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CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE AUGUST 28, 2020

This catalog supplement is part of the Arlington Career Institute school catalog.

The information contained in this catalog and supplement is true and correct to the best of my knowledge.

A handwritten signature in black ink that reads "Jon Vecchio". The signature is written in a cursive style with a long, sweeping underline.

JON VECCHIO, Director
ARLINGTON CAREER INSTITUTE

FACULTY

Glendine Lipford
Texas Certified Shorthand Reporter
AA, Court Reporting Institute of Dallas
BS, Howard Payne University

Danielle Trahan, CRI, CPE
AAB, Court Reporting
Academy of Court Reporting

Christie Leiter
California and Texas Certified Shorthand Reporter
Lee College of Court Reporting

Dianna Vecchio
Registered Professional Reporter
Arlington Court Reporting College

Nora Ruiz
Nationally Registered Certified Medical Assistant
Education America
Surgical Technology
Hi-Tech Institute

Laura McCaskill
Attorney at Law
BA, Austin College
JD, St. Mary's University School of Law

Mary Karlic
Registered Nurse
ADN, McLennan Community College
BS, Texas A & M University

Linda Bailey
Computer Applications Instructor
Administrative Assistant
Northrop Grumman

Yvon Leblanc
Attorney at Law
JD, Southwestern University
MBA, Woodbury University

Gloria Moss
AAS, Court Reporting Institute of Dallas
Texas Certified Shorthand Reporter (Retired)

Sandra Bhatnagar
Licensed Practical Nurse
Lake County Vo-Tech

Judy Brownlow
Legal Assistant
Arlington Court Reporting College

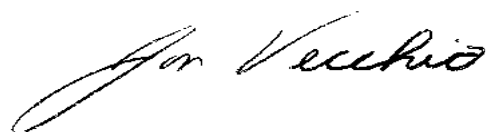
Helen Faulkner
Registered Nurse
BA, Western Michigan University
MA, Saint Francis College, Graduate Division
ASN, Ivy Tech Community College

Krystal Stinson
AAS and BS, Robert Morris College
Masters, Human Resource Management
Keller Graduate School

Charlesetta Sterling
Licensed Vocational Nurse
McLennan Community College

Margaret Chisum, NCMA, CPI
AAS, Ashworth College

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JON VECCHIO, Director
ARLINGTON CAREER INSTITUTE

HVAC FACULTY

Kenneth Vanderwiel

RSES Type 1 and Type 2 Technician

North American Technician Excellence Certificates of Competency in Air Conditioning Service, Air Conditioning Installation, Heat Pump Service, Heat Pump Installation, Gas Furnace Installation, and Gas Furnace Service

Chadwick Grant

ATI, HVAC

Licensed Texas HVAC Contractor

North American Technician Excellence Certified Technician in Heat Pump Installation, Heat Pump Service, Gas Heating Installation, Gas Heating Service, Air Conditioning Installation, and Air Conditioning Service

Junior Dikousman

ITT Tech, HVAC

North American Technician Excellence Certificates of Competency in Air Conditioning Service, Air Conditioning Installation, Heat Pump Service, Heat Pump Installation, Gas Furnace Installation, and Gas Furnace Service

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JON VECCHIO, Director
ARLINGTON CAREER INSTITUTE

ADMINISTRATIVE STAFF

Jon Vecchio
CEO/Director
BBA, University of Texas at Arlington

Tom Vecchio
CFO/Financial Aid Director
BA, University of Texas at Arlington

Jamie Jordan
Executive Vice President
BS, Anthem College

Terri McDougald
Admissions Representative
Texas CSR (Retired)

Jon Vecchio, Jr.
Assistant Director of Student Services
BA, Austin College

Tommy Vecchio
Financial Aid Officer
University of Arkansas

Candice Anzaldua
Admissions Representative

Maryetta Oakley
Office Manager

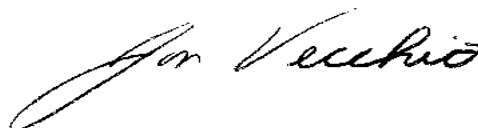
Laura Castillo
Director of Student Services

Regina Barnette
Admissions Representative

Daniela Luevanos-Rubio
Financial Aid Officer
BA, Dallas Baptist University

Elaine Satchell
Director of Career Services
BS, Texas A & M at Commerce

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HVAC ADMINISTRATIVE STAFF

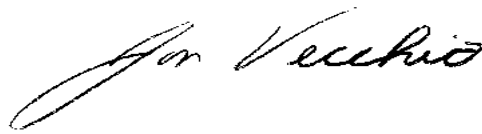
Fielding Graham
HVAC Division Director
BS, Southern Methodist University

Clay Hobbs
HVAC Director of Operations
BBA, University of North Texas

Christopher David Godwin
HVAC Financial Aid
Pharmacy Technician, Richland College

Sam Villa
HVAC IT Director Support

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COURT REPORTING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$21,000.00
Books	\$1,525.00
Stenograph Writer (new/includes case and stand)	\$1,800.00
Lab Fees	\$450.00
Total Cost of Program	\$24,875.00

NOTE: See Catalog, page 8, for important information regarding the court reporting program tuition and completion times.

OPTIONAL SHORTHAND MACHINE PRICES

MACHINE DESCRIPTION:

COST:

*Used Student Writers

\$1,695

*Used shorthand machines may or may not be available based on the school's inventory. Please check with your Admissions Representative.

*Notebook computers are also available. Contact admissions for more information.

NOTE: Shorthand machine and textbook prices are subject to change by suppliers.

Optional fees for Texas court reporting certification can be found at www.txcourts.gov/jbcc/court-reporters-certification/exam/ and www.trca-online.com/.

Optional fees for national court reporting certification can be found at www.ncra.org/.

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**COURT REPORTING PROGRAM
STENOMASK REPORTER TUITION AND FEES**

Registration Fee	\$100.00
Tuition	\$10,000.00
Books	\$1,701.00
*Voice Writing Equipment, Software, and Hardware	\$3,400.00
Lab Fees	\$720.00
Total Cost of Program	\$15,921.00

*Voice Writing Equipment Includes:

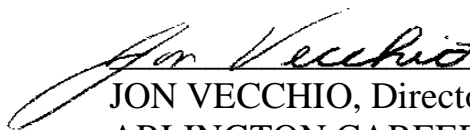
Lenovo TP P50: i7-6700HQ 3.5GHz/16/256 PCIe-NVMe SSD/W7-W10/3y
Dragon Professional 14 Individual
Realtime Voice Writing Manual & Setup Files by Bettye Keyes
Talk Tech Smart Mic SM100
Talk Tech Muffle Mitt
Andrea USB Mic Adapter (MA)
Microphone, Martel HGM-2 with Battery Tester
CAT Voice Software

* Prices and equipment subject to change

Optional fees for Texas court reporting certification can be found at www.txcourts.gov/jbcc/court-reporters-certification/exam/ and www.trca-online.com/.

Optional fees for national verbatim reporting certification can be found at www.nvra.org/.

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PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$12,760.00
Books	\$1,245.00
Lab Fees	\$250.00

Total Cost of Program \$14,355.00

Optional fees for national paralegal certification can be found at www.nala.org/.

ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$8,100.00
Books	\$867.00
Lab Fees	\$250.00

Total Cost of Program \$ 9,317.00

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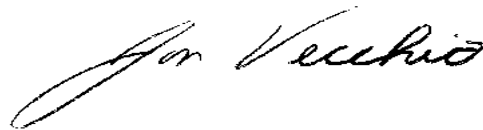
MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$12,500.00
Books	\$1,679.00
Lab Fees	\$250.00
Total Cost of Program	\$14,529.00

MEDICAL ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$12,500.00
Books	\$1,329.00
Lab Fees	\$350.00
Total Cost of Program	\$14,279.00

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ONLINE COURT REPORTING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$22,000.00
Books	\$1,475.00
Stenograph Machine (new/includes case and stand)	\$1,800.00
Lab Fees/Realtime Coach access	\$1,080.00
Total Cost of Program	\$26,455.00

* Case CATalyst student software, if needed \$600.00

* Students purchasing a new student writer directly from Stenograph Corporation, www.stenograph.com, or through ACI will receive Case CATalyst student software at no additional charge. Students purchasing or leasing a machine from a third party may be required to purchase Case CATalyst student software at a cost a \$600. Price of student software subject to change.

NOTE: See Catalog, Page 8, for important information regarding the court reporting program tuition and completion times.

OPTIONAL SHORTHAND MACHINE PRICES

MACHINE DESCRIPTION:

COST:


*Used Student Writers

\$1,695

*Used shorthand machines may or may not be available based on the school's supply. Please check with your Admissions Representative.

NOTE: Shorthand machine and textbook prices are subject to change by suppliers.

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MISCELLANEOUS FEES


Reentry fee	\$25.00
Change of student status fee (full-time to part-time)/ Program change	\$100.00
ACI transcript fee (fee to obtain ACI transcript)	\$5.00
Texas high school transcript	\$10.00
Out-of-state high school transcript	\$15.00
GED – Texas	*Free
GED – Out of state	\$15.00
Texas college transcript	\$15.00
Out-of-state college transcript	\$20.00

*If available on Texas GED Web site; if not, \$10.00

NOTE: Textbook prices are subject to change by suppliers. All textbooks and equipment subject to applicable state sales tax.

ACI reserves the right to change tuition. Students are charged for their tuition by the program, and there will be no change in the tuition amount provided the student remains in school. Should a student withdraw from school and return at a later date, the student would be charged the current tuition rate, which may be different from the original tuition amount, for the remainder of the program. All equipment and textbooks are subject to applicable sales tax.

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NURSING ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$50.00
Tuition or	*\$820.00
Tuition	**\$920.00
Books Included	
Lab Fees Included	

***Does not include voucher for Texas Nurse Aide Exam**

****Voucher for Texas Nurse Aide Exam included**

Total Cost of Program *\$870.00 or **\$970.00

HVAC PROGRAM TUITION AND FEES

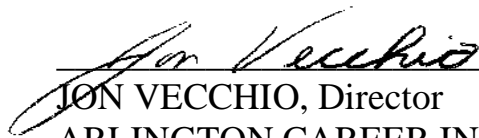
DESCRIPTION	COST
Tuition	\$13,995.00
*Books/iPad	\$295.00
*Tools and Supplies	\$1,350.00
Registration Fee	\$100.00
Assistance Program Application Fee	\$125.00
TOTAL COST OF PROGRAM	\$15,865.00

*All students must purchase these items from ACI to ensure safety, uniformity, and authenticity. No exceptions under any circumstance will be made.

Note to Students: Please see page 44 of the school catalog for potential out-of-pocket costs related to attending the HVAC program.

For full refunds, ACI can withhold cost for the iPad and tools from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. After the 72-hour cancellation privilege has expired, no refund is permitted nor will be given to the student for the cost of the iPad and tools and supplies. After the expiration of the 72-hour cancellation privilege, the iPad and tools and supplies become the property of the student.

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