SCHOOL CATALOG

Academic Year 2026–2027

Volume 7

NORTH CAROLINA MAIN CAMPUS

4000 Centregreen Way, Suite 140
Cary, NC 27513
919-804-1399

Info@greathorizonscareercenters.com
Greathorizonscareercenters.com

CERTIFICATION OF CATALOG ACCURACY

I certify that this School Catalog is true and accurate in content and reflects the programs, policies, procedures, tuition and fees, and regulatory approvals of Great Horizons Career Centers as of the effective date of this catalog.

_____	School Director	3/1/2026
Authorized Representative	Title	Date

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MISSION

The purpose of Great Horizons Career Centers is to provide career-specific computer technical and applications training related to in-demand fields in business and technology. Great Horizons Career Centers empowers people around the world to succeed through learning.

OUR VALUES

- Act with integrity, ethics, and honesty
- Celebrate success and recognize outstanding achievement
- Treat everyone with respect
- Succeed through teamwork
- Take initiative and expect accountability
- Exceed customer expectations

- Perform with passion and commitment to surpass our goals

OUR VISION

The vision of Great Horizons Career Centers is to be the first choice for career development.

OUR HISTORY

Nikcor Learning Group LLC operates two separate business entities, offering a variety of training options.

The first of the two divisions, Great Horizons Learning, has a mission to deliver IT career development training on-site, in class, and online for corporate clients seeking to upskill their current staff. Great Horizons is a channel partner and authorized vendor to companies that have been delivering training for over 40 years to help individuals achieve their career goals. Over the years, we have taken extraordinary pride in delivering training and career services that go far beyond the classroom experience.

Great Horizons Learning offers a wide range of technology, business, and leadership training programs, partnering with industry leaders such as Microsoft, Cisco, CompTIA, VMware, and ITIL.

The second division, Great Horizons Career Centers, has a mission to deliver effective IT career training to individual students so they may gain IT skills, knowledge, and study support to successfully pass exams and obtain internationally recognized certifications toward IT employment. The institution supports students' employment efforts through Career Services assistance and partnerships with IT and technology sector employers. Great Horizons Career Centers is an authorized CompTIA, EC-Council, CertNexus, and Microsoft training partner.

OWNERSHIP / ADMINISTRATION / SCHOOL DIRECTOR

Nikcor Learning Group LLC, doing business as Great Horizons Career Centers, is a Woman-Owned Small Business (WOSB) and a Historically Underutilized Business (HUB), majority-owned by Debra Lee.

With a Master Certification in eLearning from North Carolina State University and a Master's Degree in Library and Information Systems from the University of North

Carolina Greensboro, School Director Debra Lee has over 20 years of experience in education and adult instruction. She oversees all operations to ensure the delivery of quality computer training, effective career development instruction, and individualized student support.

Throughout her career, Debra has earned certifications in Microsoft, Google, Apple, and Lean Six Sigma Green Belt. She has served in multiple roles, including Instructor, and brings experience in curriculum development, classroom management, and educational best practices. She remains a dedicated advocate for education and student success.

Brandy Gabbard M.S.Ed. – Director of Compliance and School Certifying Official (SCO)

CLASSROOMS

Students benefit from state-of-the-art classrooms equipped with appropriate technology. Each student is provided with an individual classroom computer with monitors and a unique login to the Learning Management System (LMS). Classrooms are climate-controlled, and facilities include accessible restrooms and break rooms for student use.

CLASS SIZE

Class size allows up to 24 students. The average student-to-teacher ratio in both lecture and lab settings is 24:1. The student-to-equipment ratio is 1:1.

SPECIAL NEEDS

Great Horizons Career Centers welcomes applicants with special needs. Applicants must meet the same admissions criteria as all other students. If a student has physical or educational needs, the institution will assess these circumstances during enrollment to determine and provide reasonable accommodations where appropriate.

AMERICANS WITH DISABILITIES ACT (ADA)

Great Horizons Career Centers complies with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). The institution does not discriminate against qualified individuals with disabilities in admission, access to programs, services, or activities.

CAREER SERVICES

Student Services provides academic support including study plan coordination, attendance follow-up, academic advising, and general support for both distance and in-person learners. Student Services monitors engagement and refers students to additional support when necessary.

Career Services offers assistance with résumé development, interview preparation, job search strategies, and employer referrals to support student employment readiness and job placement.

PROGRAMS

CompTIA Tech+ Certification Preparation Program

Program Description

This program provides students with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers.

Program Objectives

Upon successful completion, students will be able to:

- Set up a computer workstation and use basic software applications
- Explain the functions and types of devices used within a computer system
- Apply basic computer maintenance and support principles
- Describe principles of software and database development
- Configure computers and mobile devices to connect to networks and the internet
- Identify basic security issues affecting computers and networks

Program Topics

- Computer hardware fundamentals
- Operating systems basics
- Software applications
- Networking fundamentals

- Introduction to security concepts

Program Details

- **Length:** 30 Hours
- **Lecture:** 21 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $2,761
- **Courseware:** $151
- **Labs:** $38
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

CompTIA A+ Certification Preparation Program

Program Description

This program prepares students with foundational knowledge of computer hardware, operating systems, networking, and troubleshooting techniques.

Program Objectives

Upon successful completion, students will be able to:

- Maintain and troubleshoot Microsoft Windows systems
- Install, configure, and maintain operating systems
- Manage users, workstations, and shared resources
- Apply workstation and data security concepts
- Troubleshoot hardware, software, and security issues

Program Topics

- Hardware and peripheral devices
- Operating systems
- Networking fundamentals
- Mobile devices
- Security concepts
- Operational procedures and professional practices

Program Details

- **Length:** 60 Hours
- **Lecture:** 45 Hours
- **Lab:** 15 Hours

Tuition and Fees

- **Tuition:** $4,208
- **Courseware:** $594
- **Labs:** $148
- **Total Cost:** $4,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

Microsoft Fundamentals Certification Preparation Program

Program Description

This program provides foundational knowledge of cloud concepts, Microsoft Azure services, security, compliance, identity, and Microsoft 365 cloud offerings. Students gain hands-on experience with Power Platform tools including PowerApps, Power BI, and automation workflows.

Program Objectives

Upon successful completion, students will be able to:

- Describe cloud computing concepts and service models
- Identify Azure services, workloads, pricing, and support
- Explain security, compliance, and identity fundamentals
- Demonstrate basic Power Platform functionality
- Analyze data using Power BI

Program Topics

- Cloud computing concepts
- Microsoft Azure services
- Security, compliance, and identity
- Microsoft 365 fundamentals
- Power Platform fundamentals

Program Details

- **Length:** 40 Hours
- **Lecture:** 31 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $4,714
- **Courseware:** $225
- **Labs:** $56
- **Total Cost:** $4,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

CompTIA Network+ Certification Preparation Program

Program Description

This program provides instruction in networking technologies and systems, including configuration, management, and troubleshooting of modern networks.

Program Objectives

Upon successful completion, students will be able to:

- Explain network models and protocols
- Install and configure switched and routed networks
- Monitor and troubleshoot network performance
- Implement network security controls
- Identify site policies and best practices

Program Topics

- Network models and traffic
- Switching and routing
- Wireless technologies
- Network security
- Wide area network (WAN) technologies

Program Details

- **Length:** 30 Hours
- **Lecture:** 22 Hours
- **Lab:** 8 Hours

Tuition and Fees

- **Tuition:** $2,238
- **Courseware:** $570
- **Labs:** $142
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ content or equivalent education and experience is recommended.

CompTIA Security+ Certification Preparation Program

Program Description

This program provides foundational cybersecurity instruction focused on identifying threats, implementing security controls, and managing risk within enterprise environments.

Program Objectives

Upon successful completion, students will be able to:

- Identify threat actors, attack vectors, and vulnerabilities
- Apply security technologies and controls
- Explain risk management and governance concepts
- Implement secure network and application solutions
- Respond to cybersecurity incidents

Program Topics

- Threats and vulnerabilities
- Security technologies
- Identity and access management
- Cryptography fundamentals
- Incident response

Program Details

- **Length:** 30 Hours
- **Lecture:** 20 Hours
- **Lab:** 10 Hours

Tuition and Fees

- **Tuition:** $2,163
- **Courseware:** $630
- **Labs:** $157
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ content or equivalent experience is recommended.

CompTIA Cloud+ Certification Preparation Program

Program Description

This program prepares students to implement, maintain, and deliver cloud technologies, including networking, storage, and virtualization solutions across cloud environments.

Program Objectives

Upon successful completion, students will be able to:

- Deploy and manage cloud infrastructure
- Implement cloud security controls
- Automate cloud environments
- Monitor and troubleshoot cloud systems

Program Topics

- Cloud architecture
- Virtualization technologies
- Cloud security
- Automation and orchestration
- Monitoring and troubleshooting

Program Details

- **Length:** 30 Hours
- **Lecture:** 22 Hours
- **Lab:** 8 Hours

Tuition and Fees

- **Tuition:** $2,238
- **Courseware:** $570
- **Labs:** $142
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ and Network+ content or equivalent experience is recommended.

CompTIA CySA+ Certification Preparation Program

Program Description

This program introduces tools and methodologies to manage cybersecurity risks, analyze threats, collect and interpret security intelligence, and respond to incidents.

Program Objectives

Upon successful completion, students will be able to:

- Assess cybersecurity risk
- Analyze threats and attack techniques
- Collect and analyze security data
- Respond to cybersecurity incidents
- Support organizational security architecture

Program Topics

- Threat analysis
- Vulnerability management

- Security monitoring
- Incident response
- Cybersecurity intelligence

Program Details

- **Length:** 30 Hours
- **Lecture:** 21 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $2,163
- **Courseware:** $630
- **Labs:** $157
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+, Network+, and Security+ content or equivalent experience is recommended.

Certified Ethical Hacker (CEH) Certification Preparation Program

Program Description

This program provides in-depth instruction on ethical hacking concepts, attack vectors, and countermeasures used to assess and strengthen system security.

Program Objectives

Upon successful completion, students will be able to:

- Identify system vulnerabilities
- Conduct ethical penetration testing
- Assess organizational security posture

- Recommend remediation strategies

Program Topics

- Ethical hacking methodologies
- Network and system penetration testing
- Vulnerability assessment
- Security countermeasures

Program Details

- **Length:** 40 Hours
- **Lecture:** 30 Hours
- **Lab:** 10 Hours

Tuition and Fees

- **Tuition:** $2,996
- **Courseware:** $799
- **Labs:** $200
- **Total Cost:** $3,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+, Network+, and Security+ content or equivalent experience is recommended.

AI Essentials Certification Preparation Program

Program Description

This program provides foundational knowledge of artificial intelligence concepts, data fundamentals, automation, and ethical considerations related to AI technologies.

Program Objectives

Upon successful completion, students will be able to:

- Explain core artificial intelligence concepts
- Identify practical applications of AI in business and technology
- Describe data fundamentals used in AI systems
- Explain ethical, privacy, and responsible AI considerations

Program Topics

- Artificial intelligence fundamentals
- Machine learning concepts
- Data literacy
- Automation technologies
- Ethics and responsible AI

Program Details

- **Length:** 30 Hours
- **Lecture:** 18.5 Hours
- **Lab:** 11.5 Hours

Tuition and Fees

- **Tuition:** $3,866
- **Courseware:** $103
- **Labs:** $26
- **Total Cost:** $3,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

Lean Six Sigma – Green Belt Certification Preparation Program

Program Description

This program introduces tools, techniques, and methodologies used to lead Lean Six Sigma projects focused on process improvement and operational efficiency.

Program Objectives

Upon successful completion, students will be able to:

- Apply the DMAIC problem-solving framework
- Analyze and improve organizational processes
- Reduce waste and defects
- Support data-driven decision-making

Program Topics

- Lean Six Sigma principles
- DMAIC methodology
- Process analysis
- Continuous improvement tools

Program Details

- **Length:** 30 Hours
- **Lecture:** 25 Hours
- **Lab:** 5 Hours

Tuition and Fees

- **Tuition:** $3,500
- **Courseware:** $360
- **Labs:** $90
- **Total Cost:** $3,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

IT Support Specialist Program

Program Description

This program is designed to provide students with the skills and knowledge required to deliver technical assistance, resolve computer problems, and support hardware, software, printing, and operating systems in professional environments.

Program Objectives

Upon successful completion, students will be able to:

- Provide technical support to end users
- Diagnose and resolve hardware and software issues
- Maintain and configure computer systems
- Recommend system improvements to enhance performance

Program Topics

- Computer systems support
- Hardware and software troubleshooting
- Operating systems
- Technical support practices

Program Details

- **Total Program Clock Hours:** 120

Tuition and Fees

- **Tuition:** $9,207
- **Courseware**: $1,314
- **Labs:** $329
- **Total Cost:** $10,850

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: This program starts at a beginner level.

Information Security Program

Program Description

This program prepares students with the skills required to plan, implement, and monitor security measures to protect computer networks and information systems.

Program Objectives

Upon successful completion, students will be able to:

- Assess system vulnerabilities
- Implement risk mitigation strategies
- Apply security controls
- Respond to security breaches and incidents

Program Topics

- Information security fundamentals
- Risk assessment and mitigation
- Security monitoring
- Incident response

Program Details

- **Total Program Clock Hours:** 90

Tuition and Fees

- **Tuition:** $6,564
- **Courseware:** $1,829
- **Labs:** $457
- **Total Cost:** $8,850

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Cyber Warrior Program

Program Description

This program is designed to provide students with the skills required to analyze, troubleshoot, and evaluate network systems and cybersecurity environments.

Program Objectives

Upon successful completion, students will be able to:

- Configure and maintain network systems
- Analyze and respond to cybersecurity threats
- Perform network troubleshooting
- Apply cybersecurity best practices

Program Topics

- Network management
- Cybersecurity operations
- Threat analysis
- Incident response

Program Details

- **Total Program Clock Hours:** 210

Tuition and Fees

- **Tuition:** $15,771
- **Courseware:** $3,143
- **Labs:** $786
- **Total Cost:** $19,700

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: This program starts at a beginner level.

Cyber Security Specialist Program

Program Description

This program provides students with foundational knowledge of computer systems, network configuration, and security practices to support cybersecurity operations.

Program Objectives

Upon successful completion, students will be able to:

- Safeguard digital information
- Implement security controls
- Monitor system access and activity
- Support organizational security operations

Program Topics

- Cybersecurity fundamentals
- Network security
- Security monitoring
- Incident handling

Program Details

- **Total Program Clock Hours:** 240

Tuition and Fees

- **Tuition:** $19,271
- **Courseware:** $3,505
- **Labs:** $874
- **Total Cost:** $23,650

Credential Awarded

Great Horizons Career Centers Certificate of Completion

ADMISSIONS

Program Admission

1. Be at least 18 years of age.
2. Complete the Great Horizons Career Centers Student Application.
3. Have a consultation with a Great Horizons Career Centers Admissions Advisor to review the application, evaluate skill and experience levels, and identify education and career goals.
   Students may be required to provide proof of more than one of the options listed below. Students utilizing VA benefits must provide ALL transcripts from any post-secondary institutions attended.
4. Establish and agree upon payment method.
5. Complete the Student Enrollment Packet.
6. Complete an entrance assessment. The purpose of this assessment is for placement assistance and identification of academic support needs. The assessment is not used to deny admission.
7. Students must include **one** of the following:

   A. Secondary Education – copy of high school transcript.
   B. A recognized high school equivalency credential (GED or equivalent) transcript.
   C. Post-Secondary Education – copy of an official transcript reflecting a conferred degree from a community college or university operating in compliance with applicable state or federal law.
   D. Signed, notarized attestation of graduation from a public, private, or home high school or college/university operating in compliance with state or federal law.
   E. A foreign secondary credential that has been evaluated and determined equivalent to a U.S. high school diploma by a recognized credential evaluation service.

8. VET TEC 2.0 applicants must attest that they intend to accept qualifying employment upon program completion; failure to agree to this requirement may result in denial of admission.

Non-Discrimination

Great Horizons Career Centers is an equal opportunity educational institution and does not discriminate on the basis of race, color, creed, religion, gender, or age.

Privacy Policy

https://train.greathorizonslearning.com/privacy-policy

Acceptable Use Policy

https://train.greathorizonslearning.com/ghl-acceptable-use-policy

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Policy for Granting Credit

Students must have all previous education and experience evaluated for credit prior to enrollment. Courses from the military, other schools, vendor certifications, and industry experience may be evaluated to determine credit eligibility. Tuition, required attendance hours, and program length may be adjusted accordingly. There are no fees associated with credit evaluation.

Transfer of Credit

Credits, certificates, or credentials earned at Great Horizons Career Centers are not guaranteed to transfer to another institution. Transferability of credit is determined solely by the receiving institution.

TUITION, COURSEWARE & SUPPLIES

Great Horizons Career Centers does not charge registration fees. Courseware is solely available through Great Horizons Career Centers.

If total tuition exceeds $5,000, the school may collect up to 50% of tuition prior to the midpoint of the program (North Carolina programs only). Federal regulations supersede state regulations where applicable.

Tuition and Fees Chart

Program Name	Tuition	Courseware	Labs	Total Program Cost
CompTIA Tech+ Certification Preparation Program	$2,761	$151	$38	$2,950
CompTIA A+ Certification Preparation Program	$4,208	$594	$148	$4,950
Microsoft Fundamentals Certification Preparation Program	$4,714	$225	$56	$4,995
CompTIA Net+ Certification Preparation Program	$2,238	$570	$142	$2,950
CompTIA Sec+ Certification Preparation Program	$2,163	$630	$157	$2,950
CompTIA Cloud+ Certification Preparation Program	$2,238	$570	$142	$2,950
CompTIA CySA+ Certification Preparation Program	$2,163	$630	$157	$2,950
Lean Six Sigma Certification Preparation Program	$3,500	$360	$90	$3,950
CEH Certification Preparation Program	$2,996	$799	$200	$3,995
AI+ Essential Certification Preparation Program	$3,866	$103	$26	$3,995
IT Support Specialist Program	$9,207	$1,314	$329	$10,850
Information Security Program	$6,564	$1,829	$457	$8,850
Cyber Warrior Program	$15,771	$3,143	$786	$19,700
Cyber Security Specialist Program	$19,271	$3,505	$874	$23,650

Fee Category	Charge
Supplies	No Fee Charge

Fee Category	Charge
Tools	No Fee Charge
Student Activities	No Fee Charge
Service Charge	No Fee Charge
Deposits	No Fee Charge
Rentals	N/A
Room and Board	N/A

Payment Methods

Accepted payment methods:

- Education Loans
- Credit Card
- Check or Money Order
- Bank ACH Payment
- Government-funded programs

Students using VA benefits will not be denied entrance or charged penalties due to delayed VA disbursements.

Financial Aid

Great Horizons Career Centers does not participate in Title IV federal student loan programs. As of the 2024–2025 award year, 0% of students received federal student loan aid.

CANCELLATIONS AND REFUNDS

All Programs Refund Policy

Refunds are calculated based on scheduled program time attended through the last date of attendance. Leaves of absence, suspensions, and holidays are excluded from attendance calculations.

Instructional materials are non-refundable once used or required for completed portions of the program.

A full refund of all monies paid, including tuition, courseware, and laboratory fees, will be made if enrollment is determined to have been procured through misrepresentation, administrative error, or if the student was enrolled in a program for which they did not meet admissions requirements, or if the school cancels or discontinues a program after enrollment. This provision applies to all students regardless of program location or funding source.

Veterans Affairs (Title 38) Refund Policy

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons in accordance with the requirements of Title 38 CFR 21.4255.

In the event a veteran or other eligible person fails to complete a program, tuition adjustments will be calculated based on the portion of the program completed through the last date of attendance, consistent with institutional policy and applicable VA regulations. When VA determines earned tuition using time-pursued or other VA-approved calculation methodologies, the institution will reconcile tuition and refunds in accordance with VA determinations.

Any unearned portion of tuition, fees, and other charges will be refunded based on the portion of training completed and consistent with VA requirements and institutional policy.

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 being called to active duty in a military service of the United States or the National Guard may elect **one of the following options for each program** in which the student is enrolled:

1. Pro-Rata Refund

If tuition and fees are collected in advance of the withdrawal, the student may receive:

- 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 not completed following withdrawal.

2. Incomplete Grade with Re-Enrollment Rights

The student may receive:

- A grade of Incomplete for the program, other than program 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, no later than the first anniversary of the student's withdrawal, with no additional charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.

3. Final Grade or Credit Award

The student may receive the assignment of an appropriate final grade or credit for the course or program only if the instructor or instructors determine that the student has:

- Satisfactorily completed at least 90% of the required coursework for the program; and
- Demonstrated sufficient mastery of the program materials to receive credit for completing the program.

Refund Processing Timeline

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited to the proper account(s) within sixty (60) days after the effective date of termination.

Mitigating Circumstances (VA)

Mitigating circumstances are conditions that prevent veterans or eligible individuals from continuing with a program of study, such as illness or an unanticipated call to active duty.

If a student wishes to appeal to the Department of Veterans Affairs (VA) for consideration of mitigating circumstances, the appeal may be submitted through the institution's certifying official.

North Carolina Refund Schedule

The following refund policy applies to North Carolina approved programs. A full refund will be made to any student who cancels enrollment before the first day of instruction.

- Prior to first day of the program: 100%
- Before 25% of the program: 75%
- After 25% of the program: No refund

SCHOOL CALENDAR

Great Horizons Career Centers operates multiple cohort-based start dates for different programs throughout the year. The institutional calendar below lists holidays and standard term periods. Specific cohort start and end dates for each program are available upon request from the Admissions Office.

Office Hours: Monday–Friday, 9:00 AM – 5:00 PM (EST)

Quarter	Start Date	End Date
Q1	July 1, 2026	Sept 30, 2026
Q2	Oct 1, 2026	Dec 31, 2026
Q3	Jan 1, 2027	Mar 31, 2027
Q4	Apr 1, 2027	Jun 30, 2027

Holiday Schedule 2026–2027

- **Independence Day** — July 3
- **Labor Day** — September 7
- **Thanksgiving Break** — November 26–27
- **Winter Break** — December 21 – January 1
- **New Year's Day** — January 1
- **Martin Luther King Jr. Day** — January 18
- **Memorial Day** — May 31

ATTENDANCE

Students must attend at least 80% of the scheduled program clock hours. Attendance is recorded daily, including time in and time out. Students who miss more than 20% of scheduled clock hours will receive a grade of Incomplete and may be subject to termination in accordance with academic and attendance policies.

Approved leaves of absence are governed by the Leave of Absence policy outlined in the Policies & Procedures section of this catalog. Students on an approved leave of absence are not considered withdrawn during the approved leave period.

For refund and Veterans Affairs reporting purposes, when a student is withdrawn or terminated, the effective date is the student's last date of attendance or participation in an academic activity. Approved leaves of absence do not constitute withdrawal or termination.

Students receiving education benefits under the GI Bill® through North Carolina State Approving Agency-approved programs are required to attend instruction in person. This requirement applies to Chapters 30, 31, 33, and 35 benefits as currently approved by the NC SAA.

Students participating under VET TEC 2.0 are required to attend instruction in person.

Tardiness and Absences

Students must arrive at class on time. Tardiness will be tracked.

Any student who anticipates being late to, or absent from class, must call or email Student Services and provide the following information:

- First and last name
- Program
- Date
- Expected arrival time (or reason for absence if absent)

Students must attend a minimum of 80% of the clock hours in each program. Students who miss more than 20% of the clock hours will receive a grade of Incomplete.

If a student does not meet expected attendance requirements, Student Services will notify and advise the student regarding consequences and corrective actions.

Note: If a student's attendance issue is not corrected within thirty (30) instructional days from the last program date, the Incomplete grade will be changed to Fail**,** and the student will be evaluated for Satisfactory Academic Progress (SAP)**.** Failure to meet SAP standards may result in Academic Probation in accordance with the SAP policy. Continued failure to meet SAP requirements may result in termination of enrollment and cancellation of future programs.

DEFINITIONS
Official Withdrawal:
A student-initiated withdrawal communicated in writing to Student Services.
Unofficial Withdrawal:
Occurs when a student ceases attendance without providing formal notice.
Excused Absence:
An absence approved by the institution for documented reasons in accordance with policy.
Unexcused Absence:
Any absence not approved or documented as excused.

Satisfactory Academic Progress (SAP)

Great Horizons Career Centers (GHCC) evaluates Satisfactory Academic Progress (SAP) at the program level. Each program is treated as one continuous period of instruction for both academic and Veterans Affairs (VA) purposes.

Evaluation and Standards

1. Timing of Evaluation

A formal SAP evaluation occurs upon program completion. Instructors and Student Services monitor attendance and academic performance throughout training to ensure students remain on track.

2. Academic Standard

Students must achieve a minimum final grade of 70 percent or higher to successfully complete the program.

3. Attendance Standard

Students must complete at least 80 percent of scheduled clock hours for the program.

Students may make up missed hours within thirty (30) instructional days of the end of the program unless otherwise approved by the School Director. During this 30-day make-up period, students are not considered unsatisfactory and remain eligible to start their next program.

If satisfactory attendance is not achieved within the make-up period, the student will fail SAP and will be placed on Academic Probation, subject to the 90-day probation limit described below.

4. Completion Standard

All program requirements, including labs, assignments, and exams, must be successfully completed within the published maximum time frame of one (1) year from the original program start date, unless an approved leave of absence has been granted.

All probationary or make-up periods must still fall within the one-year maximum timeframe for program completion, unless an approved leave of absence extends the student's enrollment period.

Additional Guidance: Academic Incompletes

A grade of "I" may be issued when circumstances prevent a student from completing coursework by the last scheduled day of the program. Students have 30 instructional days from the program end date to complete outstanding work unless otherwise approved by the School Director. If coursework is not submitted by the deadline, the Incomplete converts to the earned grade.

Academic Probation Policy

A student who does not meet the minimum Satisfactory Academic Progress (SAP) standards at the end of a program will be placed on Academic Probation for one evaluation period. The probationary period allows the student to repeat the program or the unsatisfactory portion once, within a defined timeframe not to exceed ninety (90) instructional days.

If the student achieves a final grade of 70 percent or higher and meets all attendance requirements by the end of the probationary period, the student will be returned to Good Standing and eligible to continue future enrollment.

If the student does not achieve satisfactory progress during the first probationary period, a second and final probation may be granted with written administrative approval. When a second probationary period is approved, the school will provide documented counseling and outline performance expectations and required corrective actions. This documentation will be maintained in the student's permanent academic file.

If the student fails to meet the minimum SAP standards by the end of the second probationary period (or if a second probation is denied) the student's enrollment will be terminated, all future programs canceled, and VA benefits (if applicable) discontinued effective the date of determination. Terminations for unsatisfactory progress are reported promptly in VA Enrollment Manager.

Students who wish to seek readmission after termination must contact Student Services. Readmission is not guaranteed and, if granted, the student may be required to repeat the entire program at the tuition rate in effect at the time of readmission.

Re-admittance to a Program

If terminated from a training program, refunds will be applied in accordance with the school's refund policy. A student who is terminated from Great Horizons Career Centers may apply for readmission and, if readmitted, may be required to pay the tuition rate in effect at the time of readmission.

Attendance, absences, terminations, or schedule changes are reported when a student is certified to receive Veterans Administration (VA) education benefits.

Leave of Absence Policy

Leaves of absence are permitted for enrolled students under the conditions outlined below.

Request Process

A request for a leave of absence must be submitted to Student Services and must include:

- Student first and last name
- Reason for the leave
- Expected duration of the leave

The school may require supporting documentation to substantiate the request. Approval of a leave of absence is not automatic and is granted at the discretion of the School Director.

General Leave Limits

- No more than two (2) leave of absence requests will be granted within a 12-month period.
- For programs of two hundred (200) clock hours or less, a student may be on a leave of absence for a total of sixty (60) instructional days.
- For programs of more than two hundred (200) clock hours, a student may be on a leave of absence for no more than ninety (90) instructional days.

Failure to return from an approved leave of absence by the approved return date may result in termination of enrollment.

Impact on Academic Status

A leave of absence does **not** count toward scheduled attendance for refund or attendance calculations. During an approved leave, instructional activity is paused.

A leave of absence is **separate from Satisfactory Academic Progress (SAP)**. Students on an approved leave are not evaluated for SAP during the leave period. Upon return, students must resume training in compliance with all academic and attendance standards.

Veterans and GI Bill® Students

For students attending under **GI Bill® funding**, interruptions in training will be **reported to the Veterans Administration (VA)** and may impact education benefits.

For absences created by **unexpected military leave or call to active duty**:

- Incomplete grades and penalties may be **suspended during the leave period**, and
- Absences will be **reported to the VA accordingly**.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Return From Leave

Upon return from a leave of absence, the Admissions Advisor will discuss available options with the student to adjust, reinstate, and realign the training program as needed.

Previously executed admission and enrollment paperwork will remain in effect unless material changes have occurred, including but not limited to:

- Change of name
- Change of address
- Change in program content
- Change to the original start date
- New skills or credentials earned during the leave

Deferred Start for New Students

When a newly enrolled student is called away for any reason **prior to beginning the program**, the student's application will be **deferred** until the student is able to return and begin training.

Make-Up Work

For tardiness and absences, students are responsible for any missed work to successfully complete a program. Students funded by the GI Bill® must attend physically and may not make up time via any other modality.

Remedial Work

Great Horizons Career Centers does not provide remedial programs.

Academic Support

Study plans are created for each student to guide weekly learning, track milestone completion, and provide structured academic support. Student Services coordinates study plans with instructional staff and may include tutoring, instructor check-ins, and pacing recommendations.

Exams or Program Completion

Students may become eligible for exam vouchers upon successful completion of required coursework and fulfillment of the program study plan. Exam vouchers are not guaranteed and are awarded based on readiness, participation, and academic performance.

GRADES

Grade	Percentage	Points	Academic Status
A	90–100	4	Excellent
B	80–89	3	Good
C	70–79	2	Satisfactory
F	Below 70	1	Unsatisfactory / Fail
W		0	Withdrawal

TRANSCRIPTS AND STUDENT RECORDS

Student records are maintained on a permanent basis in accordance with applicable state and federal record retention requirements. Transcript requests must be submitted in writing. Great Horizons Career Centers does not charge a fee for transcripts.

VA BENEFITS PARTICIPATION POLICY

Great Horizons Career Centers accepts VA education benefits under Chapters 30, 31, 33, and 35 for programs approved in North Carolina only. Covered individuals will not be denied access to instruction or assessed penalties due to delayed VA payments. Enrollment changes are reported in VA Enrollment Manager in accordance with federal requirements.

VA education benefits for North Carolina–approved programs are authorized for in-person (resident) instruction only. Distance or online attendance is not approved for VA funding under North Carolina State Approving Agency approval.

Programs approved under VET TEC 2.0 are designed for delivery in-person, in accordance with federal VET TEC program requirements.

MILITARY SERVICE AND REEMPLOYMENT RIGHTS (USERRA)

Great Horizons Career Centers complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Students who are members of the uniformed services and are called to active duty are entitled to protections under applicable federal law.

Students whose education is interrupted due to military service may be eligible for appropriate academic adjustments, leave of absence consideration, or re-enrollment upon return, consistent with institutional policies and regulatory requirements.

The U.S. Department of Labor’s Veterans’ Employment and Training Service (VETS) is responsible for investigating complaints related to USERRA. Information regarding USERRA rights is available at:
https://www.dol.gov/agencies/vets/programs/userra

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

CONDUCT

Professional conduct appropriate to a business environment is expected at all times. The institution reserves the right to determine acceptable conduct and take disciplinary action, including dismissal, when necessary.

GRIEVANCES

Students should attempt to resolve grievances informally with the instructor. If unresolved, written appeals may be submitted to Student Services. Unresolved matters may be escalated to the School Director and, if necessary, to the appropriate state licensing authority.

North Carolina Authority
Office of Proprietary Schools
200 West Jones Street
Raleigh, NC 27603
Phone: (919) 807-7061

VA Grievance Procedure
Veterans and other eligible persons may submit a complaint or grievance directly to the U.S. Department of Veterans Affairs using the VA GI Bill® Feedback System at:
https://www.benefits.va.gov/gibill/feedback.asp

LIMITATION OF ACTION

Any claim or action arising out of or relating to a student's enrollment, attendance, or participation at Great Horizons Career Centers must be initiated within one (1) year of the date the claim arose. Failure to bring such action within this period constitutes a waiver of the claim.

This provision does not limit any rights or remedies that cannot be waived under applicable law.

GRADUATION

Students must complete all program requirements within one year of the program start date, maintain a minimum 70% grade, and meet attendance requirements. Graduates receive a Certificate of Completion. No formal graduation ceremony is held.

STUDENT SUPPORT SERVICES

Student Services assists students with academic advising, attendance tracking, and general support.

Career Services assists with résumé development, interview preparation, job search strategies, and employer referrals.

DISTANCE LEARNING

Great Horizons Career Centers provides an online learning experience that is identical in quality, depth, instructional rigor, and available resources to in-person instruction.

Distance education is delivered through a secure Learning Management System (LMS) and consists of live, synchronous, instructor-led sessions, interactive discussions, assignments, assessments, and hands-on learning activities. Instruction is not self-paced. Students must actively participate, meet learning milestones, and submit required work on schedule.

Ongoing interaction occurs between students and instructors, as well as among students. During live instructor-led classes, labs, and group discussions, students learn from one another by hearing and responding to classmates' questions, engaging in instructional dialogue, collaborating during activities, and participating in shared problem-solving. Students may communicate with peers during live sessions and through LMS-supported messaging tools as part of the learning process.

Faculty and Student Services staff actively engage with students and monitor academic progress through the LMS. Instructors are accessible during scheduled class sessions, office hours, and through LMS messaging and email to provide academic guidance and support.

Students participating remotely complete the same labs, instructional activities, and study plans as on-campus students. All instructional activities are delivered live through the LMS with real-time faculty guidance and peer interaction. Remote students are held to the same academic, attendance, and participation standards as those attending in person.

No additional off-site activities are required; remote students receive the same resources, interaction, and program requirements as those attending in person.

Distance learning availability does not alter funding eligibility requirements, including Veterans Affairs approval limitations described elsewhere in this catalog.

INSTRUCTION

Instructors maintain active engagement with students through live instruction, messaging platforms, and scheduled support. If a student appears disengaged or underperforming, the instructor will notify Student Services and may offer personalized academic guidance to support progress.

Instructional activities are conducted through GHCC's North Carolina training center or virtually through the Learning Management System (LMS). Physical locations include student services offices, administrative space, and technology-enabled instruction areas. Remote learners access all instructional content and instructor support through the online platform.

LIBRARY AND LEARNING RESOURCES

Great Horizons Career Centers (GHCC) provides students with access to online library databases, digital learning tools, research support, and academic resources as described in the GHCC Library Policy. Access is provided through student credentials and is available both remotely and on campus.

Students have access to digital library resources, including e-books, exam guides, and practice assessments. These resources are accessible electronically. GHCC ensures that learning resources remain up to date and aligned with current certification standards.

Instructors and Student Services provide guidance on how to best use these materials for exam and program preparation. Great Horizons instructors supplement instruction with additional learning resources, including relevant websites, videos, informal references, and free study materials widely available on the internet.

In addition, web-based self-paced study software and practice exams are included for most programs to support preparation for vendor certification examinations. Tutoring is available upon request.

INTERNSHIP / EXTERNSHIP / PRODUCTION WORK POLICY

Great Horizons Career Centers' non-degree programs do not include internships, externships, or production work requirements.

LICENSING

Great Horizons Career Centers is licensed by the North Carolina State Board of Community Colleges, acting through the State Board of Proprietary Schools. Licensing is not accreditation.

STUDENTS' RIGHTS, PRIVILEGES & RESPONSIBILITIES

GHCC students must (1) maintain a minimum **70 percent final program grade** and **80 percent attendance**, (2) adhere to professional conduct standards, and (3) report absences or tardiness to Student Services without delay. Failure to meet these responsibilities may result in disciplinary action.

Students are expected to uphold academic honesty. Acts of plagiarism, cheating, or submitting work that is not one's own may result in probation or dismissal.

In return, students are guaranteed equitable academic support, reasonable disability accommodations, a drug-free and harassment-free environment, protection from discrimination, the ability to file grievances, and prompt access to transcripts upon request.

GREAT HORIZONS FACULTY

Steve Fenick – Training Manager
Certifications: CEH, CEI, CompTIA Tech+, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA CySA+, PenTest+, CompTIA Cloud+, Linux+, Lean Six Sigma-GB, AI-BIZ, Gen AI-BIZ, MS-900

Timothy Foor – Senior Technical Instructor
Certifications: ITIL 4, MCT, CompTIA Tech+, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Cloud+, CompTIA CySA+, Lean Six Sigma-GB, EC-Council Certified Ethical Hacker Certified EC – Council Instructor

Quinn Anderson - Technical Instructor
Certifications: CompTIA Tech+, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Cloud+, CompTIA CySA+, ITIL, Lean Six Sigma-Green Belt, AI-BIZ, Gen AI-BIZ, MS-900
Education: BS Cybersecurity and Information Assurance - Western Governors University

Scott Ryan – Technical Instructor

Certifications: CompTIA A+, CompTIA Network+ and CompTIA Security+, CompTIA CySA+, CompTIA Cloud+, PenTest+
Education: BS Computer Network Management – Westwood College

William Segree - Technical Instructor
Certifications: CompTIA Tech+, CompTIA A+, CompTIA Security+, CompTIA CySA+, Lean Six Sigma-Green Belt
Education: AAS Computer Programming and Development – Wake Technical Community College

Zachariah Thompson - Technical Instructor
Certifications: CompTIA Tech+, CompTIA A+, CompTIA Security+, CompTIA CySA+, Lean Six Sigma-Green Belt
Education: BS Criminal Justice – Elizabeth City State University

Andres Serna – Technical Instructor
Certifications: CompTIA Tech+, A+, Network+, Security+, Cloud+, Lean Six Sigma-Green Belt, GenAIBIZ