



Student Policies & Procedures

Effective Jan. 01, 2025

Gulf Coast Training Institute (GCTI)

219 West Defee Ave.

Baytown, TX 77520

(832) 926-4717

info@gctitraining.com

Contents

ADMISSION REQUIREMENTS	3
CANCELLATION POLICY.....	3
REFUND POLICY	3
GRADING POLICY	5
SATISFACTORY PROGRESS	5
ACADEMIC PROBATION.....	5
ATTENDANCE POLICY AND MAKE-UP WORK	6
Leave of Absence	6
STUDENT CONDUCT EXPECTATIONS	7
Sexual Harassment Defined	7
Reenrollment after Dismissal for Violation of Student Conduct Expectations	7
CERTIFICATE REQUIREMENTS	8
STUDENT COMPLAINTS	8
TRUE AND CORRECT STATEMENT	9

ADMISSION REQUIREMENTS

Individuals applying for all courses are required to:

- a. be at least 18 years of age;
- b. possess ability to read and write in English, and
- c. interview with a GCTI representative(s). GCTI is an equal opportunity training facility for individuals that demonstrate a positive and professional attitude with social manners. Interviewees that exhibit hostilities or do not demonstrate professional standards or social manners may not be admitted.

GCTI will review previous education, training, or experience for potential credit.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$150 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. the last day of attendance, if the student is terminated by the school;
 - b. the date of receipt of written notice from the student; or
 - c. ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$150 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$150 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. an enrollee is not accepted by the school;
 - b. if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
8. Refund Policy for Students Called to Active Military Service.

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

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - 2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of all refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

GRADING POLICY

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "Course Evaluation" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 - 69	Remediation	1.00
Below 60	Remediation	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

A student earning a final numeric grade of 70 or higher will receive a course completion certificate.

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00, achieve a passing grade on at least 80% of the quizzes, and where applicable, demonstrate hands on proficiency as specified by NCCER on all NCCER based lab projects. Progress will be evaluated at the end of class(es) for each subject. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject.

ACADEMIC PROBATION

A student who is not making a numeric grade of 70 or higher at the completion of a subject course will be placed on academic probation for the next subject course. If a student on academic probation achieves satisfactory progress for the subsequent subject course, but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject course. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject course, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject courses will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one sixteen-week term has elapsed; a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject course of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

***Incomplete:** An "I" for Incomplete is assigned when all the work of a subject course cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

****Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject course. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the GCTI refund policy as stated in this document.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, labs, and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. Absences for which a medical or court excuse is provided will be recorded but will not affect the attendance grade. Likewise, one absence for which advance notice is given by phone or in person will not be figured in the attendance grade. Any significant tardy or early departure from class will be counted as a half absence.

A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence.

Make-up work for absences shall:

- a. be completed within one month of the original absence;
- b. be supervised by an instructor approved for the class being made up;
- c. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- d. be completed within two weeks of the end of the grading period during which the absence occurred;
- e. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- f. be signed and dated by the student to acknowledge the make-up session.

Leave of Absence

The school director may grant a leave of absence after determining that good cause is shown. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

STUDENT CONDUCT EXPECTATIONS

Students at GCTI are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Appropriate dress for academic and laboratory activities includes but is not limited to closed toe shoes. Personal protective equipment will be supplied as needed and must be worn when instructed to do so. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff.
4. Violation of written policies, rules, or procedures.
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.
6. Damage to property or destruction of property.
7. Creation of unsafe conditions.
8. Cell Phones should be in silent mode during class. Talking on a cellphone is prohibited during class. If there is an emergency that requires your attention on the phone, leave the classroom area.
9. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat.
10. Hurting others, threatening others, or engaging in behavior that may result in harm to others.
11. Selling, consuming, and/or possessing alcoholic beverages.
12. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
13. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.
14. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Sexual Harassment Defined

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reenrollment after Dismissal for Violation of Student Conduct Expectations

After one sixteen-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

CERTIFICATE REQUIREMENTS

A Certificate of Completion will be awarded to each student who completes all the subjects of the course of study, maintains a numeric grade average above 70.

A student who has completed the course of study but does not meet course completion requirements can contact the business office for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for handouts, books, supplies, and fees.

Resume assistance is available at no charge for all students who are awarded the NCCER Instrumentation Technician and/or the NCCER Industrial Maintenance, E&I Technician Certification.

STUDENT COMPLAINTS

Grievance Procedure - Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

A student may also file a written complaint with the NCCER. Complaints to NCCER must be in writing and sent to:

NCCER
13614 Progress Boulevard
Alachua, FL 32615

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

George Morgan, GCTI Representative