. Note: All applicants must go through the entire enrollment application process (detailed in the catalog, online publication, and on the enrollment application).

Transfer Policies

Campus, Program, and External Institutions

Transfer Between DSDT Campuses and/or Programs

DSDT College currently operates as a single campus institution. As a result, transfers between DSDT campus locations are not applicable.

Students may request a change from one DSDT College program to another program when eligible. Program changes must be planned proactively to confirm course availability, prerequisite requirements, academic requirements, and financial aid or funding considerations. Program changes must be approved by the Director of Admissions and the Director of Student Services.

When a student changes programs, financial arrangements may need to be recalculated, and funding availability may change. This may include Title IV financial aid, cash payments, scholarships, veterans' educational benefits, or other forms of funding. A change in program may also affect the student's academic schedule, course sequencing, and ability to maintain a full course load.

Transfer Credit by Program Type

DSDT College's transfer credit requirements vary based on the type of program in which the student is enrolled.

For Associate Degree programs, DSDT College will only evaluate and accept eligible general education coursework completed at another postsecondary institution or through an approved alternative credit provider when the coursework meets the requirements established in this policy.

Technical coursework completed at an institution other than DSDT College will not be evaluated or accepted for transfer credit into an Associate Degree program.

For DSDT College clock-hour programs, transfer credit or clock-hour allowances, when applicable, are limited to no more than 50% of the total clock hours required for completion of the applicable program and are subject to all requirements established by DSDT College and applicable regulatory or accrediting requirements.

The 50% limitation described above applies to DSDT College clock-hour programs and does not establish a transfer credit allowance for Associate Degree programs.

Transfer of General Education Credit for Associate Degree Programs

Students accepted for enrollment into a DSDT College Associate Degree program may request an evaluation of general education coursework completed at another postsecondary institution or through an approved alternative credit provider.

DSDT College will evaluate outside coursework only when the coursework is applicable to an eligible general education requirement within the student's Associate Degree program.

Technical coursework completed at another institution or through an alternative credit provider will not be evaluated or accepted for transfer credit into an Associate Degree program.

To be considered for transfer credit, the following requirements must be met:

1. The student must provide an official transcript from the institution or alternative credit provider where the coursework was completed. The transcript must identify the courses completed, grades or completion status, credits awarded, and other information necessary to verify completion.

2. For coursework completed at a postsecondary institution, the institution must be accredited by an agency recognized by the U.S. Department of Education or otherwise meet applicable state or federal approval requirements.
3. For coursework completed through an alternative credit provider, the individual course must be appropriately accredited or recognized and must be clearly identified as such on an official transcript or other official documentation provided by the alternative credit provider.
4. The student must have earned a minimum grade of "C" (70%, 2.0) in the general education course being considered for transfer when a letter or numerical grade is assigned. For alternative credit providers that use a different completion or grading methodology, DSDT College must receive sufficient official documentation to verify successful completion and determine whether the coursework is eligible for transfer.
5. Credits earned within the past 10 years are preferred for relevance. DSDT College may evaluate older coursework when sufficient documentation is available to establish that the coursework remains applicable to the student's program requirements.
6. The student must provide sufficient course information, including course descriptions, syllabi, catalog information, learning outcomes, or other documentation requested by DSDT College, to establish equivalency to the applicable DSDT College general education course.
7. The course must have comparable academic content, learning outcomes, and units of measurement to the applicable DSDT College general education course.
8. Transfer credit must be evaluated and approved before the student begins the applicable program of study whenever possible and before the student registers for a DSDT College course that would be satisfied by the approved transfer credit.
9. Transfer credit determinations are made on a course-by-course basis and are approved by the Director of Admissions or an authorized designee.
10. Only eligible general education coursework will be considered for transfer into a DSDT College Associate Degree program.
11. Technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer into a DSDT College Associate Degree program, regardless of the institution or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Approved transfer credits will be recorded on the student's academic record using the designation "TC." Transfer credits will not be calculated into the student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned for purposes of maximum timeframe calculations as part of satisfactory academic progress determination, in accordance with applicable financial aid requirements.

When approved transfer credit satisfies a DSDT College general education course requirement, the student's academic plan will be adjusted accordingly. Any applicable tuition adjustment will be processed based on the DSDT College course or credits satisfied by the approved transfer credit.

Technical Coursework From Outside Institutions

DSDT College does not evaluate or accept technical coursework completed at another institution for transfer credit into an Associate Degree program.

For Associate Degree programs, technical coursework completed at another institution or through an alternative credit provider is not eligible for transfer credit.

This restriction applies regardless of the outside institution's or provider's accreditation or recognition, the grade or completion status, the age of the coursework, or the similarity of the course to a DSDT College technical course.

Students who have completed technical coursework at another institution or through an alternative credit provider must complete the applicable DSDT College technical coursework.

Previously Completed DSDT College Technical Coursework

The restriction on external technical coursework does not apply to technical coursework previously completed at DSDT College.

When a student has successfully completed an equivalent DSDT College technical course and subsequently changes into an Associate Degree program in which that course applies, DSDT College may apply the previously completed DSDT College course to the student's academic record when the course is determined to meet the current program requirement.

Previously completed DSDT College coursework may be applied based on the student's academic history and the requirements of the receiving program. The course must have been successfully completed and must be determined to satisfy the applicable current program requirement.

Alternative Credit Providers

Coursework completed through Sophia Learning or similar alternative education providers may be considered for transfer credit only when the individual course is appropriately accredited or recognized and is clearly identified as such on an official transcript or other official documentation.

Alternative credit provider coursework will only be considered for eligible general education requirements within DSDT College Associate Degree programs.

Alternative credit provider coursework will not be evaluated or accepted for DSDT College technical coursework.

Each course completed through an alternative credit provider will be evaluated individually to determine whether it is applicable to an eligible DSDT College general education requirement. Completion of coursework through an alternative credit provider does not guarantee that the coursework will satisfy a specific DSDT College course requirement.

The student is responsible for providing official documentation necessary for DSDT College to verify the provider, course completed, completion date, credit or equivalent awarded, accreditation or recognition applicable to the individual course, and other information necessary to complete the transfer credit evaluation.

The Director of Admissions or an authorized designee will make the final determination regarding the acceptance and application of alternative credit provider coursework.

Sophia Learning

DSDT College may evaluate coursework completed through Sophia Learning for transfer into eligible general education requirements within DSDT College Associate Degree programs.

Sophia Learning coursework will not be evaluated or accepted for transfer into technical coursework.

To be considered for transfer credit, Sophia Learning coursework must meet the following requirements:

1. The student must provide an official Sophia Learning transcript or other official documentation that allows DSDT College to verify the course completed, completion date, and applicable course information.

2. The individual Sophia Learning course must be appropriately accredited or recognized and clearly identified as such on the official transcript or other official documentation.
3. The Sophia Learning course must correspond to an eligible general education requirement within the student's DSDT College Associate Degree program.
4. The student must have successfully completed the Sophia Learning course and provide documentation sufficient for DSDT College to verify completion.
5. DSDT College may request additional course information, including course descriptions, learning outcomes, syllabi, or other documentation, when necessary to determine whether the coursework is equivalent to the applicable DSDT College general education requirement.
6. Sophia Learning coursework is evaluated on a course-by-course basis.
7. Sophia Learning coursework will not be applied toward DSDT College technical courses.

Completion of a Sophia Learning course does not guarantee that the course will satisfy a specific DSDT College general education requirement. The final determination is made by the Director of Admissions or an authorized designee based on the student's program requirements and the documentation provided.

Transfer Credit for Clock-Hour Programs

For DSDT College clock-hour programs, transfer credit or clock-hour allowances may be considered when permitted by the applicable program requirements, accrediting requirements, and regulatory requirements.

The maximum amount of transfer credit or clock hours accepted toward completion of a clock-hour program may not exceed 50% of the total clock hours required for the applicable program. The 50% limitation applies only to clock-hour programs. It does not apply to DSDT College Associate Degree programs.

Each transfer request must be evaluated individually, and DSDT College is not required to accept transfer credit or clock hours up to the maximum permitted amount.

Transfer Credit Evaluation Timeline

Transfer credit evaluations are conducted based on the student's intended enrollment term. DSDT College prioritizes evaluations for students approaching their scheduled program start date.

The designated transfer credit evaluation periods are as follows:

- Winter enrollment: Transfer credit evaluations begin in November.
- Spring/Summer enrollment: Transfer credit evaluations begin in February.
- Fall enrollment: Transfer credit evaluations begin in June.

Transcripts and transfer credit documentation received before the applicable evaluation period will remain on file and will be reviewed once transfer credit assessments begin for the corresponding enrollment term.

Students are responsible for submitting official transcripts and all required supporting documentation in sufficient time for DSDT College to complete the evaluation before the applicable coursework begins.

Students should submit all required transfer credit documentation at least 10 business days before their scheduled program start date whenever possible.

A transfer credit request is considered complete when DSDT College has received the required official transcript and sufficient supporting documentation to evaluate the requested coursework.

Once the applicable transfer credit evaluation period begins, DSDT College will complete the transfer credit assessment within 5 business days after receiving a complete transfer credit request, provided that no additional documentation or verification is required.

If additional documentation or verification is required, the assessment period will begin upon receipt of the requested information.

Transfer credit should be evaluated and approved before the student begins the applicable program and, when applicable, before the student registers for a DSDT College course that may be satisfied by the transfer credit.

Requests submitted after the recommended deadline may not be completed before the student's program start date. DSDT College may require the student to remain enrolled in the scheduled course until the transfer credit evaluation has been completed.

Transfer credit approved after the student's enrollment has begun will be applied in accordance with DSDT College academic and financial procedures. Any applicable changes to the student's academic schedule or tuition will be processed after the transfer credit determination has been finalized.

Other Forms of Prior Learning

DSDT College does not automatically award academic transfer credit for certifications, licenses, work experience, military training, or portfolio assessment.

Certifications and Licenses

Industry-recognized certifications and licenses may be considered only when specifically authorized by an applicable DSDT College program or policy. Official documentation is required for verification.

Work Experience

Work experience does not automatically qualify for academic transfer credit. When a separate DSDT College policy or program requirement permits consideration of prior work experience, the experience must align with applicable program learning outcomes and require appropriate employer verification and supporting documentation.

Military Training

Military training does not automatically qualify for academic transfer credit. When military training is eligible for consideration under an applicable DSDT College policy or program requirement, documentation such as a Joint Services Transcript (JST) or equivalent official documentation is required.

Portfolio Assessment

Portfolio assessment is not automatically available for transfer credit. When specifically permitted by an applicable DSDT College program or policy, students may submit a portfolio demonstrating prior learning for review by designated DSDT College personnel.

Transfer of Credits/Hours to Other Institutions

Programs at DSDT College are designed to prepare graduates for employment and career advancement in their chosen fields. DSDT College does not guarantee the transferability of credits or coursework completed at DSDT College.

The transfer, recognition, or acceptance of academic credits or coursework by another educational institution is determined solely by the receiving institution.

DSDT College does not promise or guarantee that credits or coursework earned at DSDT College will be accepted by another educational institution.

Students are responsible for contacting any postsecondary institution they may consider attending to determine whether DSDT College credits or coursework will be accepted toward that institution's program requirements.

TUITION COSTS

Vary based on the type of program selected. No deposit per program start date is due upon receiving your acceptance from DSDT. Tuition must be paid in full two weeks prior to the start of the program. If your program begins in less than two weeks, 100% of your course cost must accompany your signed enrollment agreement. There will be a \$25.00 charge for returned checks and for credit card dispute.

CANCELLATION POLICY

We reserve the right to cancel any class, with or without reason, any time prior to the first day of class. All tuition monies paid by students will be refunded if a class is cancelled. Cancellation notices will only be given to students who have already registered and paid for the class. Class dates, times, and prices are subject to change at any time. Any changes that affect a student contract will be revised, and both the student and the school will have to sign the new contract.

REFUNDS FOR CLASSES CANCELED BY THE INSTITUTION

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution.

Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

REFUNDS FOR STUDENTS ENROLLED IN PROFESSIONAL DEVELOPMENT, CONTINUING EDUCATION, OR LIMITED CONTRACT INSTRUCTION

Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES

The refund policy for a student attending a non-public institution who incurs a financial obligation for a period of 12 months or less shall be as follows:

Financial Obligation (based on payment period)	Institutional Refund
00.00%-10%	90%
10.01%-25%	50%
25.01%-50%	25%

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing. In this case, a student will be refunded based on the percent of scheduled time.
5. A student withdraws during a leave of absence. The date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.
6. A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark date on the written notification, or the date the notification is delivered to the Director of Administration.

Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The policy must allow a student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

GRADING AND MARKING SYSTEM

ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student's cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Cumulative grade point averages are reviewed at evaluation points using the cumulative GPA and Attendance rate.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is based a reasonable system of grades as determined by a combination of the academic curriculum and instruction. Academic learning is evaluated at the completion of each segment of the program. Students participate in academic learning and a minimum number of practical assignments. DSDT students are required to maintain a cumulative 70% Grade Point Average (GPA) in order to be considered making satisfactory academic progress (SAP). Academic Progress evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met.

Academic Progress is determined by an average (cumulative) of the student's theory and practical grades. Practical skills evaluations will be conducted and delivered based on the program length, according to text procedures and set forth in practical skills evaluation criteria adopted by DSDT.

DSDT considers a "C" grade or 2.0 cumulative GPA the minimum cumulative standards required to graduate.

DSDT evaluates numerical grades based on the following grade point average (GPA) scale:

A	100%-90%	4.0	Exceeds Standards
B	89%-80%	3.0	Meets Standards
C	79%-70%	2.0	Minimum Standards
D	69%-60%	1.0	Unacceptable Standards
F	59%- 0%	0.0	Failure

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career- oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

ATTENDANCE POLICY

Maximum Timeframe- Pace of Completion

DSDT requires a student to progress through the program toward graduation within an established time frame. Based on DSDT's 67% attendance rate policy, the maximum time frame during which students are to complete any course is 150% of the published course length. DSDT students are monitored and advised monthly regarding their attendance and academic achievements. Maximum time frame is calculated during a student's training by dividing the number of clock hours earned by the number of clock hours attempted. If the result is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe. If it becomes mathematically impossible for a student to complete the program within the maximum time frame, the student will be terminated from the program.

The maximum time frame allowed for students to complete each course is stated below:

Program	Maximum Time Allowed
	Weeks
Technology Professional 6 (240 clock hours)	10

*All attempted, repeated courses and withdrawals, (except incompletes) at DSDT are counted toward the 150% eligibility.

*All periods of attendance count toward maximum time frame.

MAKE UP WORK

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

EXCUSED ABSENCE POLICY

Absences are excused for up to 10% of scheduled course hours per payment period. A student's excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be up to the instructor's discretion.
- Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
- A grade of "F" will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other DSDT policies.

CONDUCT

At DSDT, we strive to create an atmosphere conducive to learning and professionalism. To achieve our goal for the benefit of all our students, it's essential that you arrive promptly to each class and are prepared. Our instructors must have your complete attention to be able to communicate in an environment that will assist the student in learning. DSDT will not tolerate any classroom distractions or interruptions. If a student shows a poor or disruptive attitude it will be at the instructor's discretion to decide if the student will be allowed to continue in the program. If the inappropriate behavior continues, the student

will have to meet with the department head of DSDT. If the student is dismissed from the course, it will be without refund.

GRADUATION REQUIREMENTS

- Receive the required number of clock hours of training
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- Satisfactorily pass final written and practical exams
- Complete the required theory hours
- Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school

Once the student has met all these requirements, he/she will obtain a certificate of completion.

VETERANS' BENEFITS

Veterans' Benefits are available to eligible students upon acceptance to DSDT. Prospective students should follow the following steps to apply or view their eligibility for their VA education benefits:

- Apply online.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

DSDT is approved to train eligible veterans and their dependents under Chapter 33 in the CSP program.

The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to DSDT from such payments.

Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation.

The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period. The Veterans Benefit Administration determines enrollment status according to the dates of the classes and DSDT is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at DSDT.

Starting August 1st, 2019, Students enrolling under GI Bill® (Chapter 33 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend training until VA provides payment to the institution. The Institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

VETERAN BENEFIT POLICY

DSDT permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website– benefits) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. DSDT ensures our institutional service center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 33.

VETERAN STUDENT ADDENDUM

This catalog addendum applies to those students receiving U.S. Department of Veteran Affairs education (GI Bill®) benefits while attending DSDT. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules, and regulations of DSDT.

Prior Credit Policy: Per, 38CFR 21.4253(d)(3), previous training and experience will be considered and granted if appropriate for veterans and eligible students. Veterans must submit a copy of their DD-214 Form and/or Joint Service Transcript (JST).

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a specific class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 67% at the evaluation point, VA benefits will be terminated. Students will not be terminated from absences that result from authorized mitigating circumstances, as determined by the School Director. Students who have been terminated from the school for unsatisfactory academic attendance may be re-admitted at the discretion of the School Director.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials, will result in termination of veteran educational benefits, and possible dismissal from DSDT. Re-admittance after conduct dismissal requires reapplication to the school.

Academic Progress Policy: Students receiving VA education benefits must maintain a 70% or a 2.0 grade point average on tests and in written practical exams, satisfactory and timely completion of all assignments, reports, projects etc. Failure to meet these criteria will result in being on an academic warning. If the criteria are not met by the end of the probationary period, VA educational benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Pro-Rated Refund Policy for Veterans and other Eligible Students: Per CFR21.4255, DSDT has a pro-rata refund policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Equal Opportunity Statement: DSDT does not discriminate on the basis of race, color, religious, sex, age, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate or diploma.

Retention of Records: DSDT will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

I hereby certify that the contents found herein are true and correct in content and policy.

Authorized Official

Title of

Date

Student Name (Printed)

Student

Date

CAREER OPPORTUNITIES AND HEALTH AND SAFETY INFORMATION

Ambitious individuals can quickly find rewarding and well-paid positions in the digital marketing and information technology industries, with starting wages ranging from \$17.00 to \$200.00 per hour. However, income can vary based on factors such as location, type of compensation, and employer expectations. The technology field is dynamic, and success depends on your dedication to career growth. Be mindful of the physical and mental demands of these careers, especially if you have health or learning challenges. Students will encounter diverse people and situations, and it's crucial to be prepared and knowledgeable about health and safety protocols.

Various career opportunities are available and are posted on our job board with frequent updates.

Any questions a student may have regarding this catalog that haven't been satisfactorily answered by the institution may be directed to the Administrator @ 888-688-4234. DSDT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against DSDT, within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

RECRUITING ACTIVITIES

All employees of DSDT have a firm commitment and have been trained by the administrator for recruiting activities at the campus ensuring all are of ethical conduct. In doing this, DSDT makes it clear to all DSDT representatives what academic programs and support services must be in place to fully serve students and meet their needs. Students are provided with advisement material and have the opportunity to meet with advisors to ensure their success in the programs. DSDT is prepared to serve, including the level of English language proficiency required by students. Students are encouraged to complete the full Clock hour programs and can expect a Certificate of Completion, depending on several clock hours completed. Transfer students and or credits are not allowed at DSDT. Students receive a certificate of completion from DSDT are given job placement outcomes, and so these statistics can be accurately presented to prospective students and parents. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hour tuition and instructional outcomes thoroughly detailed. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hours' tuition and instructional outcomes thoroughly detailed.

TECHNOLOGY PROFESSIONAL 6

PROGRAM DESCRIPTION

The Technology Professional 6 program is offered via traditional delivery and distance education delivery. This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

JOB TITLES

Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Scripting Analyst, SOC (Security Operations Center) Analyst, Security Risk Management, Vulnerability Assessor, Junior Penetration Tester, and more.

SUMMARY

This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

OBJECTIVE

To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Technology Professional 6 Program will provide students with a roadmap to gainful employment by instruction in 3 courses.

REQUIRED MATERIAL

- Personal Computer with stable access to internet (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Instructor-Led Lecture
- Discussion/critique
- Interactive applications
- Virtual Lab time sessions

ASSIGNMENTS

Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESSMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE

CompTIA, Populi, Hack the Box Labs

ATTENDANCE

Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours
Day	Night				
DL/TL	DL/TL	CTN-102	CompTIA Net+	None	64 / 32 / 0
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101 or CTN-102	48 / 24 / 0
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101 or CTN-102, SY0-601	48 / 24 / 0
Totals					160 / 80 / 0
Total Clock Hours: 240 Estimated Completion Time: 10 weeks DL = Distance Learning; TL = Traditional Learning					

COURSE DESCRIPTIONS

CTN-102 CompTIA Network+

96 Total Hours: Theory 64 / Laboratory 32/ Externship 0

Prerequisite: None

This course is aimed at equipping students with essential networking skills. Beginning with an exploration of fundamental networking concepts, the curriculum delves into intricate areas such as network infrastructure, network security, and network troubleshooting. Learners are exposed to a variety of real-world scenarios through virtual labs and practical assignments, enhancing their hands-on experience with network management tools and protocols. The course culminates in a comprehensive final exam, designed to prepare students for the official CompTIA Network+ certification exam. This program is a valuable steppingstone for anyone aspiring to advance in IT networking roles.

SYO-701 CompTIA Security+

72 Total Hours: Theory 48 / Laboratory 24/ Externship 0

Prerequisite: CTA-101 or CTN-102

This course prepares students for the CompTIA Security+ certification, a globally recognized credential in the field of IT security. The curriculum delves into critical areas including network security, compliance and operational security, threats and vulnerabilities, application, data, and host security, access control and identity management, and cryptography. Incorporating a mix of theoretical instruction, practical exercises, and simulation labs, the course culminates with a final exam, designed to fully prepare students for the Security+ certification test.

CS0-002 CompTIA CySA+

72 Total Hours: Theory 48 / Laboratory 24/ Externship 0

Prerequisite: CTA-101 or CTN-102, SY0-601

This course is aimed at equipping students with the critical knowledge and skills required to apply behavior analytics to networks and devices, effectively thwarting cybersecurity threats. The course dives into essential areas such as threat management, vulnerability management, cyber-incident response, and security architecture. With a balanced blend of theoretical concepts and hands-on practical exercises, the curriculum prepares students for the real-world challenges of cybersecurity. Each week is focused on distinct topics, culminating in a comprehensive final exam designed to ensure readiness for the official CompTIA CySA+ certification exam.

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS OF AGREEMENT:

- DSDT shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program successfully and according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to DSDT.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed to DSDT as approved by DSDT. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

STUDENT:

- Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including Practical assignment
- Agrees not to refuse to perform practical hours or other program requirements
- Agrees to comply with the school's dress code at all times and project a professional image representative of the related industry DSDT serves
- Agrees to comply with the assigned schedule for the applicable program, which may change from time to time at the discretion of the school
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed

This page Agreement constitutes a binding contract between the student and DSDT when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT

My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

DISCLAIMER

The school does not discriminate in its employment, admission, and instruction or graduation policies on the basis of sex, age, religion, or ethnic origin nor does it recruit students already attending or admitted to another school already offering similar programs of study.

DSDT requires that each student enrolling in the DSDT curriculum provided program must:

- **Complete This Application Prior To Enrollment**
- **Provide Proof of Secondary Education Such as A High School Diploma And Or Ged**
- **Provide Proof of a License Or State Id With Picture**

STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

School Name: DSDT College, Inc. dba DSDT

Address: Lone Star Conference Center, Business Division, Family and DFMWR
Bldg. 5764, 24th Street & Wainwright Dr.

City: Fort Hood

State: Texas

Zip: 76542

Telephone: 888-688-4234

E-mail Address: admissions@dsdt.edu

STUDENT INFORMATION

First Name:

Middle Initial:

Last Name:

Address:

City/State/Zip:

Telephone:

DOB:

Social Security Number:

E-mail Address:

Education Level:

HS Grad year:

(GED, HS Diploma, Some College,

Associates, Bachelors, Masters)

United States Veteran or Military Service Member: ☐Yes ☐No

COURSE AND COURSE COST

Course Name:

Course Schedule:

Course Length:

Tuition: \$

Contact Hours:

Other Expenses (list separately): \$

Course Modality:

Books*[IF APPLICABLE]: \$

Date the training is to begin:

Supplies*: \$

Expected date of completion:

TOTAL COST:

*Fee is estimated and based on current cost and subject to change.

METHOD OF PAYMENT (CHECK ONE)

Veteran Affairs () Other ()

No interest is charged.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant here to or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor here under.

EMERGENCY CONTACT FORM

In case of emergency, please notify:

Contact #1

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Contact #2

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

CONTRACT COST PAYMENT TERMS

Student and sponsor (if applicable) agree to pay DSDT the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balances are satisfied. Methods of payment include full payment at time of signing the Enrollment Agreement, and or remaining balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and/or credit card. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Total Tuition & Fees: _____

CSP Discount: _____

Balance Due: _____

Administration Signature and Date

Student Signature and Date

NEW STUDENT ORIENTATION CHECKLIST

I have received information concerning the following topics during my orientation:

- _____ Program Objectives
- _____ Desired Student Characteristics
- _____ Job Opportunities in the Chosen Field
- _____ Program and/or Course Outlines
- _____ Course Lengths and Schedules
- _____ Diploma and or Certificate Requirements
- _____ General School Policies
- _____ Clocking Procedures
- _____ Equipment Policy
- _____ Dress Code
- _____ Standards of Conduct/Rules
- _____ Security and Safety Awareness Policies
- _____ Drug-Free Workplace Policy
- _____ Student Grievance Policy and Procedure
- _____ Leave of Absence
- _____ Disciplinary Policy
- _____ Counseling Resources and Procedures
- _____ Reference Materials/Media Center
- _____ Tuition payment overview/ Third party lender info
- _____ Consumer Information
- _____ Satisfactory Academic Progress
- _____ Safety, First Aid
- _____ Evacuation Procedures
- _____ Location and Use of Fire Extinguishers
- _____ Other Policies as applicable to the school

Student Signature

Date

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name: _____

Program Start Date: _____

I have received written information concerning the following topics prior to signing my enrollment agreement:

Please check the following boxes:

- ☐ School Catalog
- ☐ School's Graduation Rate
- ☐ School's Job Placement Rate
- ☐ Certification or Diploma Requirements
- ☐ Prerequisites for Employment
- ☐ Satisfactory Academic Progress Policy

Student Signature

Date

ENROLLMENT AGREEMENT CHECKLIST

- _____ 1. Title: Identified as a contract or enrollment agreement
- _____ 2. Name and address of the institution
- _____ 3. List the name of the student enrollee
- _____ 4. Course/Program Title(s) as identified in catalog
- _____ 5. Length of Courses/Programs with a total number of clock hour competencies and approximate number of weeks or months required
- _____ 6. Costs
 - _____ a. Total tuition for the course
- _____ 7. Scheduled class starting date
- _____ 8. Calculated completion date
- _____ 9. Class Schedule – Actual hours per week
- _____ 11. Institutional Refund Policy
- _____ 12. Graduation requirements
- _____ 13. Employment assistance description/ employment not guaranteed
- _____ 14. Acknowledgment that signers have read and received a copy of contract
- _____ 15. Date and signature of the applicant and parent/sponsor, if applicable
- _____ 16. Acceptance date and signature of institution official
- _____ 17. Governmental body requirements (license, state ID, GED, Diploma)
- _____ 18. Any other conditions, circumstances or qualifications imposed by school
- _____ 19. The contract is in language course/program will be taught

Student Signature

Date



RELEASE OF STUDENT INFORMATION AUTHORIZATION FORM

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file.

I hereby authorize DSDT, individuals of organizations or third-party employers to have access to the following information:

All Student file forms and contracts signed and dated by me in the event my information must be shared in the above aforementioned circumstances.

NOTE: This form is to be used each time the school wants or has a need to release information from the student file to a third party. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.

MEDIA RELEASE FORM

I hereby authorize DSDT to use and/or reproduce photos and /or videos without compensation. I understand that this material may be used in various publications, public affair releases, recruitment materials, broadcast public service advertising (PSA's) or for other related endeavors. This material may also appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish materials, use my name, photographs, and/or refer to me in any manner that the company or project sponsor deems appropriate in order to promote/publicize service opportunities.

Description of Material Covered (Photo/Audio/Visual):

Any photo, audio or video material taken/recorded while on school property, during school events or while off-campus for school practical teaching.