



Fashion Institute of Florida

SCHOOL CATALOG

2024 - 2025

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Volume III

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OWNERSHIP

Rucht D'Oleo Designs, Inc

ADMINISTRATION

Rucht D'Oleo-Schwartz, Founder/CEO

Jonathan DeOleo, Office Assistant

INSTITUTIONAL CONTROL AND OWNERSHIP

The Fashion Institute of Florida (hereinafter referred to in this catalog as FIF) is owned and a d/b/a of Rucht D'Oleo Designs, Inc. Rucht D'Oleo Schwartz is the owner of Rucht D'Oleo Designs, Inc.

HISTORY

FIF was founded in 2017 after fashion designer Rucht D'Oleo Schwartz saw the need for a school where students can learn the craft of sewing and pattern making.

Ms. D'Oleo Schwartz started a similar program in 2013 with Miami Dade College, North Campus under the Continue Education and Development Department, where she coordinated, and taught several courses in sewing and pattern making. In addition, she was responsible for hiring and managing other instructors. After a few years, she decided to venture on her own creating the Fashion Institute of Florida under her company, Rucht D'Oleo Design, Inc.

MISSION

FIF was founded upon the belief that quality fashion design education should be available to all students with the desire to learn the art and craft of fashion design.

We also believe that quality instruction should be made available at an affordable price to aspiring design students.

We take pride in teaching with love and patience in order to ensure all students have the opportunity to learn in our small class environment.

OBJECTIVE

Our objective is to provide training in fashion design, sewing, pattern making, production, sales, distribution and other areas of the fashion industry.

Our goal is to create a school where we can provide quality education in fashion to all fashion and sewer lovers in South Florida. We feel we have a responsibility to provide excellent hands-on training to students with a real passion for fashion. Our objective is to empower our graduates to be successful by finding employment or even starting their own business in fashion. We believe by accomplishing this we will have a positive impact on our community.

LICENSURE

FIF is licensed by the Commission for Independent Education (License # 6337), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation and/or admittance in FIF or be subject to any form of discrimination because of race, color, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability.

Applicants should discuss individual needs with the admissions office prior to the registration process so that special arrangements can be made as appropriate.

ANTI-HARASSMENT/DISCRIMINATION

This policy applies to all employees and students. FIF strives to maintain a school and workplace that fosters mutual respect for all employees and students. FIF is committed to and promotes harmonious, productive working relationships and learning environment. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of both the employment relationship and the student's learning relationship with an instructor or any member of the FIF staff. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, disability or any other classification protected by state or federal laws is illegal and prohibited by FIF policy. Such conduct by or towards any employee, student, contract worker, vendor or anyone else who does business with FIF will not be tolerated. To the extent an employee, student, vendor or other person with whom FIF interacts with or does business with engages in unlawful harassment or discrimination, FIF will take appropriate corrective action, including but not limited to the appropriate law enforcement authority. There will be no retaliation for reporting in good faith any behavior or conduct that violates this policy.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

FIF (FIF) strives to maintain a supportive environment, which promotes the learning of all students. FIF is responsible for compliance and providing service and advocacy for students with disabilities in accordance with the Rights Afforded by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the responsibility of the student to disclose information regarding a disability if accommodations are needed.

FIF provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate in the programs and activities of the school. Students who believe they are in need of such accommodations should contact the Campus Director and/or School President. Documentation related to students' disabilities presented to the Campus Director and/or School President will remain confidential and will not be included in the student's academic file.

Students seeking accommodations from FIF on the basis of a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of current (within the past three years) professional testing, evaluation, medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations.

Appropriate medical documentation is required by FIF in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. Requests that are not supported by proper documentation may not be approved. The cost and responsibility for providing this professional evaluation shall be borne by the student. Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class or activity for which accommodation is requested. Students may be referred to agencies outside the school to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary, including those mentioned below, in order to gain his/her documentation and obtain reasonable accommodations:

1. Choose an educational program, or educational service to pursue.
2. Apply to FIF.
3. Once accepted into FIF, it is the student's responsibility to request an appointment to meet with the Campus Director and/or School President. The student should bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodation recommended by the doctor. If the student does not have such documentation, the student is encouraged to make the appointment so the student may receive proper confidential guidance. Current or active students should follow the same procedures.

Any complaints or concerns regarding this policy should be presented to the Campus Director and/or School President.

FIF is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

STUDENT RIGHT-TO-KNOW

FIF is required to distribute graduation rates and campus security to students. Graduation rates are updated prior to December 31 each year. This information is available for review in the Campus Director's and/or School President's office.

CAMPUS SECURITY

Campus security statistics are updated and distributed by October 1 each year. Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Report are distributed to every employee annually by October 1st and are available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is delivered to each employee. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the admissions process and/or currently enrolled students in class. In addition, this information is readily available for review by students and employees in the Campus Director's and/or school President's office at any time.

FIF makes every effort to maintain a secure campus. All students and employees are encouraged to report any crime occurring on campus to the Campus Director's office. While FIF strives to provide a safe and secure learning environment, FIF does not assume responsibility for loss of books or individual property on campus.

Please refer to the latest Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report, including FIF's Violence against Women Act (VAWA) policy.

COPYRIGHT POLICY

Copyright Protection and Duplication of Materials. Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are required to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations. Students, faculty, and staff must also be cognizant of and avoid copyright infringement.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at <http://www.copyright.gov/help/faq>

In addition to the aforementioned potential for federal penalties, the Institute reserves the right to revoke information technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyrighted material. The concept of "Fair Use" applies, and the limited reproduction of copyrighted works for teaching and research purposes may be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the school's purchased online databases. Should questions exist regarding the duplication of materials, academic advice should be sought before materials are copied. Faculty and students may face civil or criminal charges if they are found to be illegally printing and/or downloading copyrighted material.

FACILITIES / EQUIPMENT

FIF's campus is located in North Miami, FL. Easily accessible by public and/or private transportation, with adequate facilities for faculty and students. Our facilities occupy approximately 2,000 square feet, containing: a reception/front desk area, 1 office, 3 spacious classrooms, 2 well equipped sewing rooms, 2 bathrooms and a student lounge area.

ADDITIONAL LIBRARY AND LEARNING RESOURCES

Our facility also provides an area available to students for additional learning resources equipped with computers, textbooks, and other learning resources located near the student lounge area.

SCHOOL CALENDAR

Course Schedules

Courses start every three (3) months. New applicants for The Fashion Apparel Design Program are open for acceptance four (4) times per year. The date of entrance and the frequency of attendance determine the date of completion.

All students in the morning schedule attend classes from 10:00am to 4:30pm, Monday –Thursday. Students in the evening schedule attend classes from 6:00pm – 9:00pm, Monday through Thursday. Saturday schedule is from 9:00am -12:00pm and 1:00 pm-4:00 pm. Lab hours, every other Friday from 10:00 am-3:00 pm

FIF is in session throughout the year, except for those holidays and breaks listed below. See program start dates below:

Program Start Dat 09/03/2024

12/02/2024

Office Hours

Monday through Thursday from 10:00a.m. to 5:00p.m.

Saturday from 9:00a.m. to 1:00p.m.

2024 School Holidays and Breaks

Friday, March 30	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28, 2024, to Sunday, December 1, 2024	Thanksgiving Break
December 24, 25, and 31 2024	Holiday Break

2025 School Holidays and Breaks

January 1, 2024 Friday, April 18	Good Friday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Wednesday, November 27, 2025, to Saturday, November 30, 2025	Thanksgiving Break
December 24, 25 and 31, 2025	Holiday Break

ADMISSIONS

Admission Requirements

To qualify for acceptance at FIF, applicant must meet the following requirements:

1. Students must be beyond the age of compulsory education (age 16) in the State of Florida.
2. Provide a valid driver's license, State ID with photo, or valid passport.
3. An applicant for admissions must have completed high school or a high school equivalency, such as a general educational development (GED) certificate; or in the absence of the above documentation, the applicant shall, prior to enrolling, demonstrate their Ability-to-Benefit (ATB) from the education offered by satisfactorily passing a test approved by the U.S. Department of Education. The ATB test used by this institution is the Wonderlic Basic Skills Test. Applicants must score a minimum of 200 Verbal and 210 Quantitative.
4. Complete required Admissions Application and documents.
5. The final decision regarding acceptance will be made by the school President after the submission of all required documents and applicant meeting all minimum requirements stated above. Completion of minimum Admissions requirements does not guarantee admittance into a program.

Admission procedures

All prospective students participate in an admissions interview with an Admissions Advisor. This interview will also serve as a career planning session for the prospective student. FIF's Fashion Apparel Design Program and admissions policies should be explained during this session. The Admissions Advisor provides tuition and fees to all applicants during the admissions interview.

An applicant's high school diploma or high school equivalency certificate information in his/her Application for Admissions will be used to qualify the student for admissions at FIF. Applicants are required to self-certify that he/she has received a high school diploma. FIF does require applicants to provide a copy of his/her high school diploma or equivalent certificate. FIF does not accept High School "completion" certificates diplomas.

To enroll at FIF, applicants are required to submit a completed and signed Application/Enrollment

Agreement to the administration office. If the applicant is under 18 years of age, the applicant will need parental signature of approval in the enrollment agreement. All students admitted to FIF to enter The Fashion Program are required to sign an enrollment agreement.

Special Note: A prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial of employment opportunities and professional licensure. In addition, each student is advised that employers may require criminal background checks and/or drug screening. The school is not required to confirm this unless there is evidence of conflicting information.

Credit for Previous Education

Credit for courses completed at another institution for students enrolling at FIF will be subject to approval by the Campus Director and/or School President. These courses must adhere to the following credit approval criteria:

- 1) Substantially similar in content and duration to those offered at FIF;
- 2) Transfer credit hours must be 2 years old or less.
- 3) Transfer credits/hours with a grade of “B” or higher; and
- 4) From an accredited institution.

An official transcript from the transferring institution is required when requesting that credits/hours be transferred to FIF. Transcript reviews from other institutions may be requested for a fee of \$10. FIF reserves the right to accept or reject any or all credits earned at other institutions. At least 70 percent of the hours required for completion of a program must be earned through instruction taken at FIF.

All credit/hours for previous education requests must be submitted to Campus Director and/or School President by the admissions department. If credit/hours for previous education are granted by FIF, the program’s duration, if necessary, will be adjusted and tuition fees prorated accordingly. The requesting student’s permanent record will be documented accordingly.

Credit Transfers

Transferability of credits to another institution is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not another institution of the student’s choice will accept credits.

Reentry

Former students whose education was voluntarily interrupted may apply for reentry. The students Satisfactory Academic Progress and financial standing may be assessed to determine eligibility for reentry.

Previously earned credits/hours for students that apply for admission after one (1) year from the date of withdrawal are not accepted. However, it is at the school President’s discretion to accept or deny any previously earned hours. If no hours are being transferred, then the student will be considered a new enrollment (not a “re-entry” student) and full tuition applies.

FIF reserves the right to modify curriculum and fees and re-entering students are required to meet all program requirements existing at the time of their reentry.

Reentering students are responsible for all applicable tuition and fees for repeated coursework. Students who readmitted may be charged a re-entry fee of \$100.

Orientation

Students officially enrolled to FIF will be given a class start date. New students shall receive initial orientation information from their Admissions Advisor.

PHYSICAL AND HEALTH DEMANDS OF PROFESSIONS

FIF does not require students to have physical examinations prior to enrolling; FIF strongly recommends that all students have a physical examination completed by their physician prior to the first day of class. Employers may require a physical examination as a condition of employment. It is the student's responsibility to assure that they are physically able to perform the essential functions of their chosen career. FIF assumes no responsibility for any student's ability to meet the physical or health requirements set forth by employers.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

General Policy

The Family Educational Rights and Privacy Act (the Act) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Although FIF does not receive federal student aid at this time, our institution abides by this law as we feel it is in the best interest of the students we serve.

The Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level. Students to whom the rights have transferred are called "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Educational Records

Education records are records maintained by the school that contain information that directly relates to the student. Education records may be maintained in electronic format. The only persons authorized to access education records are those with a legitimate administrative or academic interest. Schools are not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

In addition, the following records are exempt from the Act:

- The financial records of the student's parents.
- Information about other students.
- Confidential letters of recommendation to which the student has waived his or her right to inspect.
- Employment records of students who are employed by FIF.
- Records created or received after an individual is no longer a student and which do not directly relate to the individual's attendance as a student at FIF.
- Grades on peer-graded papers not collected and recorded by an instructor.
- Records about students, which are created by, and only accessible to, faculty and administrative personnel.

Review of Records

It is the policy of FIF to periodically review education records to ensure that they do not contain information, which is misleading, inaccurate, or otherwise inappropriate. FIF may destroy records that it determines, in its sole discretion, are no longer useful or pertinent to the students' circumstances, and which FIF is not legally required to maintain.

Directory Information

Directory Information means information contained in an education record of the student that would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to:

The students name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity that are known or possessed only by the authorized user.

Directory Information may be unconditionally released without the student's consent, unless the student has specifically requested, in writing, that the information not be released.

Release without Student Consent

The school may release a student's education records without written consent of the student to:

1. Other school officials have a legitimate educational interest.
2. Other schools where the student has applied for admission.
3. Authorized representatives of the U.S. Department of Education, state and/or local education authorities, the Comptroller General of the United States, or the Attorney General of the United States.
4. Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies.
5. State and local authorities were required.
6. Accrediting agencies.
7. A parent (whether a maternal parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code (the school is not required, however, to release such records).
8. Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are necessary for the school to defend itself.

9. Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records, that is relevant for the school to prosecute the legal action.
10. Any person pursuant to and in compliance with a judicial order or subpoena provided that a reasonable attempt is made to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
11. Appropriate persons or agencies in the event of a health or safety emergency.
12. Organizations conducting studies to develop validate and administer predictive tests, to administer student aid programs, or to improve instruction.
13. The public, if the school determines in its discretion, that the student as an alleged perpetrator has committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the student's education records: the students name, the violation committed, and any sanction imposed by the school on the student. A crime of violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.
14. The purported victim regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the student's education records: the students name, the violation committed, and any sanction imposed by the school on the student.
15. Any person, if the education records disclosed are Directory Information on the student.
16. The student or the student's parents if the student is less than 18 years old.
17. A parent of the student regarding the student's violation of any federal, state or local law, or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct policies of the school with respect to that use or possession.
18. The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b (g) (5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
19. The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

FIF has adopted a detailed Family Educational Rights and Privacy Act policy, which is available to an eligible student upon request. Students may also review the FERPA regulations, frequently asked questions, significant opinions of the U.S. Department of Education's Family Policy Compliance Office (FPCO) and other information regarding FERPA at the following website:

- www.ed.gov/policy/gen/guid/fpc/index.html

STUDENT SERVICES

Academic and Retention Advising

FIF provides academic and retention advisement to assist students in planning and completing the occupational education program that they pursue. Advising services are available at no cost to the student. FIF strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study.

Housing

The school does not maintain housing for students. However, a list of reliable realtors and rental properties in close proximity to the school may be provided to the student that requests housing assistance at the time of enrollment. The school will also post requests for shared accommodations or “wanted to rent” notices on its bulletin boards.

Advising

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems may contact their instructor or appropriate school official for directions.

The administration may provide students with a list of local professional agencies that offer counseling and other professional services for those needing occasional or on-going therapy.

Career Services

Career services shall be provided to all graduates without additional charge. The school’s Career Services department is designed to assist students in their job search. Services include job referrals, resume development, professionalism, interview preparation and job search skills; however, the school cannot guarantee employment to any student. No guarantee of placement shall be made or implied by FIF. FIF may disclose information relating to market and job availability, if verified through statistical research; however, FIF shall not promise or imply any specific market or job availability amounts.

ATTENDANCE POLICIES

Attendance

In an effort to develop appropriate work ethics, FIF students are expected to attend all class sessions. Absences may result in repeating courses and extra costs. Absences more than ten (10) percent of a course may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising
3. Student performance probation, suspension, or termination
4. Lower final course grade
5. Having to make up time/work by taking for private classes
6. Having to re-take course

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it’s the student’s responsibility to make arrangements with the instructor to complete any missed work. The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work. Faculty members may refer students to the school President for advising at any time. Faculty members may establish more rigorous attendance standards for their classes on an individual course basis.

If a student is ill or an emergency arises, the student must notify his/her instructor as soon as possible. Faculty may permit excused absences. There is a maximum of ten (10) allowable excused absences in a twelve (12) month period. However, an excused absence does not excuse the student from the responsibility of having to make up the coursework missed.

Tardiness

A student is considered “tardy” if they arrive five (5) minutes or more after class starts. Punctuality is important to being successful in school and in the workplace. All students are expected to arrive to class on time. The State of Florida requires students to complete a set number of hours to graduate; therefore, all class time missed must be made up by the student in private classes (prior to graduation).

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study and refers to the specific time period during program when a student is not in attendance. To be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal, an LOA must meet the conditions set herein. An LOA is not required if a student is not in attendance for an institutionally scheduled break (i.e. Christmas/New Year’s break). However, a scheduled break may occur during an LOA. Students may take multiple leaves of absences; however, the total LOA period(s) must not exceed a total of 180 days in any twelve (12) month period. This twelve (12) month period begins on the first day of the student’s initial LOA.

Requests for an LOA shall be submitted in writing and include the reason for the request, the date of expected return, the student’s signature, and date. The request shall be made in advance unless unforeseen circumstances prevent the student from doing so. In this case, the student shall sign the LOA at a later date or upon their return.

Note: An LOA will not be granted unless there is a reasonable expectation that the student will return from the leave. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time, instead the student’s contract period is extended by the same number of days taken in the LOA. The school will not assess any additional institutional charges as a result of an LOA. FIF is required to take attendance, therefore, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the students last date of attendance.

ACADEMIC POLICIES

Grading System

Students will be awarded letter grades for courses completed. Grades from the preceding courses are available to each student at the beginning of the new course and become part of the student's permanent record. A "B" is the minimum grade considered satisfactory for course completion. Only the highest grade will be counted when a course has been repeated.

Students are assigned academic learning and a minimum number of practical exercises. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to textbook procedures and the criteria are set forth in the practical evaluation forms adopted by the school. Students must maintain a written grade average of 80% and complete a fashion portfolio along with a six (6) looks collection prior to graduation. Students must make up failed or missed courses and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Numeric Grade	Interpretation
A	90 - 100%	Excellent
B	80 - 89%	Good
C	70 - 79%	Fail
I		Incomplete

The above-stated grading scale will also be used to grade assigned weekly homework. Generally, students are not terminated for failure to acquire skills but are encouraged to attend additional classes if they do not master the course requirements at no cost.

Academic Dishonesty

Each Academic Dishonesty situation will be treated on a case-by-case basis and may result in adverse action against the student, including dismissal.

Incompletes ("I")

All incompletes ("I") are temporary in nature and the instructor must approve such work not completed. Therefore, incompletes must be made-up within 45 days, or it will become an "F".

Graduation Requirements & Diplomas

The school considers a student that has completed all his/her required program hours and services as a "candidate for graduation;" however, the student will not receive a Diploma until he/she complies with all the following requirements:

1. Attended all class hours and completed all required assignments.
2. Successful completion of all required courses within its maximum time frame.
3. Achieve a cumulative Grade Point Average (GPA) of 3.0 or higher.
4. Complete a professional fashion portfolio including, brand name, fabric swatches, flats, costumer profile and 2 collections with colored illustration of 6 looks each.
5. 80 hours of internship
6. Fulfilled all monetary obligations with the school.

Licensure

There is no license required to work in the fashion industry.

Definition of Clock Hours

Clock Hour: A period of 60 minutes with a minimum of 50 minutes of instruction with a teacher present.

Academic Transcript

All transcript requests must be submitted in writing to the Registrar with a written authorization for release of records and submission of the transcript fee (\$10), if applicable. The school reserves the right to withhold a transcript until all financial obligations have been satisfied.

A graduate may obtain one (1) copy of his/her academic transcript, at no charge, if requested within one (1) year from his/her graduation date. Additional copies or a copy after one (1) year from having graduated can be obtained by paying the transcript fee. All non-graduates, including active students, must also pay transcript fee. FIF does not charge for sending academic transcripts via mail directly to other educational institutions.

Language of Instruction

We offer students technical education in English. All books, exams, quizzes and other curriculum materials are offered in English.

SCHOOL RULES AND REGULATIONS

Students are expected to respect the rules and regulations of the school. Professional behavior, a positive attitude, and courtesy towards instructors, staff, and other students are expected.

Safety Requirements

Students will be required to work with different types of scissors and sharp objects like the awl.

Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to yourself and other students to avoid spreading any disease. Caution must be used when handling sharp objects such as rotary cutters and thread clippers. Use caution and common sense to avoid cuts or burns while pressing fabrics or steaming garments.

Performance Probation

A student may be placed on Performance Probation for any of the following reasons:

1. Excessive absenteeism or tardiness.
2. Inappropriate behavior.
3. Not adhering to FIF's rules and regulations.
4. Failing grade for a course

Performance probation periods may last from 30 to 45 days. The campus Director/President will determine the length of the probationary period based on their best judgment of the time needed to correct the reason for probation. At the end of the performance probationary period, if the student has successfully met the performance probation requirements and satisfied the deficiencies, the student will be removed from performance probation. Performance probation requirements may include meeting a certain attendance percentage goal, good behavior goal, following school rules, acquiring a passing grade, etc. Conversely, if the student has not successfully met the performance probation requirements and satisfied the deficiencies by the end of the performance probationary period, the performance probationary status or period may be extended for an additional 30 days, or the student will be suspended from the program of study.

Conduct

All students are expected and required to conduct themselves in keeping with the highest standards. Any inappropriate behavior that tends to distract other students or disrupt instruction will not be permitted and may result in probation, suspension, and/or dismissal. This includes any conduct that the instructor or administration considers as being disruptive to the educational environment and/or operation of the school. Any form of hazing is strictly prohibited.

Grievance Policy

FIF strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. In the event of extreme cases, it may be necessary for FIF to take immediate disciplinary action. In such cases, FIF's emergency disciplinary procedure constitutes administrative action being followed up with one-on-one meeting with student/staff member or providing timely written notice, and/or reporting to appropriate authorities.

In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, constructive, and timely manner. It is incumbent upon FIF faculty members to immediately report to the Campus Director and/or School President any potential student complaint or potentially necessary disciplinary action. Most student complaints are often resolved through open dialogue with the parties involved. Any student grievance not resolved by the instructor must be presented to the Campus Director and/or School President for resolution.

If, at any time, a student requests to speak to the Campus Director or School President, such request must be granted without further inquiry. The Campus Director and/or School President will meet with the student in an effort to reach a resolution. If the inquiry results in a satisfactory resolution to the student, the Campus Director requests the student to submit a formal written grievance for final consideration and resolution. A formal grievance can only exist if it is submitted in written form to the Campus Director and/or School President. The administrator responsible will respond to a formal grievance, in writing, within five (5) business days. Grievances not resolved at the institutional level may be presented to the licensing listed in this catalog.

Florida Department of Education's Commission on Independent Education website at <https://www.fldoe.org/policy/cie/file-a-complaint.shtml>, mailing address 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, telephone number (888 224-6684, by fax at (850) 245-3238, or email cieinfo@fldoe.org.

The Commission for Independent Education is the last resource a student can utilize for grievances.

Additional information about FIF can be obtained at the address above.

Termination

A student may be terminated for, but not limited to, failure to meet the policies and procedures of satisfactory academic progress, attendance, poor academic performance, non-payment of tuition, unsatisfactory conduct, or violation of any of the rules and regulations stated in this catalog.

Weapons Policy

This policy applies to all employees, students, and visitors. Guns, knives and instruments or devices that may be considered possible weapons are not permitted on the premises of FIF. If this policy is violated, the police may be called, and the offender escorted off the school premises. Student and/or employee offenders may be terminated, suspended, or put on probation at the discretion of the administration.

Drug and Alcohol Policy

This policy applies to all employees and students. The school strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on School property (or any site during work or scheduled instruction time), or in connection with any school-sponsored activity. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. Violation of this policy by an employee or student is grounds for disciplinary action, up to and including termination from employment and suspension or expulsion from School. Referral to a rehabilitation facility and/or referral for criminal prosecution may occur where appropriate. Any student or employee selling drugs at the aforementioned properties and/or during scheduled instruction time will

be immediately dismissed or terminated from the school and referred to the appropriate legal authority for prosecution.

Food and Beverages

No food or beverages are permitted inside the classrooms, labs or instruction areas. A designated area has been established for students to relax during breaks from academic activities.

Smoking Areas

FIF's building is a non-smoking area. Students wishing to smoke may do so in the outdoor designated areas during approved breaks or non-instruction time.

Dress Code

Because we are a fashion school, we do not require students to wear a school uniform.

Financial Obligations

Tuition and program charges shall be paid in accordance with the terms delineated on the Enrollment Agreement and/or the payment plan agreed upon with student. Students are encouraged to make an appointment with the Business Office if they experience circumstances that may interfere with prompt payments. Diplomas and transcripts will not be issued by FIF unless the student has met all requirements including the satisfaction of all financial obligations.

FIF will address all delinquent accounts first with the student. Depending on the circumstances, all reasonable payment options will be explored. All accounts declared "seriously delinquent" may be referred to a collection agency.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Progress in attendance and academic work is a requirement for all students enrolled in FIF.

Maximum Time Frame

To be considered making Satisfactory Academic Progress, the program of study must be completed by the time the student has attempted no more than 150% of the published length of the program. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

Quantitative Requirement:

All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Qualitative Measure of SAP:

A student must maintain a cumulative GPA of at least 3.0 at the end of each evaluation period.

Evaluation Period:

SAP will be evaluated at the midpoint of the program (350 hours) to determine if the student has met the minimum requirements. A student must achieve the above-mentioned minimum standards to be considered to be making Satisfactory Academic Progress. A “B” is the minimum grade considered satisfactory for course completion. Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on Satisfactory Progress.

Warning:

Students who fail to maintain Satisfactory Academic Progress will be notified in writing and placed on “Warning” with the opportunity to meet the requirements for the next evaluation period.

If a student is making SAP at the end of the Warning period, they shall be returned to normal SAP status.

Students who fail to meet the requirements at the end of the Warning Period may be terminated from their program of study. However, in such cases the student can make an appeal to the school. If the School determines that the student should be able to meet the standards by the end of the next evaluation period and complete the program within the 150% Maximum Time Frame, then the school can place the student on Probation for the subsequent evaluation period.

Probation Status:

If a Probation Status is granted after a successful appeal, the student must meet SAP requirements at the end of the evaluation period on which they are in probation in order to graduate from their program of study.

When a student is placed on Probation status, he or she will be required to agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Appeals

Student can appeal their SAP standing to the Campus Director and/or School President in writing. The administrator responsible shall respond on behalf of the school in writing within 30 days.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period.

TUITION AND FEES

Tuition – Fashion Apparel Design \$16,000

Registration Fee (nonrefundable) \$100

Books and Kit Fee (nonrefundable) \$1,490

Re-entry Fee \$100

Transcript Fee \$10

Diploma Replacement \$30

Books and Kit Fee

This fee includes a pattern making kit, a garment construction industrial pieces kit, Pattern Making Made Simple physical copy, and the mandatory textbook used for levels 2-5 for the Pattern Making courses. In addition, at the time of registration, the students will be provided with a list of all other books and supplies for all the courses included in the Fashion Apparel Design, License for Adobe Illustration (12 months), Textiles Kit, Fashionary, Textilepedia Textbooks that are updated by publishers by way of new editions are not included in the textbooks fee and, therefore, not replaceable. Supplies are the budgeted and generally prorated supplies, including reference books, used by the instructor to provide instruction to students.

INSTITUTIONAL REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all charges will be determined according to the following schedule and refunds made if payments exceed charges.

- 1) Cancellations can be made in person, by electronic mail, by Certified Mail or by termination.
- 2) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 3) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except the registration fee (not to exceed \$150).
- 4) Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 5) Cancellation after completing more than 40% of the program will result in no refund.
- 6) Books and kits are non-refundable after classes have started.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Refunds will be made within 30 days of the date that the institution determines that the student has withdrawn.

FASHION APPAREL DESIGN



Objective	Our objective is to provide training in fashion design, sewing, pattern making, production, sales, distribution and other areas of the fashion industry.
Program Description	This program provides the student with the knowledge and skills necessary for employment in a variety of fashion related settings as an entry-level pattern maker, fashion designer, seamstress, technical designer, fashion production manager, and more. Our program is designed for people with no prior technical knowledge of fashion. Students are trained in how to analyze fashion trends to create cohesive and commercial collections, pattern making principles, machine and hand sewing skills, as well as artistic and technical fashion illustrations. Students will also develop business skills needed in major fashion companies.
Potential Occupations	Creative Director, Head Designer, Assistant Designer, Pattern Maker, Sample Maker, Clothing Brand Owner, Cutter, Floor manager, technical designer.

Instructional Methods	This program will be a combination of lecture, demonstration, and student application. Instructions will be supplemented with guests, visual aids, seminars and other instructional techniques.
Completion Time	52 Weeks

DIPLOMA

After completion of the program, the student receives a diploma providing that all graduation requirements and financial obligations with the institution have been met.

FASHION APPAREL DESIGN – COURSE LISTING

FASHION APPAREL DESIGN			
COURSE	Theory Hours	Practice Hours	Total Hours
Sewing for Beginners	42	42	84
Pattern Making	20	154	174
Garment Construction	20	154	174
Computer Pattern Making	30	30	60
Textiles 101	20	16	36
Textiles Design	6	30	36
Product Development	18	18	36
Adobe Illustrator for Fashion	45	99	144
History of Fashion	28	8	36
Fashion Trends	28	8	36
3D Apparel Design	8	28	36
Fashion Design Portfolio Adobe Illustrator	11	25	36
Draping	14	58	72
Fashion Marketing and Branding	28	8	36
Collection	12	108	120
Internship	n/a	80	80
TOTAL	330	866	1196

COURSE DESCRIPTIONS

Fashion Apparel Design 1196 hours

The following is a brief description of each course unit of instruction.

The course numbers contain letters and numbers that symbolize the sequence of the courses that follow.

<p><u>SFB- SEWING FOR BEGINNERS (84 HOURS)</u></p> <p>Students will be introduced to sewing equipment, tools, threads, needles and sewing trims. They will learn all the basic techniques for hand sewing, machine sewing, seams and seam finishes. Learn the operation of sewing machines. Become familiar with vocabulary for sewing. Learn how to attach buttons, how to do seams and seam finishes, hems, darts, pleats, and bias tape, etc.</p>	<p><u>PM - PATTERN MAKING (174 HOURS)</u></p> <p>Students will be introduced to all pattern making tools, supplies, and terminology. As well as woven fabric characteristics, terms, sizes, and categories. Students will learn how to measure the dress form. In addition, students will be introduced to the 3 different methods of pattern making. Using industry standard measurements, they will learn how to draft the 5 basic pattern pieces, which are fundamental for all design and styles. They will understand pattern signs, darts and wearing ease before transferring the 5 basic pieces to oak tag paper in order to have their own sloper/block patterns. At the end of this course, students will be able to read and create patterns for any designs.</p>
<p><u>GC- GARMENT CONSTRUCTION (174 HOURS)</u></p> <p>During this course, students will continue to develop an understanding of construction techniques. Students will learn the construction of over 20 different garment designs.</p> <p>Each design is strategically selected so the students can learn how to apply many sewing techniques, including all kinds of seam finishes, zippers, buttons, and closures. They also learn to insert sleeves, collars, yokes, and other garment elements.</p> <p>Participants learn how to work with various fabrics, textures, and weights since they select from a “suggested list” of different fabrics for each design. Students learn how to make tops, dresses, skirts, pants, gowns, bustiers, and jackets and how to sew lined garments. At the end of the course, students will be ready to construct their unique designs finely.</p>	<p><u>CPM – COMPUTER PATTERN MAKING (60 HOURS)</u></p> <p>Throughout the course, participants will delve into the intricacies of Vstitcher by Browzwear, a revolutionary software reshaping the fashion design landscape. Guided by industry experts, you'll explore the comprehensive capabilities of Stitcher, from creating precise patterns to simulating real-world garment prototypes. Hands-on exercises and practical applications will deepen your understanding of digital pattern-making, seamlessly integrating technology into the traditional fashion design process.</p> <p>Students learn to manipulate patterns, customize fits, and visualize designs in a virtual environment.</p>

<p><u>TEX101 – TEXTILES 101 (36 HOURS)</u></p> <p>During this course, students will be introduced to textiles; learning the terminology from fabrics and fibers to properties, construction and finishes. In addition, we will discuss the difference between natural fibers versus manmade fibers and woven to knit fabrics.</p> <p>Attendees will put together a swatch kit that will serve as a reference to understanding fabrics and their uses for their future designs. Textiles 101 also includes a field trip to a fabric store for students to learn hands-on from a variety of fabrics and trims.</p>	<p><u>TEXD – TEXTILES DESIGN (36 HOURS)</u></p> <p>Throughout the course, you'll explore the essential features of Adobe Illustrator tailored specifically for textile design. From understanding the basics of the software to mastering advanced techniques, participants will gain practical skills in creating intricate patterns, vibrant color schemes, and unique textures. The course also delves into integrating digital tools to enhance traditional design methods, offering a seamless blend of creativity and innovation.</p>
<p><u>GP – PRODUCT DEVELOPMENT (36 HOURS)</u></p> <p>During this course, students learn the application of the garment production process to simulate fashion product line methods for the mass market. Students will focus on manufacturing processes for pre-production. Such work could include making a sample of the design, fittings, pattern-making corrections, style modifications, planning multiples, specification packages, quality assessments, and cost evaluations. At the end of this course, participants will be able to explain the apparel manufacturing process, sizing, and measurement specifications. Assess knowledge of the mass production process and implementation of strategies for developing individual apparel collections.</p>	<p><u>AIF - ADOBE ILLUSTRATOR FOR FASHION (144 HOURS)</u></p> <p>In this course student will learn advanced skills in computer fashion design. That includes how to create a garment flat/float or sketch in Adobe Illustrator CC. A flat is a basic digital sketch that displays a garment as if it were laid “flat” and a float is a more stylized version of the flat. both are used to communicate your design idea technically - whether that's to a pattern-maker, technical designer, merchandiser, or factory. Garment flats are also required for tech packs (technical packages) or fashion design portfolios. The ability to create flats or sketches digitally is quickly becoming a required skill in the fashion industry. At the course's end, the student will have created a foundation library of flats or sketches that can be manipulated into other designs and future work.</p>
<p><u>HOF - HISTORY OF FASHION (36 HOURS)</u></p> <p>Students will be introduced to contemporary fashion developments from the Victorian Era and the birth of Haute Couture to the present day. The course will cover the birth of Haute Couture, historical events influencing fashion, influential trailblazing designers, and the styles and silhouettes of each era studied.</p>	<p><u>FT- FASHION TRENDS (36 HOURS)</u></p> <p>Study of techniques and processes of identifying socio-cultural indicators, and methods for determining future trends in fashion and related industries. Communication skills are developed through Assignments, in-class activities, lecture/discussion, and a trend forecasting project. Students will learn a complete list of fashion terminology for garments and accessories.</p>

<p><u>3DD – 3D APPAREL DESIGN (36 HOURS)</u> Using the latest computer technology provided by Browzwear, students will design and 3D- Make a complete collection ready to be sold in the metaverse or produced and distributed to physical consumers. Participants will navigate the intersection of technology and fashion, empowering them to bring their design visions to life with precision and innovation. This transformative experience will prepare the students to enter and compete in one of the most innovative areas of the fashion industry.</p>	<p><u>FPC – FASHION DESIGN PORTFOLIO ADOBE ILLUSTRATOR (36 HOURS)</u> Students will continue learning Adobe Illustration for fashion tools and techniques during the course. In addition, they will complete their final fashion portfolio with two collections for upcoming fashion seasons. Each collection must have a mood board, six looks -front and back flats included -fabric swatches, color theme, customer profile, and garment category. The students will finish the course with a fashion portfolio presentation of two collections.</p>
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<p><u>DRP 1 - DRAPING 101 (21 HOURS)</u> Students will be introduced to the art of draping. Learn about the history of draping and when to choose the draping method over the flat method. During this course, students will learn about the different types of muslin and how to prepare your muslin blocks for draping. We will teach you how to cut, block, mark and press your muslin before draping. You will learn the importance of fabric grain and how to drape all the foundation patterns.</p>	<p><u>FMB - FASHION MARKETING AND BRANDING (36 HOURS)</u> Students will be introduced to the business of fashion by understanding the legal composition of a corporation, how to prepare a business plan and well a financial guidance to launch a clothing brand. They will be able to understand the structure of a fashion company and the job description of each position, as well as tasks and responsibilities. Students will learn how to create a sellable collection, and most importantly, how to produce it—from sample to ordering fabrics, and selection of styles. Students will walk through the whole process of how to market and sell a line wholesale or retail, and how to enter major industry trade shows. In addition, participants will learn and create a 3-month digital marketing plan for their brand.</p>
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<p><u>FC – COLLECTION (120 HOURS)</u> During this course is when students sew the styles for their collection. With the help of the instructor, they cut and sew every style using the sewing techniques learned throughout the entire program.</p>	<p><u>INT- INTERSHIP (80 HOURS)</u> The FIF will help qualified students connect with a few companies to complete the 80 internship hours required to graduate and gain hands-on experience in the fashion industry. Students may focus on their primary areas of interest, such as learning more about pattern making, product development, technical design, creative areas of the industry, etc. Students must complete 80 hours of internship and bring back to the school a completed and signed 10-hour record sheet signed by the internship supervisor.</p>
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FACULTY LISTING

Rucht D'Oleo-Schwartz

Associate degree in Fashion Design/Miami International University of Art & Design
Bachelor of Fashion Design/Global Group International

Danilda Baez

Associate degree in Fashion Design/Miami International University of Art & Design
Bachelor of Fine Arts in Art /Florida International University.

Iris De Leon

Diploma Liceo de Arte y Tecnologia
International Fine Arts College

Desirae Allen

MBA Degree American Intercontinental University.
Bachelor's in art Morris Brown College

ADMINISTRATIVE LISTING

Rucht D'oleo, Founder/CEO

Jonathan DeOleo, Office Assistant

This catalog is subject to change at any time. Students and employees will be notified of any new versions of this catalog or changes made at the institution.