

# CATALOG

## THE ARTIST INSTITUTE

809 University Dr, East, Suite 100B

College Station TX

(512) 826-2578

**Volume 1**

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## **HISTORY & MISSION STATEMENT**

Alexandria (Lexi) Zinko followed the customary route in learning to tattoo---she sought out a tattoo artist in which to apprentice under. Learning the traditional style of tattooing, the fundamentals were passed onto her. She was able to competently tattoo in the style of her mentor.

Although her apprenticeship was insightful, she wanted to learn different, more modern tattooing techniques. She had to acquire this knowledge on her own. She thought: “there must be a better way”...and The Artist Institute (TAI) was born.

TAI’s mission is *to promote excellence in technical studies, in order to prepare female artists to enter the tattoo industry workforce, in a competitive manner.*

## **ACCREDITATION AND APPROVALS**

TAI has been approved by the Texas Workforce Commission (TWC), Career Schools and Colleges Section, Austin, as a trade school in Texas. TAI is also accredited by ACCET - Accrediting Council for Continuing Education & Training.

## **FACILITIES AND EQUIPMENT**

Because students will be performing tattoos on clients, the school needs to have a tattooing license. As such, the best place to hold classes is a working tattoo studio. As such, the current location is Sacred Sisters Tattoo Studio, 809 University Dr, East, Suite 100B, College Station TX.

This campus is designed to enhance learning and provide students with a real-world experience. A variety of different equipment is onsite so that students can get an opportunity to experience tattooing in different ways. Likewise, as it is a functioning tattoo studio, all standards and practices in the shop are fully reflective of the day-to-day operations of the tattoo industry.

**Classroom area**



**Break area**



**Tattoo Studio**



**Front desk**



## **ADMINISTRATION**

**Director/Owner:** Robert Zinko

Robert Zinko has served in academia for more than 20 years. He holds a Bachelor of English, an MBA, a JD, and PhDs in Marketing and Management.

## **FACULTY & STAFF**

**Head of Art Faculty/Owner:** Alexandria Zinko, RN

Alexandria Zinko holds a Bachelor of Nursing, and also a Bachelor of Commerce from the University of Newcastle, Australia. She spent three years as a Registered Nurse at John Hunter Hospital.

She has worked in the tattoo industry for more than 9 years, owning her own studio since 2019. She has successfully trained several apprentices/students.

## **OWNERSHIP**

The Artist Institute is owned by Zinko and Associates, LLC., a company owned by Alexandria and Robert Zinko.

## **ADVISORY BOARD**

Zhan Furner, Accounting Professor, East Carolina University

Lloyd Powel, Chief of Police, Brenham Texas

Scott Moorehead, Retired Tattoo Artist

## ADMISSIONS

Individuals applying to TAI are required to:

1. Be at least 18 years of age.
2. Present proof of secondary education (high school diploma or GED certificate). TAI does not accept ability to benefit students.
3. Have a developed portfolio of artwork. This is typically drawing and/or painting.
4. Be female.

For prospects with Foreign Transcripts: Transcripts of secondary education presented to the Artist Institute in a foreign language, must be evaluated by an independent third party recognized by the United States Department of Education for equivalency status as a high school diploma in the United States.

Individuals who meet the above standards are then required to fill out an application and will then be contacted for an interview. During this interview, the TAI representative will answer any questions the prospective student may have, as well as discuss the different programs as they relate to the student's current situation, and goals.

For special need students, all reasonable accommodation will be made, but the student will still need the necessary mental and motor functions to operate as a tattoo artist. If a student has special needs that may affect his or her ability to complete required trade school tasks (the interviewer will discuss these), he or she is required to disclose them during the time of the interview, and the interviewer will discuss necessary accommodations.

TAI does not discriminate on the basis of race, ethnic origin, or religion.

## TUITION & FEES

**Application:** there are no application fees at TAI.

**Enrollment Period:** Enrollment is rolling.

**Registration:** There are no registration fees at TAI

**Books & Supplies:** Students are required to have daily access to an iPad (to include during class time), Procreate and MS Word. Furthermore, the purchase of a tattoo machine, ink, needles and other supplies is required.

**Tuition rates and schedule:** 25% of the program’s tuition is due at the start of the program, then another other 25% is due at the start of ‘1200 Tattooing’. Finally, the remaining 50% is due at the halfway point, in hours (this typically at the start of Trimester 4). As such, the breakdown for each program is as follows:

Due before the start of class:	\$10,000
Due before the start of ‘1200 tattooing’:	\$10,000
Due at the half-way point of the program	\$20,000
Total:	\$40,000

Failure to pay tuition by due dates will result in a student being withdrawn from the program.

\*In certain situations, students may be granted special disposition regarding tuition payments, being allowed to do a monthly ‘pay as you go’ program. To be eligible for this program, students must 1) demonstrate a need to be on the monthly payment program, and 2) present documentation that shows they will be able to make such payments in a timely fashion. Decisions will be made on a case-by-case basis, and the students must apply for the special disposition, in writing, before the start of their program.

Money owed will be collected via check, cash or credit card, by the Director. If monies are not paid on time, the student will be dropped from the program.

Transcripts are provided to students at no cost.

## SCHOLARSHIPS

**Need based:** dependent upon the expected family contribution, a limited number of needs-based scholarships are available. Students will be responsible for documentation of their financial situation, to include supporting evidence. Determination is based upon an assessment by the school to the student’s situation, as well as available funds of the school at the time.

**Merit based:** dependent upon the student’s past performance (such as grades, life experience, and exhibited artistic ability), a limited number of scholarships are available. Students will be responsible for documentation of their experience, to include supporting evidence. Determination is based upon an assessment by the school to the student’s past work, as well as available funds of the school at the time.

Terms and conditions of awards: As a scholarship recipient, she meets Satisfactory Academic progress requirements, remain continuously enrolled, Enroll full time (22 hours) during each trimester. If a student fails to meet the academic progress requirements (i.e., resulting in their being on probation) and does not correct the situation the following semester (i.e., raises their performance, resulting in them successfully coming off probation) or chooses not to continuously remain enroll in TAI, the scholarship will be revoked. The scholarship is used

only for tuition. It does not cover any other related costs (such as Ipad, software, and other tattooing supplies).

Source of funding, and student notification: Funding is provided at the discretion of the Director and comes from the school account.

Application procedures and deadlines:

1. Director examines school finances, in the context of the 1 and 3 yr. plan, and determines of the funding is available
2. If funding is available, prospective students are notified (currently, via conversation, but as the school size increases, this method will change).
3. Students are instructed to write up a document, including a) what scholarship they are applying for (i.e., merit based or need based), and b) why they feel the award is appropriate for their situation. Students are then required to include any supporting documentation (e.g., art portfolio). All documentation should be given to the Director (currently, in person, but as the school size increases, this method will change). A student is not eligible to apply for a scholarship until they have been accepted into the program (i.e., the application does not have a fee). The deadline for applying is 1 week before the start of the trimester that the student has applied for.

Criteria used to select award recipients: When possible (i.e., currently there is only a single student at a time), all identifying information is removed by the director and the head instructor assesses the packages. The director will assess the need-based scholarships (i.e., based upon the financial needs of the student, considering costs of living, potential family contribution, etc.). The head instructor will assess the merit-based scholarships, reviewing the submitted art portfolio, in light of her experience in assessing potential tattoo artists. Specifically, she will be considering the level of artistic skill, in considerations as to how their current level of ability will translate into the necessary skills for tattoo artists.

Number of awards available: There are no minimum or maximum number of awards granted. As TAI currently only allows a single student to enroll at a time, if finances allow, a single award will be available.

For more information regarding scholarships, contact TAI.

## **REFUNDS & CANCELATIONS**

**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 (or never shows up for any class).



**Refund Policy:** Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the last date of attendance (regardless of reason for termination).

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, no fees charged shall be retained by the school for the entire residence program.

If a student enters an education program and withdraws or is otherwise terminated, 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% 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 (more simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due).

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.

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.

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.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

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

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

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

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

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

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

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

## **STUDY DISRUPTION**

**Withdrawal Policy:** If a student should elect to withdraw from his/her program for any reason before the completion of his/her training, the student is expected to inform TAI. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications

by telephone, e-mail, or other communications method are deemed an “official withdrawal” based upon the credibility of the communication in the judgment of an appropriate school official. In some cases, the school may also accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the school.

Under Texas Education code, Section 132.061(f): A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

**Drop & Termination / Re-Admittance:** Students who have dropped from the school or have been terminated for violation of the school policies and standards, attendance or academic issues may request consideration for re-admittance by writing a letter to the School Director specifically explaining the following:

- What variables prevented them from maintaining satisfactory attendance, academic requirements or adhering to the TAI policies and standards?
- What has been done to correct the issue(s)?
- What can the school expect from the individual if allowed to return?

In addition, the student must be able to demonstrate that he/she has the financial resources to complete the program.

**Leave of Absence:** The school director may grant a leave of absence after determining that good cause is shown (e.g., for emergency situations such as a serious illness, debilitating injury, or death in the immediate family). A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing. The student must sign and date the leave of absence request and specify a reason for the leave (the reason must be identified in order for the institution to have a reasonable expectation of the student’s return within the timeframe of the leave of absence as requested). The written request must include the student’s understanding the procedures and implications for returning or failing to return to his/her course of study (e.g., I am requesting a 1 week leave of absence as my mother died. I understand that I am responsible for contacting my instructor, to make up the hours. Furthermore, I understand that failure to do so, or return at the end of my requested leave time, will result in a withdraw).

The Director will acknowledge the leave of absence, in writing.

The student will not be assessed student any additional charges as a result of the leave of absence.

A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of

absence does not exceed the specified limit.

**Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class 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 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". If the class has been discontinued, either a) a comparable course will be provided, or b) the student will fulfill the obligations of the class working an independent study with an instructor.

## **ATTENDANCE**

Proper attendance is important, because tattooing is not a skill that an individual can effectively learn, without proper supervision. As such, TAI requires students to attend at least 85% of the classes. Failure to do so will result in the student being placed on academic probation (see satisfactory progress and academic probation section of the catalogue).

For the 1100 class, the instructor takes roll every session. For the 1200 class, the instructor and student map out the hours for each week, and then they are confirmed as the class progresses, with the instructor signing off on the completion of each week.

Tardiness and early departures are defined as any time a student comes late or leaves before the class has completed. As TAI only has a single student, the instructor is able to record the times that the individual student is not in class. If a student is tardy or has an early departure more than 15 minutes, accumulative, over a week, it is counted as a minor offence (see student conduct section of the catalogue). If a student is late for a client at all, it is also counted as a minor offence.

An excuse absence is one that the student knows about at least 48 hrs. before the class, and is able to adjust the schedule, working with the instructor. If the instructor is not able to accommodate the student, the absence is not excused, regardless of the reason.

Students are eligible, under the late work policy (see late work section of the catalogue) to turn in work they missed for 1100. This is not possible for 1200, due to the nature of the tasks.

The instructor notifies the student, weekly, of their status in the program, to include attendance.

A student's enrollment will be terminated if the student's participation in an academically related activity cannot be documented:

- (1) at the end of the first week of enrollment;
- (2) at the end of the first month of enrollment;
- (3) over a period of two weeks.

## OPERATING TIMES

### School Calendar:

The student and head instructor will determine a schedule of hours. This program will vary week to week (i.e., often depending on the availability of the clients). That being said, it is expected that the student will average 22 hours a week, 36 weeks a year, for two years. Again, the week-to-week hours can vary, but the student is required to attend 1584 hours of class time to graduate.

In conjunction with the head instructor, students will be expected to fill out a general plan of attendance, for each quarter (3-month calendar period). If a student is to be absent for a class, they must 1) inform the instructor, and 2) reschedule the hours. If the student is tardy, the instructor has the right to reschedule the class period.

Trimester	weeks	Month
<b>spring trimester</b>	4	Jan
	4	Feb
	4	Mar
<b>summer trimester</b>	4	May
	4	Jun
	4	Jul
<b>fall trimester</b>	4	Sep
	4	Oct
	4	Nov
Total weeks	36	

**Observed Holidays:** TAI follows the Texas A&M system holiday schedule. As such, the school is closed the following holidays: Martin Luther King Jr. Day, Memorial Day, Labor Day, Thanksgiving. Additionally, the school is closed for the months of April, July, and December.

### Hours of Operation:

SCHOOL HOURS OF OPERATION: Mon-Sun 8-midnight

SCHOOL OFFICE HOURS OF OPERATION: By appointment.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

### Transfer Credit

Credit from a previous enrollment from any institution, including a program from TAI, for a student enrolling with TAI is subject to approval by the Director.

The minimum acceptable grade for transfer classes is 2.0 (on a 4.0 scale).

Types of courses that will be considered: this includes any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: The National Guide to Educational Credit for Training Programs and The Guide to the Evaluation of Education Experiences in the Armed Services.

As the program is 'hands on' there is no option for earning credit through examination.

No more than 50% of a TAI program may be fulfilled by transfer credits.

The student is responsible for submitting an official transcript from their previous institution. The student is also responsible for presenting evidence of equivalency (this can typically be done by producing a syllabus for the class in question, from the previous institution and showing how the material presented relates to the information on the TAI syllabus). At least 80% of the objectives in the TAI syllabus must be addressed in the syllabus from the external institution.

Official transcripts need to be mail directly to TAI at 809 University Dr, East, Suite 100B College Station TX, 77840.

Supporting documentation should be emailed to the Director (s5876director@gmail.com). This email should include a point-by-point comparison of the TAI and external syllabus, showing the similarity (specifically how the objectives are met).

The student will receive a reply within two weeks of receiving all documentation, regarding the transfer classes.

Students are able to appeal the transfer of credit decisions, in writing, within 30 days of receiving the decision. Each point of the decision response must be addressed. The student will receive a reply within two weeks of the appeal. The student is required to email the Head Instructor at Alexandria.Zinko@gmail.com for the appeal.

If a student has recognized transfer hours from another school, she will be charged a prorated portion of the program tuition. This prorated amount will be calculated by dividing the total number of hours the student needs for completion by the total amount of hours for the full

program. This percentage will then be multiplied by the total amount of tuition for the full program.

The only financial aid associated with TAI is the scholarship program. If a student is offered a scholarship, it is also prorated (using the same foundations for the tuition formula).

There are no fees related to evaluation or granting transfer of credit.

### Life experience credit

As this is a 'hands on' program, and relatively new (i.e., that is to say, the VAST majority of tattoo artists are still taught via apprenticeship), life experience credits may be granted to a student.

Below is the process:

- 1) The student, in writing, must request that life experience credits be considered.
- 2) Upon receiving the request, the Head Instructor will meet with the student. The student will bring her portfolio of work.
- 3) During the above meeting, the student may be required to perform specific tasks (i.e., as client placement, and sterilization skills cannot be assessed via portfolio viewing.
- 4) The Head Instructor will make an assessment of the life experience of the student, filling out a life experience credit form,
- 5) In order to add a layer of validity to the assessment, the Head Instructor will then meet with the Director and give the reasons that the student should receive credit.
- 6) The Director will make the final decision on life experience credit
- 7) The student will be notified by writing, within 2 weeks of the meeting with the Head Instructor, of the outcome.

There is no appeal for the decision made by the Director.

No more than 4 trimesters of the program (1056 hours) may be waived in place of life experience credit.

If a student starts within the 1200 class, regardless of the level, they will be required to take both the sterilization and the aftercare tests (from the 1100 class).

## **PROGRAM OF STUDY**

**The Art of Tattooing (1584 hours 264 of lab, and 1320 of internship)**

The program begins with an introduction to tattoo machines, working with stencils, maintaining a sterile environment while tattooing, and a variety of other areas related to the mechanics of tattooing.

Students then move to the second class where they start tattooing on practice skin then proceed to real clients. Students are expected to produce a variety of tattoos to graduate from the program.

Upon graduation, students will have the necessary skills to operate as a tattoo artist in a studio.

The program typically takes 2 years (6 trimesters) to complete.

All classes in the below series are required for graduation.

***1100 Tattooing Fundamentals (132 hours of lab):***

Description: Often referred to as ‘the everything but’ class, this course covers everything you need to know, before you pick up a tattoo machine. Topics include such areas as tattoo station setup, sterilization, client education, stencils, tattoo equipment and ‘procreate’ software usage.

Prerequisites: N/A

***1200 Tattooing (1452 hours, 132 of lab, and 1320 of internship)***

Description: Building on the skills learned in 1100, students will be guided through the tattooing process. This class consists primarily of lab hours, wherein students will be tattooing first on practice skin and grapefruit, then onto real clients. As students progress, they are given higher levels in autonomy in the application of tattoos on clients. This is the only class in the institute wherein students are not given letter grades, but rather are required to execute a series of tattoos to the standards of the instructors. As such, it is pass/fail.

Prerequisites: 2100

## **GRADING AND MARKING SYSTEM**

For 1100 the institute uses the typical A through F grading scale (see below). Students must pass all classes in a program to graduate from that program. For 1200, students will be awarded quarterly ‘assessment’ grades, in order to track their progress.

<b>Numeric Grade</b>	<b>Letter Grade (if used)</b>
90 - 100	A
80 - 89	B
70 - 79	C



60 – 69	D
Below 60	F
Incomplete	I
Withdrawal	W

For 1200, students will be awarded trimester ‘assessment’ grades, in order to track their progress. These are pass/fail. The students are given continuous feedback as they complete tattoos. Also feedback during promotion times (see 1200 syllabus for more information).

**Late work policy:** Unless otherwise noted in the class syllabus, all classes at TAI will follow the policy that late work is accepted at a penalty of 10% per day. Modifications to this policy are acceptable for medical, emergency, or exceptional personal circumstances.

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

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

Instructor to student ratio: As tattooing needs close supervision, at first, TAI maintains a 4 to 1 student/instructor ration (this includes associate instructors, who are overseen by primary instructors).

## **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

The institution’s program The Art of Tattooing is 1584 clock hours. Progress is evaluated every trimester.

The student is required to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.

The student’s academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period (or, pass, for pass/fail classes).

Students must repeat any assignment in which they earn less than a 70% average.

Instructors inform students of their progress through the following methods:

For 1100:

Test, assignments, and weekly updates regarding attendance issues.

For 1200:

Students are given verbal feedback on every tattoo done

Students are given weekly updates regarding attendance issues.

Students are given level promotions

Students are given a completed satisfactory progress form at the end of each trimester.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

#### Readmission

Students who are readmitted will be required to show a performance that is appropriate for their level (see e2100 syllabus, for more information regarding levels). If the instructor assesses that the student is not at the same level at which they left, an appropriate level will be assigned.

#### Probation

If a student fails to meet the cumulative 85% attendance or 70% grade average (or pass) for any evaluation period, or both, he or she will be placed on probation for the next evaluation period. Failure to achieve an 85% attendance or a 70% grade average (or passing), or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on probation.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

#### Appeal Process

The student may submit a written appeal of her dismissal within five calendar days of her receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

#### Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Art of Tattooing program, 2 years in length, must be completed within 3 years. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

#### Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. If the student is readmitting or transferring into 1200, the level assigned will be based on the student's current, demonstratable skills (i.e., not the level they were on in the past).

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 300 hours, and therefore must complete 1284 hours at the Institute (1584-300).

#### Reinstatement of Financial Aid

N/A

## **RIGHT TO ACCESS RECORDS**

The institution guarantees the students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA). A written request is required.

## **REMEDIAL WORK AND REPEATING COURSES**

TAI does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

## **STUDENT CONDUCT**

Large portions of class time for some of the programs in the school involve the use of needles. As such, school-wide policy places safety as paramount. Students on the TAI campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others.

Below are examples of both minor and major offences (although they are not exhaustive):

### **Minor offences**

- Arguing with another student
- Being late for a client appointment
- Not doing a proper breakdown of a tattoo station
- Uses of offensive language
- Violating sterile fields

### **Major offences**

- Three minor offences in a trimester
- Violation of the drug and alcohol policy
- Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
- Showing up with alcohol on their breath when a student is going to tattoo
- Brining alcohol or illegal drugs to campus
- Being impaired when intending to tattoo
- Fighting
- “Hitting on” a client (i.e., attempting to initiate any type of personal contact)
- Sexual harassment / creating a hostile environment (i.e., any situation where a reasonable person may feel that a client would feel uncomfortable)
- Arguing with an instructor
- Not properly reacting to the information in a consent form
- Tattooing an impaired client

- Performing an unauthorized tattoo (on or off campus)
- Unauthorized use of client information and/or breaking client confidentiality
- Being (objectively) disrespectful to a client
- Attempting to “push” a tattoo on a client
- Belittling a client’s tattoo choice
- Tattooing a minor
- Tattooing improper images (e.g., foul language, racist or gang symbols)

Students accused of a minor offence will be verbally counseled by an instructor. Those accused of a major offence will instantly be sent home, and will not be allowed to return to campus until the issue has been reviewed by a panel consisting of faculty/staff. The student may be asked to defend/explain their actions, at the bequest of the panel. The panel may either 1) dismiss the charged, 2) suspend the student, 3) require additional actions by the student (e.g., drug concealing) or 4) remove the student from the program. There is no appeal to the panel’s decision. Additionally, in certain situations, the police may be called (e.g., fighting and drugs).

Students will be subject to copyright infringement civil/criminal liabilities for unauthorized use/distribution of materials.

## **REQUIREMENTS FOR GRADUATION**

A Certificate of Completion in the program will be awarded to a student who completes all the subjects of the course of study and maintains at least a minimum grade point average of 2.00 and has passed every class in that program. Students are required to complete all courses within 3 years.

A student who has completed the course of study but does not meet course completion requirements can contact the registrar for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term. This term begins no later than 12 calendar months after the end of the term in which the student was originally enrolled.

## **PLACEMENT SERVICES**

For those who graduate from the program, they are able to enter the workforce in Texas as tattoo artist. TAI aids them by following online, tattoo message boards for studios looking for tattoo artists. These openings are then forwarded to students who request to be notified of such positions. TAI does not guarantee job placement.

## STUDENT COMPLAINTS

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

If, after filing a complaint with the Director, the complaint is not resolved to the student’s satisfaction, then the student may file a grievance with TWC:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>

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

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Robert Zinko, Director