DSDT COLLEGE

VETTEC

STUDENT HANDBOOK & CATALOG

2026-2027

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DSDT GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

DSDT is an institute of higher learning through the State of Michigan. DSDT opened its doors originally in Farmington Hills, Michigan. The school now resides in the heart of Detroit, MI. DSDT was granted institutional approval from the Lansing Licensing Department of Licensing and Regulatory Affairs. Proprietary Trade School Division, as per Michigan Education (LARA) Division. "Approval to operate" refers to maintaining compliance with minimum standards set forth by the state and does not imply any endorsement or recommendation by the state, or by bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

CAMPUS AND ADMINISTRATION ADDRESS

1759 W. 20th Street, Detroit, MI 48216

HISTORY AND ADMINISTRATION

DSDT is an institute of higher learning, which has been nationally accredited since 2017. DSDT's main campus is located in southwest Detroit. DSDT first opened its doors in 2011 in Farmington Hills, Michigan. In 2016, DSDT opened a new facility in Detroit. Additional curriculum was added throughout the years to enhance the traditional Film Production curriculum by adding more Digital Media, Digital Graphics and Technology. In 2019, two additional programs were added in Information Technology and Cybersecurity. In 2022, the Film Production program name changed to Digital Marketing Professional and course content was modified in an effort to make the program more relevant to industry trends and employer needs. In 2024, DSDT successfully became an institute of higher learning to start offering degree granting programs and is now known today as DSDT College, Inc. dba DSDT.

LEGAL NOTICES AND CERTIFICATION

State of Michigan Post-Secondary School Division

ACCREDITATION

DSDT is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education,
7840 Roswell Road, Building 300,
Suite 325, Atlanta, GA 30350,
Telephone: 770-396-3898 / FAX:
770-396-3790, wwww.council.org.

COUNCIL ON OCCUPATIONAL EDUCATION

DISTANCE EDUCATION

DSDT has been approved to participate in State Authorization Reciprocity Agreements.

If you're a distance education student, please note that DSDT is a National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institution, and complaints can be submitted to LARA. Please visit **NC-Sara Complaint process** for more information.

MHEC • NEBHE • SREB • WICHE
NC-SARA
PARTICIPATING INSTITUTION

CERTIFICATES OF COMPLETION

Students will receive a Certificate of Completion after the successful completion of the Clock Hour Programs. These certificates are specifically from DSDT and not affiliated with any vendor, provider, or licensing body.

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

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS
Military Veterans will receive earliest priority date based on their official course registration date and class availability. All class times and enrollment dates vary. Upon open enrollment, all Military Veterans will have first prior and must attend orientation and register on that y. Program offerings will take place on campus and class times, schedule and location may vary per student demand.

Active military service members, veterans, and family members of military service members or veterans may be eligible to submit a complaint for review to the Department of Defense (DoD).

TEACHING AND LEARNING METHODS
DSDT's learning and teaching methods are 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.

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 Career Services team 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.

LEGAL DISCLAIMER
The State of Michigan will not provide a certificate of completion or award a diploma to any student that has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or a crime; committed any act that, if committed by a graduate of the business or profession in question. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT does not use the Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to noncitizens. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship. DSDT does not admit students to English-as-a-second language courses.

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@dsdt.edu.

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.

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.

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.

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.

INSTITUTIONAL
ADVISORY COMMITTEE MEMBERS



Marlene Brooks

Marlene Brooks is an unlimited license instructor and licensed cosmetologist with over 20 years of experience in the beauty industry working in the areas of styling, training, and management. Marlene Brooks started apprenticeship programs governed by the State of Michigan from 2013-2019 in the field of cosmetology. She currently owns and operates Dymond Designs Beauty Studio, Dymond Designs Beauty School, and Dymond Designs Extensions which is a 100% human hair line, all located in the downtown Detroit riverfront area. Marlene is the driving force to Chase Bank Marketing for the Women of Color Fund.



Tamiko Ogburn

A native Detroiter who graduated from Detroit Public Schools Magna Cum Laude with an overall GPA of 3.5. She graduated in the top 3% of Detroit Public Schools. Tamiko went on to earn her undergraduate degree in Management and Organizational Development from Spring Arbor University as well as a master's degree in Human Resources Management. Tamiko's love for education led her to become a substitute teacher in the K12 environment as well as an education administrator in the post-secondary environment. Tamiko has worked in the field of education in some capacity for the last 22 years. Tamiko has managed schools with multiple locations, designed new curriculum and career programs, opened several new campuses including a branch and satellite campus. Tamiko is also a human resource professional with a focus on training and instructional design. Tamiko is a published author with several titles including Campus Operations Workbook, Medical Assisting Basics, A Guide to Federal Funding, Mom's Hands and many more.



Shereese Thomas

Shereese is an experienced IT professional currently in the role of IT Audit Manager leading initiatives to develop, implement, and evaluate technology within a higher education internal audit environment. She oversees and conducts IT and IT-related audits aligned with industry standards and frameworks. With a strong focus on IT General Controls, risk assessment, and system-driven process evaluation, she helps drive audit efficiency and data-informed insights. She contributes thought leadership through internal presentations, cross-functional collaboration, and professional writing. Aspiring to lead audit teams in the evaluation of emerging technologies, her next focus is expanding into cybersecurity and AI control testing to strengthen organizational resilience and assurance capabilities.

TECHNOLOGY PROFESSIONAL 6
OCCUPATIONAL COMMITTEE MEMBERS



Wendye Mingo

Wendye's position as the Managing Director of IT for the Kresge Foundation aligns with her core value of giving back to the community. She helps staff leverage technology to support the foundation's mission to promote human progress. Wendye has over 25 years of coding in several programming languages, database management and design, infrastructure management and IT project management. She has led several large infrastructure projects that involved converting operating systems from Unix to Linux, migrating servers between data centers, moving systems to the cloud, converting phone systems from PBX to VOIP, and replacing and upgrading network systems, database platforms and middleware platforms. Her greatest accomplishment at the foundation has been transforming the organization to a secure, cloud-based, near paperless environment giving staff the ability to work anywhere. Her current interests are in cybersecurity, AI and IoT. In her spare time, she enjoys teaching girls to code, providing IT support for the other non-profits and teaching herself new technologies.



Skip Sorrels

Skip Sorrels, a distinguished cybersecurity professional, is widely acclaimed for his leadership in crafting robust cybersecurity programs. Armed with a Master of Science in Cybersecurity and Information Assurance, he boasts a unique amalgamation of technical expertise and a solid foundation in healthcare cybersecurity. Skip's career trajectory came full circle, commencing in the nursing profession in Texas, where he navigated intensive care, trauma units, and transplant teams. His fascination with computers and technology eventually led him to Dell, where he significantly contributed to the architecture and solutioning for Department of Defense contracts and military branches. Currently serving as a Director of Cybersecurity at Ascension Healthcare, one of the nation's largest non-profit healthcare providers, Skip leverages his dual experience as a former nursing practitioner and a security executive to enhance healthcare cybersecurity.



Rachel Pizzimenti

Rachel is a hardworking business woman who wears many hats both professionally and in her personal life. She helps run Partner Personnel, a local staffing agency that supplies jobs within the Metro Detroit area. She graduated from Northern Michigan University with Bachelors in Business Management and is currently using her degree in numerous ways within the Staffing and IT realm. Within the staffing side of the business, Rachel runs a recruiting team that helps candidates find employment within their career fields, and also handles the HR / Accounting end of the business. While on the sister side of the company, Rachel works with Data Partner, selling IT solutions, working within the Marketing and Sales division. Between all of her roles, her main goals come from the strive of the feeling of helping others. She has a heart of going above and beyond to help others reach their goals and giving back to the community.



LaQuita Alford

LaQuita Alford was born and raised in Detroit, Michigan and is currently a Cybersecurity Analyst at StockX. She's an HBCU graduate from South Carolina State University with a political science degree. Over the course of her 10-year career, She has decided to do a career change and explore her technical abilities. In 2017 she enrolled in DSDT and received her CompTia A+ certification in 2019. She continued to expand her technical skills and enrolled in Grand Circus to learn Front-End Development and graduated in July of 2020. She was involved with Sister's Code to teach basic Front-End Coding skills to women of all backgrounds. During this journey, she has developed a skill set directly relevant to Information Security. Her favorite hobby is playing her bassoon during her leisure. Her favorite quotes to live by is "Stay afraid, but do it anyway. What's important is the action. You don't have to wait to be confident." - Carrie Fishe

Administration & Faculty

Executive Leadership

Jamie Harris ..... CEO, CAO, School President
Karlos Harris ..... COO

Administration

Mackenzie Fulton ..... Compliance Officer, COE Liaison, Human Resources Manager
Kathryn Kothe ..... 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

Full-Time Faculty

Joe King..... Senior IT Instructor, Infrastructure Manager
.....CompTIA Certifications
Steven Andrews..... Information Technology Instructor
..... Bachelor of Arts in History from Wayne State University, CompTIA Certifications

ADMISSIONS POLICY AND PROCEDURES

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 at this time. 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 at this time. 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 FEE

A non-refundable application fee is required for admission to DSDT College. The application fee is $75 for the associate degree programs and $25 for all other programs. A non-refundable application fee is required for admission to DSDT College. The application fee is $75 for the associate degree programs and $25 for all other programs.

DSDT College may waive the application fee for applicants who demonstrate financial need. Requests for an application fee waiver may be reviewed on a case-by-case basis and may require documentation of financial need.

Application fees, whether paid by the applicant or waived, are not creditable toward tuition or any required institutional fees. Application fees are also nonrefundable if an applicant is not admitted to DSDT College.

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 needed from the student or 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 at DSDT's main campus location. A telephone interview and/or virtual meeting will be considered if the applicant's geographical location and ability to travel to the interview site is a hardship and/or the student is a branch location student.

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 at DSDT's main location 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)
    - **For Veterans only:** As an alternative document you may submit a copy of DD Form 214 - Certificate of Release or Discharge from Active Duty to verify a student's high school completion if it indicates that the individual is a high school graduate or equivalent.
    - **For Ch 30 Veterans only:** Students will be required to sign an acknowledgement of financial responsibility form.
    - **For students that use 3rd party funding sources only:** Students will be required to sign a private education loan disclosure statement.

2. **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).

ENROLLMENT INFORMATION

DSDT is on a continuous enrollment schedule, depending upon space availability. Please refer to the tuition and course schedule or contact DSDT for exact start dates, holidays and school closures: DSDT allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day.

PAYMENT SCHEDULE
DSDT offers a variety of monthly financial payments schedules. Speak with a DSDT Admissions Representative or Financial Aid Representative for details.

ALCOHOL AND DRUG POLICY
DSDT's full policy can be found in the updated Consumer Info at a Glance guide, listed on DSDT's website and in print throughout the institution in the "Policy and Procedure" Master Handbook.

STUDENTS CONVICTED OF POSESSION OR SALE OF DRUGS
Federal Penalties for Drug Violations According to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aid Funds: **Possession** of Illegal Drugs
    a) Only one time for possession of illegal drugs - 1 year of ineligibility to receive Title IV funds after date of conviction
    b) Two times for possession of illegal drugs - 2 years of ineligibility to receive Title IV funds after date of the second conviction
    c) Three or more times for possession of illegal drugs- ineligible to receive Title IV funds for an indefinite period after date of the third conviction
2. Period of ineligibility for Federal Student Aid Funds: **Sale** of Illegal Drugs
    a) Only one time for the sale of illegal drugs - 2 year of ineligibility to receive Title IV funds after date of conviction
    b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction

*Note: Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid or the student meets one of the two early reinstatement requirements specified above.

If a student successfully completes a drug rehabilitation program after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. Students may regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Beginning with the academic year, passing two unannounced drug tests given by a qualified drug rehabilitation program will be acceptable to regain eligibility.

A Drug Rehabilitation program is as follows:

- Includes at least two unannounced drug tests; and
- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program; Is administered or recognized by a Federal, State, or local government agency or court; Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

ADMISSIONS AND RECRUITING
Any changes to these publications, rules of admissions, contract enrollment agreements and or any printed admissions information will be given to all current, prospect and future students in a timely manner.

INSTITUTIONAL REFUND POLICY AND SIGNATURE FROM

Refund And Cancellation Policies

DSDT adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the institution when a student withdraws or is terminated from the institution prior to the completion of the program. All refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. DSDT's policies comply with refund and cancellation policy requirements of applicable state, federal, and accrediting agencies.

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. If tuition and fees are collected in advance of the start date of a program and DSDT cancels the program, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made within forty-five (45) days of the planned start date.

This policy does not apply to students re-entering to complete the same program version, at the original campus of enrollment, within 180 days of their original last date of attendance. In the aforementioned scenario, the institutional refund policy would be applicable.

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 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

Refund Policy – Notice of Cancellation

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 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 at the last date of attendance.
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.

Students Enrolled in Credit Hour Programs Greater Than Twelve (12) Months In Length

Students enrolled in a credit hour program longer than twelve (12) months who withdraw during the first
twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. Students who withdraw during any subsequent period following the first twelve (12)
months will have their tuition refund calculated by applying the same credit hour chart shown below.

Students Enrolled in Credit Hour Program

Students enrolled in a credit hour program less than twelve (12) months who withdraw prior to the end of their program are not obligated to pay tuition for future terms or payment periods beyond the term or payment period that they withdrew in. Students who withdraw or are terminated after the first day of class and who are enrolled in a credit hour program will have their tuition refund calculated as follows:

Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student
Week 1 – 2	90% of Tuition	10% of Tuition
Week 3	50% of Tuition	50% of Tuition
Week 4 – 6	25% of Tuition	75% of Tuition
Week 7 – 12	No refund	100% of Tuition

* The first week of the period of obligation is defined as seven consecutive calendar days starting on the date the
term of instruction begins; all subsequent weeks follow thereafter.

Students Enrolled in Clock Hour Programs

Students who withdraw or are terminated after the first day of class and who are enrolled in a clock hour program twelve (12) months or less in length will have their tuition refund calculated as follows:

% of Scheduled Hours in Period of Obligation Prior To Last Date of Attendance	% of Tuition for Payment Period Retained By School
.01% to 04.9%	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

Tuition charges owed by the student will be calculated on a pro rata basis, based on the percentage of program hours scheduled up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned. For example, if a student was scheduled for 30% of the hours in the period of obligation prior to the last date of attendance, the school will retain 70% of the tuition charged for that period. Students scheduled for 50% or more hours in the period of obligation will be charged the full tuition for that period.

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 Chapters 33, 31, 30, 1606, VETTEC, VR&E and other types of veterans' benefits.
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.
Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to fafsa.ed.gov.
Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.)
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® and VR&E beneficiaries (Chapter 33 and Chapter 31 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http:// www.benefits.va.gov/gibill.

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.

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period.

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

Attendance Policy for Clock Hour Program
Students are required to attend a minimum of 67% (66.5% or higher is rounded to 67%) of the hours scheduled based on their attendance schedule in order to be considered making Satisfactory Academic Progress (SAP). Attendance evaluations are conducted at the end of each evaluation period listed above to determine if the minimum requirements have been met. Attendance percentage is determined by dividing the total hours accrued (actual hours attended) by the total number hours scheduled at the end of the evaluation period (cumulative attendance from the beginning of the program to the date the checkpoint is reached). At the end of each evaluation period, the institution will determine if the student has maintained the cumulative minimum requirement of 67% since the beginning of the course, which will indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed. DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent (reference the Make-up Time Policy). Regardless of the average level of attendance, a student who has more than 10 school days (14 calendar days) of consecutive absences without communication to the Director of Administration and/or respective School Director will be

dismissed on the 11th consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration and/or respective School Director.

Example Attendance for a clock hour program: A student is scheduled to attend 22 hrs. per week (67% x 22= 15 clock hours)

Clock Hour Program Evaluation Points
Student will be evaluated to ensure they are meeting the SAP requirement at the following intervals.

For all certification programs satisfactory programs are evaluated as followed:

Certification Program	Clock Hour Interval
Technology Professional 6	80, 160, 240 (scheduled clock hours)

Maximum Timeframe- Pace of Completion
The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program to complete the requirements for graduation.

All students on federal financial aid must be admitted into an eligible program of study. A student is eligible to attempt a maximum of 150% of the allowable credit hours required to complete his/her program of study. Example: If an Associate of Science degree requires 60 credit hours to complete the program, a student is allowed 150% or 90 attempted credit hours in which to complete that program. This includes any credits in which the student was or was not paid federal student aid. Developmental and transfer credits are also included in the calculation.

If a student has completed less than the maximum number of allowable credit hours in the program of study, he/she may receive aid for one more term even if the total hours exceed the limit.
Attempted credit hours includes all hours the student has enrolled in — including all credits which receive a grade above a "D-", F and WF grades, repeated classes, withdrawals, pass/fail classes, audited classes, CLEP credit, advanced placement credit, transfer credits, and classes from which the student has tested out.

Clock Hour Programs
Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 67%) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

Program	Maximum Time Allowed
	Weeks
Technology Professional 6 (240 clock hours)	17

*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 Time Policy
Students are expected to make-up missed days and exams. Students may utilize the various school schedules and classes to complete makeup time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time. We do not allow part-time students all students are considered full time for 22 hour pre week.

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.

Determination of Progress
Students are provided with cumulative progress reports on a monthly basis so they can track their progress. Students meeting the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance (considered the pace) at the scheduled evaluation point are considered to be SATISFACTORY. Students that fail to meet the minimum requirements for making Satisfactory Academic Progress may have an interruption of their Title IV Funding (Financial Aid), unless the student is on Warning or has successfully appealed and was granted Probation.

Asynchronous Instruction
Students enrolled in asynchronous online programs complete coursework independently through the LMS progressing through modules in sequential order. Attendance is measured by documented academic engagement such as assignment submissions, video participation, discussion posts, and virtual check-ins, rather than physical presence. Students are expected to complete approximately 20 instructional hours per week and must meet a minimum attendance rate of 67% during each 4-week course period, which serves as the SAP evaluation point. Academic progress is tracked through the LMS analytics, instructor feedback, and graded assessments, with students advancing automatically to the next module upon successful completion of the prior one.

Probation
Students who fail to meet the minimum SAP after a warning period may be placed on Probation. The student will be advised via email of the actions required to achieve SAP by the next evaluation, this is called an academic plan. If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve SAP or the guidelines indicated by the academic plan, he or she will be deemed ineligible to receive Title IV funds (Financial Aid).

Re-Establishing Eligibility
Students may re-establish satisfactory academic progress and Title IV funding (if applicable), by meeting the minimum requirements by the end of the Warning or Probationary period. Students who re-enroll who were considered as not making SAP at the time of their previous withdrawal, may re- establish FSA eligibility upon meeting the published standards at the end of their first payment period after re- enrollment.

Appeal Procedure
If a student is determined to be in probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Student Services (Main Location) is responsible for making a recommendation on the appeal and electronically submitting the appeal to the Director of Administration (Main Location) and sending it to the respective School Director. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of Student Services (Main Location) describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 business days. All determinations are final. All documentation pertaining to the appeal will be retained in the student's academic file. The appeal and decision documents will be retained in the student file. If the student prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and the eligibility for Title IV Funds (Financial Aid) eligibility will be re-instated.

Suspension and Termination Policy
Suspension or termination from DSDT may happen if the student participates in any of the following:

- Possession of illegal drugs or alcohol on school premises, grounds, or parking lot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

Degrees, Diplomas and Certifications of Completions
Upon satisfactory completion of the required course hours/credits and course requirements, a degree, diploma, or Certification of Completion will be issued to the student. The institution may withhold official academic transcripts and degrees/diplomas/certificates if the student has not met all financial obligations. A transcript fee of $10 will apply and can be requested via Populi our student EMS system. Please pay by credit card or send a money order (personal checks are NOT accepted) and complete the Transcript Request Form.

Changing Degrees, Second Degrees, Repeating Coursework, Incompletes and Withdrawals
DSDT does not offer degree programs at this time
In the case where a student pursues a second-degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement. Any repeat coursework, or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP. Any student pursuing an additional degree program is subject to both the 150 percent time frame and the 2.00 cumulative GPA requirements.

DSDT does not offer noncredit remedial courses. Therefore, noncredit remedial coursework is independent work and does not contribute toward the 150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

Change of Incomplete Grade
A grade of incomplete (I) may be changed to a passing grade, within the program length from the date of receiving the grade, if the student satisfactorily completes all the requirements set forth by the course instructor. Otherwise, the incomplete grade of an I will automatically be changed to an F.

A student is given 14 days from the end of the term to make arrangements with their instructor if they have an I

grade because of excused absences. To change the I to an F the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, F grade will become permanent, and the student must retake the course.

When a grade of I is changed to a pass or fail grade, SAP is re-calculated.

Repeated Courses
Financial Aid and Veteran Affairs funding will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course. All courses affect both the qualitative and quantitative SAP measures by applying the failed and repeated course toward maximum time frame. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

Summer Terms
DSDT clock hour programs do not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

Census Date
DSDT College provides a six-calendar-day add/drop period beginning on the published program or semester start date. The census date is the calendar day immediately following the end of the add/drop period and is used to establish official enrollment for institutional reporting and applicable financial aid administration. For applicable credit-hour programs, the census date also serves as the Pell Recalculation Date. Financial aid eligibility, attendance, withdrawal, and payment-period requirements remain subject to applicable federal regulations.

Leave of Absence (LOA)/Withdrawals
If enrollment is temporarily interrupted for an approved Leave of Absence, the student will return to school in the same satisfactory academic progress status determined prior to the

. Students must submit a LOA request form, located in the student handbook, to the main location student services department. Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken and will not be included in the attendance percentage calculation. Students who withdraw from their program prior to completion and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

Withdrawals And The Return Of Title IV Funds
DSDT performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns to school, DSDT will apply its SAP policy in continuation of such a student's

SAP-status at the time of withdrawal**.** Title IV, HEA federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which the funds

were awarded. When a student withdraws from their respective program of study, regardless of the reason, she/he may no longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds she/he will have earned at the time of full withdrawal. There is no such thing as fraction of clock hours, it is not acceptable to round clock hours for R2T4 purposes.

Federal regulations require a recalculation of financial aid eligibility if a student:

-Completely withdraws.
-Stops attending before the semester's end.
-Does not complete all modules in which the student is enrolled

DSDT students who receive federal financial aid and who do not remain in attendance through the end of the academic period may be responsible for repaying a portion of the financial aid originally received (Please see DSDT Refund Policy).

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

Program Calendar Dates 2025-2027

Technology Professional 6 – 2025 - 2027 Calendar

2025/26 Start and End Dates	2026/27 Start and End Dates
Jan 6- Mar 28 2025	Jan 5- Mar 27 2026
Feb 3- Apr 25 2025	Feb 2- Apr 24 2026
Mar 3- May 23 2025	Mar 2- May 22 2026
Mar 31- Jun 20 2025	Mar 30- Jun 18 2026
Apr 28- Jul 18 2025	Apr 27- Jul 17 2026
May 27- Aug 15 2025	May 26- Aug 14 2026
Jun 23- Sep 12 2025	Jun 22- Sep 11 2026
July 21- Oct 10 2025	July 20- Oct 9 2026
Aug 18- Nov 7 2025	Aug 17- Nov 6 2026
Sep 15- Dec 5 2025	Sep 14- Dec 4 2026
Oct 13- Jan 2 2026	Oct 13- Dec 31 2026
Nov 10- Jan 30 2026	Nov 9- Jan 29 2027
Dec 8- Feb 27 2026	Dec 7- Feb 26 2027

TUITION AND FEES

Technology Professional 6
Total Program Cost: $15,000.00
1. Tuition: $14,065.83
2. Mandatory Fees: $934.17
    - Instructional Platforms: $120.17
        - o Populi School Information System: Manages student records, enrollment, class schedules, billing, and communication.
        - o Microsoft Suite: Collection of productivity tools provided to students, including applications such as Word, Excel, PowerPoint, and Outlook, used for completing coursework, communication, collaboration, and academic assignments.
    - Administrative Fees: $814.00
        - o Student Services Fee: $146.00 Covers administrative services and student support resources, including academic advising, student records management, and enrollment assistance.
        - o Registration Fee: $275.00 Covers administrative costs associated with processing student registration, course enrollment, and maintaining academic records.
        - o Technology Fee: $393.00 Supports access to the college's online learning platforms, digital educational resources, and technology infrastructure necessary for instruction.
    - Required Software and Materials: Required software and instructional materials are separate expenses and are not included in the cost of tuition and institutional fees. Students are responsible for obtaining all required software, textbooks, study guides, and other instructional materials necessary for successful participation in their program. Students may purchase these materials directly through DSDT College or from external vendors of their choice, provided the materials meet the program's specified requirements. Prices may vary depending on the vendor, and students are encouraged to obtain all required materials prior to the start of their courses.
        - o Hack The Box -$750.00: Provides access to interactive cybersecurity training labs, simulated environments, and hands-on exercises designed to develop practical skills in network security, vulnerability assessment, penetration testing, and threat detection.
        - o CompTIA CySA+ Study Guide: Exam CS0-004 (Sybex Study Guide) – $48.15: Provides comprehensive study materials covering cybersecurity analysis, threat detection, vulnerability management, incident response, and security operations to prepare students for the CompTIA CySA+ certification examination.
        - o CompTIA Security+ Certification Kit: Exam SY0-701 (Sybex Study Guide) – $55.99: Provides essential study materials, practice questions, and exam preparation resources covering cybersecurity fundamentals, network security, risk management, and security operations to prepare students for the CompTIA Security+ certification examination.

- CompTIA Network+ Study Guide: Exam N10-009 (Sybex Study Guide) – $35.00: Provides instructional materials and exam preparation resources covering networking concepts, infrastructure, network troubleshooting, security, and operations to prepare students for the CompTIA Network+ certification examination.

PROGRAMS

TECHNOLOGY PROFESIONAL 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, Cyber Security Analyst, Scripting Analyst, Application Developer, Web Developer, Certified Ethical Hacker, 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 ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
CompTIA, Microsoft Office 365, 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	50 / 30 / 0
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101 or CTN-102	50 / 30 / 0
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101 or CTN-102, SY0-601	50 / 30 / 0
				Totals	150 / 90 / 0
Total Clock Hours: 240 Estimated Completion Time: 12 weeks or 3 months DL = Distance Learning; TL = Traditional Learning					

COURSE DESCRIPTIONS

CTN-102 CompTIA Network+
80 Total Hours: Theory 50 / Laboratory 30/ 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+
80 Total Hours: Theory 50 / Laboratory 30/ 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+
80 Total Hours: Theory 50 / Laboratory 30/ 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.

CAREER OPPORTUNITIES
AND
HEALTH AND SAFETY INFORMATION

DSDT College prepares students for a variety of career paths across multiple industries. Graduates may find opportunities in fields such as healthcare, technology, digital marketing, and imaging, among others. Entry-level positions, salary ranges, and advancement opportunities vary depending on the program of study, geographic location, employer policies, and individual effort and performance. Career growth is influenced by your commitment to developing skills, pursuing continuing education, and gaining professional experience.

Before entering any new career, students should be aware of potential physical and mental demands related to their chosen field. Certain programs may require extended periods of standing or sitting, repetitive motion, or use of specialized equipment. Proper ergonomics, footwear, and posture are important to maintain long-term health. Students with existing physical conditions, such as back problems or repetitive strain injuries, should consider the demands of their chosen program. Similarly, students with learning differences may experience additional challenges and are encouraged to seek guidance or observe program requirements in advance.

During your time at DSDT College, you will interact with people from diverse backgrounds and life experiences. Respect, professionalism, and fair treatment are expected at all times. Students may encounter individuals with varying health conditions or illnesses. Programs include training on health and safety protocols, including recognizing and responding to potential health risks, both on campus and in workplace settings. Familiarity with these procedures helps ensure your safety and the safety of others.
DSDT College maintains a job board with postings and career resources for students. Students are encouraged to explore opportunities and engage with potential employers to support career development.

Any questions not addressed in this catalog may be directed to the School Director at 888-688-4234 or on campus. Students and members of the public may file complaints with the Michigan Department of Education (LARA) Division. DSDT College is not currently in bankruptcy, has not filed for bankruptcy within the preceding five years, and has not been subject to bankruptcy reorganization under Chapter 11 of the United States Bankruptcy Code within the past five years.

RECRUITING ACTIVITIES

All employees at DSDT College are committed to ethical recruiting practices and have been trained by the Director of Administration and Admissions to ensure compliance across all programs offered. Admissions Representatives are fully informed about the academic programs and support services available to effectively serve students and meet their needs. Students are provided with advisement materials and have the opportunity to meet with Student Services for any advisory needs to support their success in their chosen programs. All recruiting activities and materials clearly convey DSDT College's mission, the occupational programs offered, student performance reports, completion requirements, tuition, and instructional outcomes.

STUDENT GRIEVANCE POLICY AND PROCEDURES

Purpose of the procedure/introduction
DSDTs aim is to ensure that students with a grievance relating to their education or attendance can use a procedure, Which can help to resolve grievances as quickly and as fairly as possible.

Policy
Any student who feels they have not received adequate, fair treatment in all matters related to; school policies,regulations and procedures in accordance with the current student handbook and student bill of rights may seekconsideration through a formal grievance policy.

Purpose
To provide all students with a means for impartial consideration in grievance procedures.

Scope
This policy applies to all students enrolled in the DSDT school no matter the program of study.

Guidelines and Chain of Command
Stage 1: statement of grievance- if the student feels that the matter has not been resolved through informal discussionswith scheduled instructor/ student meetings, the student should put their grievance in writing to the director of administration to further resolve the said issue.

Stage 2: the grievance meeting whenever unresolved, the student may request an official grievance be heard by DSDT's school director. The student must make a request within 3 working days of the incident.

Stage 3: the grievance meeting- the director of administration at the main location will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally within 5 working days-notice of the meeting will be provided to the student and they will be informed of their right to be accompanied. Students submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

Procedure
Students must take all reasonable steps to attend the meeting, but if for any unforeseen reason the student or the school director can't attend, the meeting must be rearranged. Should a student companion and or parent/ custodial guardian be unable to attend, then the student must make contact within 10 days of the date of the letter to arrange an alternative date that falls within 15 days of the original date provided. These time limits may be extended by mutual agreement. After the meeting, the school director hearing the grievance must write to the student informing them of any decision or action and offering them the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details on how to appeal. The school director will convene and review the grievance and make a decision within 5 working days.

Appeal
If the matter is not resolved to the students' satisfaction, they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 10 working days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. After the appeal meeting with the school director, the school director must inform the student in writing of their decision within 10 working days of the meeting. Their decision is final.

If conflict is still without resolve, please contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790
www.council.org.

Or

State of Michigan Department of Licensing and Regulatory Affairs (LARA)

P.O. Box 30018
Lansing, MI 48909
Phone Main Line: 517-
241-7000
Fax: 517-373-2162
Email: CSCL-Complaints@michigan.gov
Website: http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf

STUDENT GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

1. Please provide a one or two sentence description of your complaint.

_____

_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____

_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____

_____

4. Indicate what specific resolution you are seeking or recommending.

_____

_____

*I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by DSDT may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding an SAP must be made within 15 days of the negative determination.

_____SAP Determination_____Other:

_____

Attention School Director:
I wish to appeal the decision and/or policy of the school regarding the above-indicated manner. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

_____

_____

_____

Supporting Documentation Attached:_____YES_____NO

_____ _____

Student Signature Parent or Guardian (If applicable) **Date**

OFFICE USE ONLY_____APPEAL_____APPEAL DENIED
EXPLANATION OF DECISION: REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD

TECHNICAL INFRASTRUCTURE PLAN

Overview and Purpose
The institution maintains a comprehensive Technical Infrastructure Plan to support instructional delivery, administrative operations, and student services. This plan also encompasses distance education infrastructure, ensuring that both physical and virtual learning environments are fully supported. The plan is reviewed annually and revised as necessary to reflect institutional goals, advances in technology, and regulatory compliance.

Management and Oversight
All technical systems and services, including on-campus and distance education platforms, are overseen by the institution's Infrastructure Manager. This role is responsible for managing networks, IT equipment, software systems, cybersecurity protocols, and support services both online and in person. The Infrastructure Manager also ensures seamless integration and performance of cloud-based learning and administrative platforms used by the institution.

Core Technology Platforms
The institution utilizes Populi as the primary learning management system for both in-person and online course delivery. Populi is used for assigning coursework, distributing resources, managing grades, tracking attendance, maintaining student records, and communication. In synchronous programs, Microsoft Teams is used for live lectures. Hack The Box provides digital content and integrated learning tools specifically for IT programs, while ScanLab is used exclusively for the MRI program. All platforms are cloud-based, accessible remotely, and regularly updated to ensure consistent and reliable experience for students and staff.

Distance Education Infrastructure
The institution's distance education infrastructure is designed to ensure accessibility, continuity, and student engagement. Populi serves as the primary platform for delivering course content, hosting assignments and discussions, and managing grades. In synchronous programs, Microsoft Teams is used to conduct live lectures. Hack The Box and ScanLab integrate directly with Populi to provide adaptive learning tools. Populi also supports the administrative needs of online learners by providing access to grades, transcripts, communication tools, and payment processing.

To support this infrastructure, the institution ensures that students and faculty have access to technical support and training resources. System performance is monitored to maintain high availability, and contingency protocols are in place for backup access or recovery in case of system failure. Bandwidth capacity, platform compatibility, and usability are routinely evaluated to ensure all users can participate fully in the educational experience.

System Reliability and Maintenance
The Infrastructure Manager conducts regular functionality checks and preventative maintenance to ensure uninterrupted access to all systems. Monitoring tools are used to detect issues early, and service-level agreements with platform providers ensure timely resolution of any disruptions. Scheduled maintenance is communicated in advance to minimize impact. Hardware and software systems are upgraded as needed to support optimal performance.

Adequacy and Continuous Improvement
The technical infrastructure is assessed periodically for adequacy based on changes in enrollment, staffing, curriculum, and delivery formats. Feedback from faculty, staff, and students informs decisions on hardware procurement, system upgrades, and software adoption. Improvements are prioritized according to need and budget capacity. The Infrastructure Manager collaborates with institutional leadership to align infrastructure development with strategic planning and instructional goals.

Data Privacy, Security, and Protection
The institution upholds strong data privacy and cybersecurity standards. All data stored or transmitted through Microsoft Teams, Hack the Box, ScanLab and Populi is protected using encryption, multi-factor authentication, and access controls. Backup protocols are enforced to preserve institutional records, student coursework, and assessment data. The Infrastructure Manager is responsible for ensuring that data security practices meet FERPA and applicable federal and state regulations.

Support for Student Access and Equity
The institution ensures that all students, including those enrolled in distance education programs, have equitable access to instructional technology. Learning platforms are regularly tested for compatibility with a range of devices and browsers. Technical support is available through campus staff or platform help desks. Where appropriate, the institution works to reduce barriers by offering guidance on minimum technology requirements and facilitating access to resources.

Protection of Student Work and Institutional Records
Student work, test data, and institutional records are preserved and protected across all systems. Populi, ScanLab and Hack the Box securely store course materials, student submissions, and feedback. Populi also maintains official academic records, transcripts, and communications. Backup schedules and retention protocols ensure that data is recoverable in the event of loss or system failure. All access to these records is limited to authorized personnel in compliance with institutional policy and legal requirements.

Annual Evaluation and Accessibility of the Plan
The Technical Infrastructure Plan is reviewed annually by the Infrastructure Manager in collaboration with administrative and instructional staff. This evaluation considers system performance, incident reports, student and staff feedback, and the adequacy of current infrastructure to meet projected needs. Updates are made to ensure the plan remains relevant and effective. Summarized results of the annual review are made available to faculty and staff to promote transparency and institutional improvement.

HEALTH & SAFETY PLAN SECTIONS

Overview

DSDT faculty and staff are diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan (LARA) Post- Secondary School policy and procedures are implemented at the Detroit main campus to fulfill the goal of a safe and healthy environment. DSDT's policies, processes, and procedures relating to health and safety issues are in place, implemented, regularly evaluated and revised with input from employees and students. In addition, all staff follow a system for reporting and investigating accidents or injuries. DSDT has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies, activities and to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to staff and students and protect and conserve DSDT'S equipment, employees must comply with the following requirements:

- Observe all safety rules located in DSDT's emergency response and evacuation plan for fire evacuation, incident plans/procedures,and emergency preparedness protocols.
- Always keep work areas clean and orderly and immediately report all accidents to the Campus Security Authority at the branch or main location.
- Operate instructional material/equipment only after proper training has been administered and under the supervision of an instructor.
- All employees must wear business casual clothing while on campus or must have appropriate DSDT T-shirt, jeans/slacks, and closed-toe shoes.

Employees with questions or concerns relating to the safety programs and issues should contact the Campus Security Authority at the respective campus or local emergency personnel. Local numbers are posted on the evacuation plan plaque displayed in every room and hallway at the respective campus and in the student handbook and catalog made available to every student prior to enrollment.

All visitors are required to enter the facility through the main entrance. All secondary doors must be closed and secured at all times. School visitors must provide DSDT staff with their reason for visiting and the staff member will deem if their visit is appropriate and necessary. In an effort to minimize classroom disruptions and mitigate any emergency situations, no student or visitor shall be permitted to wander about the building under any circumstances. Students who are currently enrolled and who may require evening access to the Student Media Resource Center must receive prior authorization from their instructor or the school director prior to access being granted. Employees who observe an unauthorized individual on DSDT premises should immediately direct him/her to the Campus Security Authority or his/her designee. All nighttime visitors must follow the same procedures required for entry into the building. No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons, or antique weapons may not be brought on to school property, including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the Campus Security Authority or his/her designee at the respective campus who shall turn the weapon over to the proper authorities.

Bullying and Harassment

DSDT mandates that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. DSDT will not tolerate bullying or harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The following are general processes and procedures designed to assure students, staff, and guests that DSDT is a safe and healthy environment in which to teach and learn.

Accident Reporting System

DSDT follows the state of Michigan (LARA) post-secondary policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers a work-related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed before the injury/illness and bring them back to work as quickly as possible.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during, or arising out of, your employment.
- Receive timely and understandable information concerning your treatment including available alternatives and their effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified, as well as request a one-time independent medical examination.

As an employee, you are responsible for:

- Immediately reporting any injury received on the job to your respective Campus Security Authority or his/her designee, prior to seeking medical care for an occupational injury that does not require emergency treatment.

Claim Reporting System
In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Campus Security Authority or his/her designee, who, in turn, will receive care/medical/ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the Campus Security Authority or his/her designee.

ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

Emergency Care
In the event of an emergency, have someone call 911 or go to the nearest emergency room. Please contact your immediate instructor/supervisor or Campus Security Authority or his/her designee to help facilitate. Any additional medical care that is needed will be coordinated through them. After hours medical care is available 24 hours a day, seven (7) days a week (including holidays) in nearby urgent care centers. If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must call the Campus Security Authority or his/her designee immediately, or no later than, the next business day to report such visits.

If a student suffers an on-campus related injury/illness, a Student Accident Report (Addendum A) should be completed on the same day of the incident and submitted to the Campus Security Authority or his/her designee on the sameday. The Campus Security Authority or his/her designee will retain a copy for DSDT's files and add a copy to the student's files. For non- students or subcontractors that suffer work related injury/illness, a Public Incident Report (Addendum B) should be completed on the same day of the incident and submitted to the Campus Security Authority or his/her designee that day. The director will then file in a timely manner or within the 24-hr. period.

Accident Investigation System
The Campus Security Authority or his/her designee completes a health and injury report as necessary and submits the report to DSDT's office of secure files, before the end of the working day on which the incident is reported. An Incident Report or Student Accident Injury Report is to be submitted to the Campus Security Authority or his/her designee and will be investigated through department procedures.

Emergency Response and Evacuation Plan
Every DSDT classroom has an emergency evacuation plaque equipped with location awareness, emergency personnel contact information, evacuation routes, etc. Throughout the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classrooms and is found in the Consumer Info at a Glance section on our website for reference. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. DSDT's Emergency Response and Evacuation Plan considers lessons learned from prior school trainings to highlight the importance of preparing for any hazard or emergency. DSDT's Emergency Response and Evacuation Plan is aligned with the emergency planning practices at national, state, and local levels and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Part of DSDT's Emergency Response and Evacuation Plan requires both the main and branch locations conduct annual trainings for various scenarios (fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) for staff, students, and visitors to be prepared during critical incidents. Each classroom has an emergency evacuation map posted that the instructor discusses with their class. The main campus has an annual emergency evacuation training, in which a fire drill simulation is

conducted. Drills are conducted so that students and personnel can react quickly & appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

Fire Extinguisher Maintenance Plan
All fire extinguishers are maintained by Fire Systems of Michigan for the main campus Detroit location. All fire extinguishers are checked annually.

Evaluation & Revision
DSDT's written health and safety plan is reviewed annually by DSDT's Institutional and Occupational Advisory Committees, to ensure compliance with LARA school licensing division guidelines, as well as adequacy. Students, employees, and visitors will use this form to report school related injuries, illness, or "near miss" events (which could have caused an injury or illness) - no matter how minor. This helps us to identify student plans, procedures and emergency preparedness protocols to correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to the Campus Security Authority or his/her designee. Always keep work areas clean and orderly, and immediately report all accidents to the Campus Security Authority or his/her designee. Operate instructional material/ equipment only after proper training has been administered and under the supervision of instructor and or School Director. Employees caring for injuries sustained during or arising out of an on campus activity should direct questions or concerns relating to the safety of programs or issues immediately to the Campus Security Authority or his/her designee, or local emergency personnel. Local numbers are posted on the walls of the campus, or in the student handbook and catalog made available to the student prior to enrollment. All visitors are required to enter the facility through the main entrance. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 911 and complete an Injury Report form. Have the student, Campus Security Authority or his/her designee, or the supervisor who charted the incident acknowledge and sign off on documentation.

Today's Date:

Incident Report (Indicate which campus)

DSDT Main Campus
1759 W. 20th Street
Detroit, MI
48216

Students, employees, and all visitors will use this form to report all school related injuries, illness, or "near miss" events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and givento a school director/ instructor for further action.

I am reporting a work related: □ **Injury** □ **Illness** □ **Near Miss**

Your Name:

Instructor/Supervisor:

Have you told your instructor/supervisor about this injury? □ **Yes** □ **No**

Date of injury/near miss:	**Time of injury/ near miss:**

Name of witness (if any):

Where, exactly, did it happen?

What were you doing at the time?

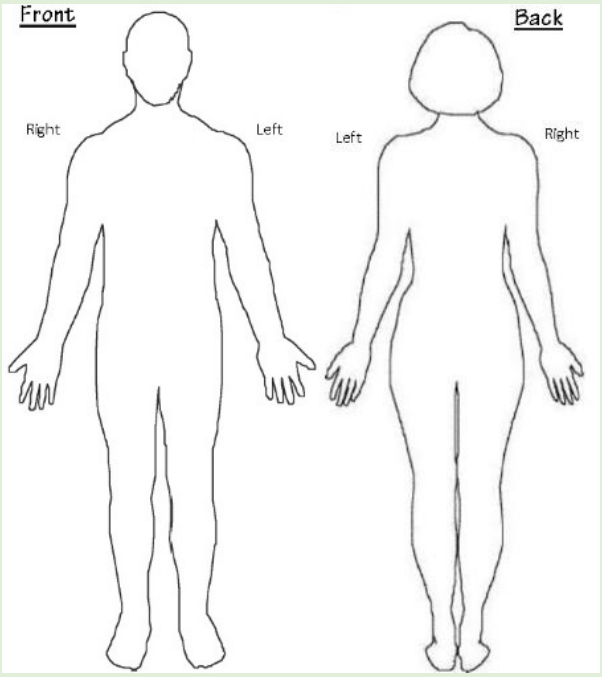
What could have been done to prevent this injury/near miss?

What parts of your body Were injured? If a near miss, how could you have been hurt?

Did you see a doctor about thisinjury/near miss? □ **Yes** □ **No**

If yes, whom did you see?	**Doctor's phone #:**

Part of body affected:



Nature of the injury you're reporting:

- **Abrasion, scrapes**
- **Amputation**
- **Broken bone**
- **Bruise**
- **Burn (heat)**
- **Burn (chemical)**
- **Concussion (to the head)**
- **Crushing Injury**
- **Cut, laceration, puncture**
- **Illness**
- **Sprain, strain**
- **Other:**

Written witness statement:

Number of attachments (photographs, hospital verification, drawings, etc.):

Why did the incident happen?

- ☐ Unguarded hazard
- ☐ Safety device is defective
- ☐ Tool or equipment defective
- ☐ Workstation layout is hazardous
- ☐ Unsafe lighting
- ☐ Unsafe ventilation
- ☐ Lack of needed personal protective equipment
- ☐ Lack of appropriate equipment/tools
- ☐ No training or insufficient training
- ☐ Other:

What changes do you suggest preventing this incident/ near miss from happening again?

- ☐ Stop this activity
- ☐ Redesign school area
- ☐ Train/ enforce policy
- ☐ Other:

Your Signature:	**Date:**
For administrative use only	
Written by: **Job title:**	**Date:**
Names of team investigating:	
Reviewed by: **Job title:**	**Date:**
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?	

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter school program or work environment.

- Please review every room at facility for the immediate evacuation route in event of an emergency or fire.
- Please report all investigations or incidents to the fire department by calling 911 and give the name of the DSDT location: Main Campus: 1759 W 20th Street Detroit, MI 48216

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful.
- Proper Use of Flammables: Read labels and always follow precaution.
- Proper use of chemicals and materials: Please refer to teacher/ student manuals. If your class is using any of them, they will be listed in your manual and reviewed in introductory class.
- DSDT is a smoke free environment. Smoking on or near campus is prohibited. Avoid other sources of open flames
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilated area and in moderate temperature.
- Proper Use of First Aid: First aid kit are available throughout the institution at various locations.
- Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation.

IN THE EVENT OF A FIRE:

- Contact the fire department (911) and Give name and address of the DSDT location, nature of fire (what is burning), and the name of person reporting the fire.
- Evacuate premises by following the planned procedure for the facility.
- Alternate exits for use in the event the fire blocks regular route.
- Fire extinguishers are serviced annually.

USE OF FIRE EXTINGUISHERS

Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

1. Pull the pin
2. Aim the nozzle
3. Squeeze the handle
4. Sweep from side to side at the base until fire goes out

RECOMMENDED PROCEDURES

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:

- Everyone is leaving the premises and the fire department has been called
- The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- You can fight the fire with your back to an escape route
- Your extinguisher is rated for the type of fire you are fighting and is in good working order
- You know how to operate the extinguisher

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 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.

2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. DSDT ensures our educational institution 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 31 or 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.

DSDT will permit 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 U S Department of Veterans Affairs (VA) Post 9/11, G I Bill® (Ch 33) or Vocational Rehabilitation & Employment (Ch 31) benefits ending on the earlier of the following dates:

1. The date on which the Department of Veterans Affairs provides payment for such course of education to such institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

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 may submit a copy of their Joint Service Transcript (JST) and/or applicable documents to be considered eligible for prior credit.

Attendance Policy: In accordance with Title 38 US Code 3679 subsection (e) DSDT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or their 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 of funding from the Department of Veterans Affairs. VA students are expected to attend all classes as designated in the enrollment agreement If circumstances prevent attendance, prior notification is expected.

Attendance is charted daily and evaluated monthly Attendance must not fall below 67% of scheduled class/floor time. If at an evaluation point a student's attendance falls below 67%, the student will be placed on probation and be counseled based on our probation policy. If, at the end of the probationary period, satisfactory attendance has not been regained, veteran education benefits will be terminated and face possible dismissal from the school. Students whose absences are excused (family emergency, medical, etc), or result from authorized mitigating circumstances, as determined by the school administration, will continue to be certified for veteran education benefits.

Students whose veteran education benefits have been stopped for unsatisfactory attendance may be recertified only after regaining satisfactory attendance. Additionally, for VA students, any absence greater than 14 consecutive class days for any reason (illness, military orders, leave of absence, etc) requires termination of veteran education benefits. Benefits will be restarted on re- enrollment. Re-admittance after termination for unsatisfactory attendance, requires reapplication for admission and scheduling an interview with the school administration.

If a student is using Chapter 33 Veteran benefits, attendance is required to be in-person.

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 criterions 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.

Financial Responsibility: If you are not 100% eligible for Veteran benefits, you will be required to pay the remaining balance. If you decline Title IV funds, you will need to provide a signed statement that you will not be using them to cover the balance.

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.

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.

GI Bill® is a registered trademark of the U S Department of Veterans Affairs (VA) More information about education benefits offered by VA is available at the official U S government Web site at https://www.benefits.va.gov/gibill

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

Authorized Official

Title of Official Date

Student Name (Printed)

Student Signature Date

STUDENT RULES AND CODE OF CONDUCT

ATTENDANCE POLICY

Until the next scheduled evaluation: For a student to be making satisfactory academic progress as of the course midpoint, the student must meet 67% in attendance and 70% academic requirements on at least one evaluation by midpoint in the course. Regardless of the average level of attendance, students who have more than 10 school days (14 calendar days) of consecutive absences without communication to the School Director/Designee will be dismissed on the 11th consecutive school day as an unofficial withdraw.

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.

COURSE SCHEDULES

DSDT offers Classes in the Morning, Afternoon, and Evening. Dates vary per course availability. Check with an admissions representative for listings.

COURSE MATERIAL

The student is advised to a bring pen/pencil and a notepad to each class meeting.

STUDENT AGREES TO:

- 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 diploma or certificate of completion.

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:

Address:

City: State: Zip:

Telephone: E-mail Address:

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)

Financial Aid ( ) Veteran Affairs ( ) Cash ( ) Money Order ( ) 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.

Registration Fee:

$ _____

Books/Equipment:

$ _____

Financial Aid Payment:

$ _____

MI Works Payment:

$ _____

Veteran Affairs Payment:

$ _____

Monthly Payment:

$ _____

Less Deposit:

$ _____

Balance Due:

$ _____

Total Tuition &Fees:

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

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, Degree or Diploma Requirements
- ☐ Prerequisites for Employment
- ☐ Satisfactory Academic Progress Policy

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
- _____ b. Books and supplies cost
- _____ c. Payment terms and methods must be identified

_____ 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

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.