

Catalog Addendum No. 1 Student Catalog 2025-2026

This addendum forms part of the AVI Career Training **Student Catalog 2025-2026** (effective January 1, 2025 - December 31, 2026) and is issued under the school's Catalog Publication and Annual Review Policy. It amends the pages named below. Where this addendum and the catalog differ, **this addendum controls**. A copy is issued to every enrolled student, is posted with the electronic catalog on the school website, is placed with the printed catalog at the front desk, and is filed with the State Council of Higher Education for Virginia (SCHEV) and the Council on Occupational Education (COE). The catalog is otherwise unchanged.

1. Tuition and Fees - Permanent Cosmetic Tattooing (amends page 53)

In the Tuition & Fees table on page 53, the row for the Permanent Cosmetic Tattooing program is amended to read:

- Permanent Cosmetic Tattooing - 200 clock hours - Tuition \$5,850.00 - Books \$0.00 - Materials \$0.00 - **Total \$5,950.00**

This is the amount a student enrolling in this program is charged. The Total includes the \$100.00 non-refundable registration fee, consistent with the note printed beneath the table. The figures printed in the catalog for this program (Materials \$2,500.00, Total \$8,350.00) are superseded. Any student charged on the superseded figure is refunded the difference.

Fee change submitted and pending approval. AVI Career Training has submitted a change to this program's charges through the SCHEV PPE Portal, adding a **Materials Cost of \$2,500.00** for the program kit and supplies, which would bring the program total to **\$8,450.00** (tuition \$5,850.00 + materials \$2,500.00 + the \$100.00 registration fee). **That change is awaiting SCHEV approval and is not in force.** Until SCHEV approves it, no student is charged the materials cost, and the amount payable for this program is the \$5,950.00 stated above.

If and when SCHEV approves the change, the school will issue a further addendum stating the approved charges and the date they take effect, will publish the approved figures in the next edition of the catalog, and will apply them only to students who enrol on or after that effective date. Students already enrolled are charged the amount published when they enrolled.

All other rows of the Tuition & Fees table are unchanged and remain in force.

2. Satisfactory Academic Progress - pace for Title IV recipients (amends page 19)

In the Standards of Satisfactory Academic Progress on page 19, the sentence stating that students receiving Title IV funding must complete a minimum of 65% of scheduled clock hours is amended to read:

- "A student receiving Title IV funding must complete at least **67%** of the clock hours attempted (two-thirds), measured cumulatively at each evaluation point, so that the program can be completed within the maximum timeframe of 150% of its published length."

The 67% figure is the quantitative pace a student must maintain to complete within 150% of the published program length, as required for Title IV satisfactory academic progress. The grade standard, the 90% attendance standard, the evaluation points, and the warning, probation and appeal provisions on that page are unchanged.

3. Date of determination of withdrawal (amends page 26)

Under *Non-Refundable Fees, Determination Date & Mitigating Circumstances* on page 26, the Date of Determination bullet is amended to read:

- **"Date of determination:** The date the school determines that a student has withdrawn is no later than 14 calendar days after the student's last date of attendance, unless the student is on an approved leave of absence. The end of that 14-calendar-day period begins the timeframe for calculating the refund. Where a student submits written notice of withdrawal, the date of the written notice is used to calculate the refund. Refunds are paid within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner."

This states the rule at 8VAC40-31-160(K)(5) as written. The quartile refund schedule, the non-refundable fee provision and the mitigating-circumstances provision on that page are unchanged.

4. Student records - retention schedule (amends page 18)

On page 18, under Student Services & Records, the sentence "*Student records are kept for ten (10) years*" is expanded to read:

- **"Retention of student records.** Academic transcripts are retained **permanently**, in secure electronic form with backup, by the school or its successors. All other student records -- admissions records, the signed Student Enrollment Agreement, the record of all financial transactions between the student and the school, and attendance and progress records -- are kept for **ten (10) years** after the student's last date of attendance. Those periods exceed the minimums set by 8VAC40-31-160(D), which requires admissions and financial records to be kept for at least three years and the academic transcript to be retained permanently. Records are held in fireproof cabinets or in a secure electronic system with backup, accessed only by designated school officials, and are made available to the student on request; academic transcripts are issued on request where the student is in good financial standing."

The school's practice is unchanged: this states in full the schedule already followed and already published in summary on that page. The statements on page 18 about the student's right to access their file and about secure storage stand as printed.

5. Student Tuition Guaranty Fund (adds to page 26)

The following is added to the Cancellation, Reinstatement & Refund Policy on page 26:

- **"Student Tuition Guaranty Fund.** The Commonwealth of Virginia maintains a Student Tuition Guaranty Fund under 8VAC40-31-310 to reimburse students who suffer a monetary loss because a certified school ceases to operate. A student who was enrolled, or was on an approved leave of absence, at the time a school ceases to operate and who did not complete the program may file a claim with the fund

manager at SCHEV within three years after the school ceases to operate. Claims are limited to the unearned portion of tuition and fees paid. The fund is held and administered by the Commonwealth; AVI Career Training neither holds nor administers any part of it. Enquiries: State Council of Higher Education for Virginia, James Monroe Building, 101 North Fourteenth Street, Richmond, Virginia 23219, (804) 225-2600."

Effect and distribution

This addendum takes effect on the date signed below and remains in force until the next publication of the Student Catalog, which will incorporate these amendments in the body of the catalog and supersede this addendum.

- Issued in writing to every enrolled student, with the distribution recorded.
- Posted with the electronic catalog on the school website and placed with the printed catalog at the front desk.
- Filed with SCHEV and provided to COE with the school's next report.
- Retained, dated, in the school's compliance records with the superseded catalog edition.

A handwritten signature in black ink, appearing to read "R. Grandhi", is written over a horizontal line.

Ramakrishna (Krishna) Grandhi, President, AVI Career Training

Date: May 1, 2026