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SCHOOL CATALOG

**COSMETOLOGY, COSMETOLOGY CROSSOVER, ESTHETICIAN, NAIL TECHNICIAN,
ESTHETICIAN-NAIL TECHNICIAN, EYELASH EXTENSION, CLASS A BARBER,
BARBER CROSSOVER**

February 2024

DUALLY ACCREDITED BY THE
MIDDLE STATES ASSOCIATION COMMISSIONS
ON ELEMENTARY AND SECONDARY SCHOOLS
(MSA-CESS)

St. Leonard's Court 3819-33
Chestnut Street, Suite 310
Philadelphia, PA 19104
(267) 284-500

LICENSED BY TEXAS DEPARTMENT OF LICENSING AND REGULATION

P. O. Box 12157
920 Colorado
Austin, TX 78701
(512) 463-6599



ADMINISTRATIVE STAFF AND FACULTY

Malcolm Allen – Chief Executive Officer
Tami Ngo – Director & Financial Aid Officer
Catherine Vosgien – Compliance Officer
Nhi Nguyen – Admission Administrator
Yarelis Carrillo – Registrar / Specialist Instructor
Mai Huynh – Assistant Administrator
Sara Wright – Instructor / Floor / Specialist Instructor
Vontisha Gray - Instructor / Floor / Specialist Instructor
Mariah Longoria – Instructor / Floor / Specialist Instructor
Gentry Mario Lawton – Instructor / Floor/ Specialist Instructor

Graduate America, Inc. – Owner

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LANGUAGE

The principle language in which all courses are offered at the institution is English. All documents, including the catalog, are printed in English. Staff and Instructors may be able to assist with translations, if available.

MISSION STATEMENT

The principal objective of the school is to seek a high level of perfection and distinction in its faculty, students, and educational programs. Only through quality in higher education will we be able to provide graduates of all courses who will not only be successful but will also be of service to their community. The course of study and the activities are directed to provide a solid foundation for our graduates in the many opportunities available in the beauty industry. We realize our obligation to our students, alumni and community and constantly seek more effective ways to meet these commitments.

OWNERSHIP

Founded in October 1969 under the name National Beauty School #5 and purchased by Graduate America, Inc. in 2022. Name changed to Graduate America College in November 2023. Graduate America College is not a chain or franchise.

SCHOOL FACILITIES

Three major freeways easily reach our 5,850 square foot school, housed in a modern shopping center in Northeast Garland. Bus routes are within walking distance. We have a student lounge area for lunch and there are many nearby restaurants.

The school has separate classrooms, clinic floors with beginning and advanced sections, dispensary, and offices for counseling. There is a student library for students to use available books, VCR/DVD films as supplemental aids and reference material. The school was remodeled in June 2016.

The school maintains no residence facilities. Students will need to make their own housing and boarding arrangements.

COMPLIANCE WITH CIVIL RIGHTS ACT

We comply with Title VI and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to that title, to the end that, in accordance with Title VI and IX of that act of the regulations, no person in the United States shall, on the grounds of age, sex, race, religion, color, ethnic origin, or handicap be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance from the department.

OPPORTUNITY FOR SUCCESS

A few of the many occupations you will be qualified for upon completing your chosen career is:

COSMETOLOGY:	Salon Owner, Color or Perm Technician, Stylist, Platform Artist, Manufacturer Rep.
COSMETOLOGY CROSSOVER:	Salon Owner, Color or Perm Technician, Stylist, Platform Artist, Manufacturer Rep.
ESTHETICIAN:	Skin Care Expert, Make-up Artist, Platform Artist, Salon Owner, Manufacturer Rep.
NAIL TECHNICIAN:	Nail Technician, Salon Owner, Platform Demonstrator, and Manufacturer Rep.
ESTHETICIAN / NAIL TECHNICIAN:	Skin Care Expert, Make-up Artist, Platform Artist, Salon Owner, Manufacturer Rep.
EYELASH EXTENSION:	Eyelash Extension Specialist, Salon Owner, Platform Demonstrator, & Manufacturer Rep.
CLASS A BARBER:	Salon Owner, Barber Technician, Platform Artist, Manufacturer Rep.
CLASS A BARBER CROSSOVER:	Salon Owner, Barber Technician, Platform Artist, Manufacturer Rep.

Graduates are considered to be prepared to enter at or about entry level with compensation based on the national average. After two to five years a graduate can reasonably expect to be at or slightly above the national average income level.

ADMISSIONS POLICY

Eligibility Requirements for Admissions to Graduate America College:

1. Be at least 17 years of age
2. Have a valid ID such as Driver's License, State Issued ID, or Passport
3. Have a correct social security number or ITIN number
4. Have a high school diploma or recognized equivalent by proof of:
 - a. Copy of high school diploma or transcript showing date of graduation;
 - b. A copy of associate's degree;
 - c. Diploma from a foreign school along with:
 - d. Completed General Statement of Equivalency by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma and:
 - e. Notarized English translation of diploma
 - f. Have a recognized equivalent of a high school diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED);

- g. Has completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

Validating Diploma:

The institution reserves the right to validate any diploma, transcript, home-school certificate, or ATB test result at any time by any of the means listed below:

1. checking with the high school to confirm the validity of the student’s diploma;
2. confirming with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education;
3. confirming with the department of education of the state in which the high school is located, if that agency has jurisdiction over the high school;
4. checking with the State if the secondary school education was in a homeschool that state law treats as a home or private school.

Transfer Students:

Candidates with less than 250 clock hours left in program will be charged \$10/hr for the remaining program hours plus other applicable fees. Applicants for transfer are considered on an individual basis and is at the discretion of Graduate America College

If a transfer student is accepted by the institution, then all hours transferred from the previous institution(s) may be counted as both attempted and completed hours if those hours are valid in accordance to state regulations.

Re-entry after Withdrawals or Terminations:

Any student, having attended Graduate America College, and having been officially withdrawn or terminated from the program, may reapply to re-enter the program. However, acceptance by the institution will depend on student 1) having met all financial obligations previously owed to the institution by the student 2) not having been previously terminated by the student for any reasons not complying with Federal or State Laws and 3) being interviewed by Director for final approval. The school reserves the right to deny re-entry for any student having been previously officially withdrawn or terminated.

Disqualification Based on Conviction/Possession of Illegal Drugs:

A federal or state drug conviction can disqualify a student for Title IV financial aid. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. They do not count if the offense was not during such a period. A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The student self-certifies in applying for aid that he/she is eligible; Graduate America College is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for Title IV, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year, the school may award Pell Grant for the period of enrollment.

Standards for a qualified drug rehabilitation program:

A qualified drug program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
2. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
3. Be administered or recognized by federal, state or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Incarcerated Students:

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a half-way house or home detention or is sentenced to serve only weekends. All classes and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admission.

Selective Services Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-EDUCATION, to be eligible to receive Title IV, HEA program assistance, a student must:

- Be a citizen of the United States OR
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States OR
- Is in the U.S. for other than a temporary purpose with the intention of becoming a citizen or permanent resident OR
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau to be eligible to receive funds under Federal Pell Grant programs.

Students must be enrolled as regular students in an eligible program in order to participate in Title IV.

Enrollment Process:

- Fill out our application for enrollment.
- Have an interview with an admissions representative.
- Submit a completed Enrollment Contract (to be provided by the Admissions Representative) with a \$150.00 registration fee.
- Document proof of age by submitting driver’s license, birth certificate, or passport.
- Document proof of immigration status by submitting birth or naturalization certificate, resident alien card (green card), or appropriate visa issued by USCIS.
- Students are not required to provide proof of up-to-date vaccinations.
- Students may change class dates or course prior to the first day of scheduled state date.

Non-Discrimination Statement:

Graduate America College in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status or sexual orientation. Graduate America College may not recruit students that are currently attending or admitted to another school offering a similar program study.

COSTS

	<u>COSMETOLOGY</u>	<u>COSMETOLOGY CROSSOVER</u>	<u>ESTHETICIAN</u>	<u>NAIL TECHNICIAN</u>
Tuition	\$8,800.00	\$2,900.00	\$6,600	\$5,300
Administrative Fee	50.00	50.00	50.00	50.00
Registration Fee	150.00	150.00	150.00	150.00
Books	170.00	201.99	290.00	185.00
Supplies	615.00	630.00	520.00	260.00
Sales Tax	<u>64.76</u>	<u>68.64</u>	<u>66.82</u>	<u>36.71</u>
Total Tuition & Fees	\$9,849.76	\$4,000.63	\$7,676.82	\$5,981.71

	<u>ESTHETICIAN - NAIL TECHNICIAN</u>	<u>EYELASH EXTENSION</u>	<u>CLASS A BARBER</u>	<u>CLASS A BARBER CROSSOVER</u>
Tuition	\$7,200.00	\$2,600.00	\$8,800.00	\$2,900.00
Administrative Fee	50.00	50.00	50.00	50.00
Registration Fee	150.00	150.00	150.00	150.00
Books	450.00	115.00	170.00	201.99
Supplies	718.00	335.00	615.00	630.00

Sales Tax	<u>96.36</u>	<u>37.13</u>	<u>64.76</u>	<u>68.64</u>
Total Tuition & Fees	\$8,664.36	\$3,287.13	\$9,849.76	\$4,000.63

OTHER COSTS

Training Beyond Contract End Date	\$10.00 per hour/per week	PSI Examination Fees	\$55.00 written / \$76.00 practical
Re-Entry Fees (FORMER DROPS)	\$150.00	License	\$50.00
Schedule Change (AFTER ONE CHANGE)	\$50.00	Cosmetology Law and Rules Book	\$14.00 May be purchased online or at school.
Withdrawal/Termination Fee	\$150.00		

A monthly payment plan is available with no interest charges. However, a late fee of \$25.00 may be imposed by the school if payments are not made on or before 10th of the month when due. Methods of payment are cash, checks, credit cards, money order or other guaranteed funds.

Expendable Supplies

The school furnishes all expendable supplies to the student, except for personal use. If students are charged for personal expendable supplies, they are charged the cost price.

Change in Costs

The school reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any changes will not affect current students with a valid and signed contract.

RECORD OF ATTENDANCE

A standard time clock with individual student time card is used for general attendance records. These records are maintained in a permanent file by the school as required by Law. Any other records as may be promulgated by the T.D.L.R. will be maintained.

COUNSELING

Graduate America College gives the student personalized, friendly vocational guidance and staff help with achievement goals, aptitude evaluation, assistance in financial arrangements, assistance in scheduling training hours, and assistance in government approved programs. Other support services include references to professionals in the areas of drug counseling, domestic violence, etc.

PLACEMENT ASSISTANCE

We at Graduate America College offer employment assistance for all graduates, including but not limited to, education and advice concerning professional appearance, résumé preparation, marketing and other networking techniques. As long as the graduate is in the beauty profession, the school will assist him/her in obtaining employment. Available employment positions are posted on a bulletin board in the student lounge, school's website and all students are informed of such. However, the school cannot guarantee employment. **Additional prerequisites for gaining employment are subject to licensure requirements, regulatory oversight restrictions, physical requirements of the industry, and the ability to meet requirements set forth by employers.**

LICENSING REQUIREMENTS

All graduates must pass a written and practical State Board Examination to receive a License to practice in Texas. Upon approval of the application for examination by the T.D.L.R., student will be responsible for scheduling this exam which will be administered by PSI. PSI has testing facilities in all major metropolitan areas in Texas. If student wishes to test at another location, he/she shall be responsible for determining the location of choice.

PHYSICAL DEMANDS & SAFETY REQUIREMENTS

Cosmetology is not all "Glamour and Glory". Like in any industry there are hazards and pitfalls and these are just a few:

- Long hours, sometimes 12 to 14 a day until you build a clientele.
- Standing on your feet and developing varicose veins, bunions, and aching joints.
- Possibility of arthritis in hand and shoulders or carpal tunnel of the wrists.
- Inhaling strong chemicals that might affect allergies, asthma, or pregnancy.
- Handling chemicals that may cause skin allergies.
- Working with sharp instruments such as scissors and razors that can cause serious cuts.
- Working with hot curling irons and heaters that can cause serious burns.

A lot of these hazards and pitfalls are preventable by:

- Wearing sensible shoes and/or support hose, and standing on padded rubber mats.
- Observing proper procedures and posture and not picking up bad habits.
- Wearing protective gloves and masks when working around chemicals and dust.
- Reading and following all manufacturer instructions.
- Keeping abreast of products and their ingredients.
- Keeping abreast of the Material Safety Data Sheets required by OSHA.
- Listen, pay attention, and absorb what is being taught by your instructors as all safety, sanitation, and chemical hazards are discussed, taught, and presented throughout your course of study.
- If a student is or becomes pregnant during term of enrollment, school strongly advises student seek medical advice.

FINANCIAL ASSISTANCE PROGRAMS

The school welcomes the following resources and cooperates fully even though control over such awards does not rest at the school:

- Pell Grant
- Texas Education Agency
- Texas Department of Assistive and Rehabilitative Services
- Texas Workforce Commission
- G.I. Bill® / Veterans Affairs
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/qibill>
- Interest-Free monthly payments while enrolled in school

SCHOOL CALENDAR

Qualified persons may enroll in any program on any Tuesday or the next business day if a holiday falls upon that Tuesday.

The school is not in session during the following holidays:

- Fourth of July
- Thanksgiving Weekend
- Christmas week (Normally December 24th through January 1st.)

School closure due to inclement weather will be broadcast on KDFW- FOX 4 NEWS- DALLAS.

Hour Attendance Schedule

FULL TIME DAY (30 hrs/wk)	9:00 AM – 5:00 PM	SCH A (FT): Tue, Wed, Thu, Fri (On Campus); Sat (Virtual) SCH B (FT): Wed, Thu, Fri, Sat (On Campus); Tue (Virtual)
PART-TIME DAY (22 hrs/wk)	9:00 AM - 2:30 PM 9:00 AM - 6:00 PM	SCH A (PT): Tue, Wed, Thu, Fri (On Campus); Sat (Virtual) SCH B (PT): Wed, Thu, Fri, Sat (On Campus); Tue (Virtual)
PART-TIME EVENING (22 hrs/wk)	4:30 PM - 8:00 PM 9:00 AM - 1:30 PM	SCH C (PT): Mon - Fri (On Campus); Sat (Virtual)

GRIEVANCE POLICY AND ENTITIES

Students’ complaints about Graduate America College must be submitted in writing to the Director. The written grievance must include a detail of the complaint, parties involved (if any), dated, and include student’s name and signature. The Director will respond to the complaint directly or forward to the responsible staff member to handle within ten (10) calendar days from date of receipt. A response form will be provided in written and verbal format.

If complainant is satisfied with response, both complainant and respondent will sign and date the response form. Copies of the complaint and response will be given to the complainant and the originals will be placed in the student’s files, available for future access in respect to FERPA policy.

If complainant is not satisfied with response, reasons will be given in writing within ten (10) calendar days from date of receipt. If complaint is not satisfied with the response, the complainant can pursue the matter further by:

Sending a letter to: T.D.L.R.
P. O. BOX 12157
AUSTIN, TX 78711

OR

Obtaining and submitting a complaint form from Accrediting Agency:

Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)
St. Leonard’s Court 3819-33 Chestnut Street, Suite 310
Philadelphia, PA 19104

If complainant pursues complaint to either or both of the above, a copy must be furnished school on date of submission.

COURSE OF STUDY AND OUTLINE

<u>Course of Study</u>	<u>Total Clock Hours</u>	<u>See Insert</u>
Cosmetology	1000	Insert 1A
Cosmetology Crossover	300	Insert 1B
Esthetician	750	Insert 1C
Nail Technician	600	Insert 1D
Esthetician - Nail Technician	800	Insert 1E
Eyelash Extension	320	Insert 1F
Class A Barber	1000	Insert 1G
Class A Barber Crossover	300	Insert 1H

GRADUATION REQUIREMENTS

To graduate and receive a certificate from Graduate America College, students must successfully complete the course enrolled and fulfill the following requirements:

1. Clock hours as required by T.D.L.R.
2. Have a cumulative grade average of minimum 70% for Theory examinations.
3. Have a cumulative grade average of minimum C letter grade for Practical examinations.
4. Satisfied all financial obligations to the school

SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain an overall **attendance** average of 67% of scheduled hours to complete the course within the maximum time frame and maintain a cumulative **grade** average of a 70% and minimum C letter grade in their Theory and Practical exams, respectively, to be considered making "Satisfactory Academic Progress". The policy applies to all students regardless of:

- a. Attendance status (full-time/part-time)
- b. Eligible for Title IV funding or not
- c. Enrolled in a MSA-CESS-approved program

Academic Evaluation Periods:

Academic progress is evaluated at evaluation periods based on actual hours attended during a full academic year which is typically 900 clock hours. Evaluations are done when students successfully meet both the clock hour and academic week completion points as designated in the chart below. All evaluations will be completed within seven (7) school business days following the established evaluation period. Evaluations periods for students who transfer in will be the midpoint of the contracted hours or the established evaluation period below, whichever comes first:

COURSE	TOTAL HOURS	1st Academic Year		2nd Academic Year
		1ST EVALUATION	2ND EVALUATION	3RD EVALUATION
Cosmetology	1000	<i>450 hours & 15 weeks</i>	<i>900 hours & 30 weeks</i>	<i>n/a</i>
Cosmetology Crossover	300	<i>150 hours & 5 weeks</i>	<i>n/a</i>	<i>n/a</i>
Esthetician	750	<i>375 hours & 12 weeks</i>	<i>n/a</i>	<i>n/a</i>
Nail Technician	600	<i>300 hours & 10 weeks</i>	<i>n/a</i>	<i>n/a</i>
Eyelash Extension	320	<i>160 hours & 5 weeks</i>	<i>n/a</i>	<i>n/a</i>
Esthetician – Nail Technician	800	<i>400 hours & 14 weeks</i>	<i>n/a</i>	<i>n/a</i>
Class A Barber	1000	<i>450 hours & 15 weeks</i>	<i>900 hours & 30 weeks</i>	<i>n/a</i>
Class A Barber Crossover	300	<i>150 hours & 5 weeks</i>	<i>n/a</i>	<i>n/a</i>

Satisfactory Academic Progress evaluations will advise students regarding academic status, attendance status, skills progress, and any other issues regarding the student's development. The institution will notify students of any evaluation that impacts the student's eligibility for financial aid, if eligible. A copy of the progress report will be given to each student and then kept in the student file, available for future access in respect to FERPA policy. Students who meet the minimum requirements for academic and attendance performance are considered making "Satisfactory Academic Progress" until the next schedule evaluation.

Title IV Evaluation Periods:

To determine whether a student is still in good stand to continue to receive Title IV aid or not, the institution will conduct an evaluation based on the number of hours actually completed in line with the chart above. However, the number of weeks completed have no bearing on when a SAP evaluation takes place.

Qualitative Academic Requirement:

Student progress at Graduate America College will be evaluated on the basis of written tests and clinical practical experiences. The grading system is as follows:

<u>SAP Status</u>	<u>Theory</u>	<u>Practical</u>
Meets SAP	90-100	A
Meets SAP	80-89	B
Minimum for SAP	70-79	C
Failing	69 and below	D

All students must maintain a cumulative grade average of minimum 70% and minimum C letter grade in their Theory and Practical exams, respectively, to meet the qualitative requirement for the “Satisfactory Academic Progress” and graduation requirements.

Quantitative Attendance Requirement:

Students must maintain 67% cumulative attendance in order to meet satisfactory progress.

Student must complete his/her education program in no longer than 150% of the contracted length of the program. A Leave of Absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence. For Leave of Absence to be accepted, all provisions and requirements must be met (*see Leave of Absence Policy*).

All clock hours and field trip hours at Graduate America College and transfer hours will be counted toward the 150% eligibility whether a student receives Title IV federal student aid or not.

Maximum Time Frame for Course Completion:

Students not completing the program by the end of the contract date as per their Enrollment contract will be charged \$10.00 per hour of additional instruction needed to complete the program.

Other than a formal Leave of Absence, the maximum completion time will not be extended. Any student not completing program by the maximum completion time will be terminated and would thereafter be permitted to re-enter on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution’s admissions policy.

<u>COURSE OF STUDY</u>	<u>MINIMUM CONTRACT LENGTH</u>	<u>MAXIMUM COMPLETION</u>
	<u>Full-Time/Part-Time</u>	<u>Full-Time/Part-Time</u>
Cosmetology	34 / 46 weeks	50 / 68 weeks
Cosmetology Crossover	10 / 14 weeks	15 / 21 weeks
Esthetician	25 / 35 weeks	38 / 51 weeks
Nail Technician	20 / 28 weeks	30 / 41 weeks
Esthetician - Nail Technician	27 / 36 weeks	40 / 55 weeks
Eyelash Extension	11 / 15 weeks	16 / 22 weeks
Class A Barber	34 / 46 weeks	50 / 68 weeks
Class A Barber Crossover	10 / 14 weeks	15 / 21 weeks

Other Provisions:

Students returning from a leave of absence or other official interruption of training must return to institution in the same satisfactory progress status they had prior to departure.

Transfer hours may be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations are based on actual contracted hours at Graduate America College.

Course incompletes, repetitions and non-credit remedial courses have no effect upon the institution’s satisfactory progress standards, since the institution does not offer such items.

The Satisfactory Academic Progress policy is provided to students before enrollment along with a copy of the catalog and the current cohort rates.

Students can lose financial aid if they are not making Satisfactory Academic Progress!

A student who does not achieve the minimum standards is no longer eligible for Title IV or HEA program funds unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of Probation.

Warning:

Students who fail to meet minimum requirements for attendance or academic progress requirements during scheduled evaluation periods will be placed on Warning until the next evaluation point and considered to be making satisfactory academic progress while during the Warning period. A student meeting the minimum attendance and academic requirements by the end of the Warning period will re-establish satisfactory academic progress.

Appeals:

If a student is not on track to meet satisfactory academic progress by the end of the Warning period, the student may file a written appeal with Graduate America College before the end of the Warning period. The appeal process may help re-establish eligibility for financial aid, if applicable. The appeal must include documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. Students may file an appeal for reasons such as due to death of a relative, an injury or illness of the student, or injury or illness of an immediate family member that is dependent on the student, or other allowable special circumstances.

Appeals and results of appeal are kept in the student's file, available for future access in respect to FERPA policy.

Probation:

The institution may allow for the status of Probation for students not meeting satisfactory academic progress during the Warning period if:

- The student prevails upon appeal as detailed above AND
- The institution determines that the student can achieve satisfactory academic progress by the end of the subsequent evaluation period

OR

- The student prevails upon appeal as detailed above AND
- The institution can work with student to develop an academic plan that will ensure that the student will achieve satisfactory academic progress by the end of the subsequent evaluation period

ATTENDANCE POLICY FOR VA STUDENTS

Students using veterans' benefits to attend Graduate America College will have attendance monitored until the time the student drops, graduates or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due to the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent fourteen (14) consecutive days) will apply throughout the student's stay in school. All violations of the policy will be reported to DVA within 30 days at such time the student exceeds the allowed number of absences.

100% on campus (in-person) is required for VA Students.

ABSENCES & MAKE-UP WORK POLICY

All absences are considered unexcused unless the student is on a Leave of Absence that has been previously approved by the school. A student may complete extra hours other than scheduled only if they obtain prior permission from the school. Students must check with their instructor for make-up work which must be completed upon return from unexcused absences or approved Leave of Absence.

LEAVE OF ABSENCE POLICY

All absences are considered unexcused unless the student is on a Leave of Absence (LOA) that has been requested per the LOA policy and is approved by the institution. All LOA requests must be made prior to or on the effective dates. The request be made in writing, must include the reasons for the LOA request, and must include the student's signature. There must be reasonable expectation that the student will return from the LOA.

In unforeseen circumstances (such as a car accident or hospitalization) that prevent the student from requesting LOA prior to the effective dates, the institution may grant LOA to the student if the institution documents the reason for its decision and collects the request/documentation from the student at a later date. The beginning date of the approved LOA will be determined to be the first date the student was unable to attend the institution due to the unforeseen circumstances.

The minimum period for a LOA request is one week. Students may request multiple leaves during their enrollment as long as the total leave days do not exceed 180 calendar days during a 12 month period.

A Leave of Absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. If the extended dates fall on any school closures, the contract will not be further extended to include days for the school closure. If the amended graduation date falls on a day in which the institution is closed, the next business day will be the date of the amended graduation. An addendum documenting the changes to the contract period due to an LOA must be signed and dated by all parties and will be kept in the student's file. The addendum will be prepared and signed upon the student's first day of return from an LOA.

A student granted an LOA is not considered to have withdrawn, and no refund calculation is required at that time. The institution will not assess the student any additional institutional charges as a result of an approved LOA.

Failure to return from an LOA:

If a student does not return on their scheduled date from a documented Leave of Absence, the institution will withdraw the student 10 days after they were scheduled to return. Their last day of attendance will then be the last day they clocked in prior to the LOA.

If a student does not return to the institution at the expiration of an approved LOA, the withdrawal date is the student's last day of attendance.

WITHDRAWALS/COURSE INCOMPLETES

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in his/her student file as to the progress at point of withdrawal.

Withdrawals – Official vs. Unofficial:

The Financial Aid Officer at the School can provide you with the requirements and procedures for officially withdrawing from school.

A student who withdraws is one who either officially goes through a "withdrawal" from the School, is administratively withdrawn, is suspended, or officially withdraws and submits it in writing to the School Director. If a student verbally communicates their intent to withdraw, the date of the communication would be considered as the official withdrawal date, but the student must still submit the intent to withdraw in writing to the School.

A student's withdrawal date is determined by using the earlier of the following:

- The postmarked date of intent to withdraw
- The written date of intent to withdraw delivered to school in person
- The date of verbal communication of intent to withdraw. However, student must still deliver written information to the school
- The last documented date of attendance (approved leave of absence excluded) if on the 10th day of a student's consecutive absence, the school has determined that the student will not be returning
- The last documented date of attendance if student fails to return within 10 days from a scheduled return date from a Leave of Absence

A student may rescind his or her official notification to withdraw by filing a written statement with the School Director that he/she is continuing to participate in academically-related activities, and intends to complete the term (payment period) for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal.

TERMINATION

Students may be terminated prior to completion of the course for non-payment, failure to comply with rules and regulations, or insufficient cooperation. A student may terminate his/her enrollment by notifying the office of said termination in writing and satisfy all financial obligations. Any student who is absent for fourteen (14) consecutive days (approved leave of absence excluded), will be dropped. The school reserves the right to modify the rules and regulations and will advise the student of any modifications.

REFUND POLICY

Graduate America College maintains a refund policy as mandated by the State of Texas. The policy applies to all terminations for any reason, by either partying including failure to enter the course of training, withdrawal from the course of training, or termination from the course of training before the competition date.

The refund policy will apply to tuition and fees as contracted on the enrollment agreement. Other charges to the student for books, kit, supplies, sales tax, or debts to the school incurred by the student will be itemized separately. However, once a student takes possession of any books, kit, or supplies, they may not return any of these items for credit.

Official cancellation or withdrawal shall occur on:

- Postmarked date or written date delivered to school in person
- Date of verbal communication of intent to withdraw. However, student must still deliver written information to the school

- Failure to return from Leave of Absence on date scheduled for return to institution
- Last documented date of attendance (approved leave of absence excluded) if on the 10th day of a student's consecutive absence, the school has determined that the student will not be returning

A student is entitled to a full refund of all monies paid by student if:

- A student cancels his/her contract in writing before no later than midnight of the third business day (excluding weekends and holidays) after signing contract, regardless of whether or not the student has started training
- The enrollment of the student was procured as a result of a misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school.

A student is entitled to a partial refund:

- If a student cancels his/her contract in writing after the third business day after signing contract and has not started training, he/she shall be entitled to a refund of all monies paid less a \$100 withdrawal/termination fee.

The following schedule of Total Tuition is owed to the school by the student if he/she begins a course of training and withdraws or is terminated by the school after the expiration of the cancellation period:

- During the first week or first one-tenth of the course, whichever is less.....10%
- After the first week, but within the first three weeks.....20%
- After the first three weeks but before completing 25% of the clock hours in the course.....25%
- After completing 25% but before completing 50% of the clock hours in the course.....50%
- After completing 50% of the clock hours in the course.....100%

In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will consider a settlement due to “mitigating” circumstances.

Any refund owed must be paid within 30 days of formal cancellation or termination.

In the event of school closure, the Department of Licensing and Regulation shall attempt to arrange for students to attend another private beauty culture school (Section 1602.463). If the student cannot be placed in another school, the student’s tuition and fees shall be refunded under the Department of Licensing and Regulation refund policy Section 1602.458. If a student does not accept a place that is available and reasonable in another school, the student’s tuition and fees shall be refunded on a pro-rata basis; or apply the Teach-Out policy as documented on page 18 of this catalog.

If a course is canceled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall at its option: (1) Provide a full refund or all monies paid; or (2) Provide completion of the course.

If a school cancels a course after students have enrolled, the school shall at its option: (1) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (2) provide completion of the course, if possible; or (3) provide a full refund of all monies paid; or (4) apply the Teach-Out policy as documented on page 18 of this catalog.

RETURN OF TITLE IV FUNDS POLICY

The return of Title IV funds policy applies to students who withdraw (officially, unofficially or fail to return from a Leave of Absence) or are dismissed from enrollment. It is separate and distinct from the institution’s School Refund Policy in the institution’s catalog and on the contract. Therefore, the student may still owe money to the institution to cover unpaid institutional charges. The school may also attempt to collect, from the student, any Title IV program funds that the institution was required to return.

The institution has up to ten (10) determination days from the last day of a student’s attendance to determine if a student should be considered withdrawn. If a student is considered withdrawn, the withdrawal date will be the student's last day of attendance.

R2T4 (Return to Title IV) calculations is based on the student’s withdrawal date. The Institution has 45 days from the date of determination that the student withdrew to return all unearned funds for which it is responsible. The institution is required to notify the student (or parent, in the case of a PLUS loan), if they owe a repayment, by written notice.

Earned Aid:

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to 60 % point in the period of enrollment (payment period). Title IV is viewed as 100% earned after that point in time. In accordance with Federal Regulations, when Title IV Financial Aid is involved, the calculated amount of the R2T4 funds is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans

- Federal PELL Grants
- Federal Iraq and Afghanistan Service Grant program

Withdrawal before 60%:

The institution must perform a R2T4 calculation to determine the amount of aid earned up through the 60% point of the current *payment period*. The institution will use the Department of Education’s prorated schedule to determine the amount of R2T4 funds earned by the student at the point of withdrawal.

Withdrawal after 60%:

After the 60% point of the current *payment period*, a student has earned 100% of Title IV funds that they were scheduled to receive during the period. However, the institution must still perform a R2T4 calculation to determine the amount of aid the student has earned.

For a student who withdraws after the 60% of the enrollment period, there are no unearned funds. However, the institution will determine if the student is eligible for a post-withdrawal disbursement.

Post Withdrawal:

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student’s (or parent in the case of a PLUS loan) permission before the funds can be disbursed. In case of a loan, the student (or parent in the case of a PLUS loan) may choose to decline some or all of the funds to avoid incurrence of additional debt. The institution may automatically use all or a portion of the post-withdrawal disbursement, for tuition, fees, and institutional charges. For all other charges, the institution will need permission from the student’s (or parent in the case of a PLUS loan) to use the post-withdrawal disbursement. If permission is declined, the funds will be offered to the student. However, it may be in the best interest of the student to give the institution the permission in order to reduce their incurred debt.

The institution must advise the student’s (or parent in the case of a PLUS loan) that they have fourteen (14) calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the institution will return any earned funds that the institution is holding to the Title IV programs within 45 days of the date the school determined that the student withdrew. Once the school has received confirmation from a student or parent, in case of a PLUS Loan, that he or she wants to receive the post-withdrawal disbursement of loan funds, the institution must make the post-withdrawal of Title IV loan proceeds within 45 days but no later than 180 days after the date of the institution’s determination that the student withdrew.

If the institution is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student (or parent in the case of a PLUS loan) must be repaid in accordance with the terms of the promissory note. That is, the student (or parent in the case of a PLUS loan) makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment or over-award. Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In that notification, the student will be informed of the following items:

- 1) The student owes an overpayment of Title IV funds.
- 2) The student’s eligibility for additional Title IV funds at any school will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.
- 3) There are three positive actions the student can take to extend his or her eligibility for Title IV funds beyond 45 days:
 - a) The student may repay the overpayment in full to the school.
 - b) The student may sign a repayment agreement with the school. Two years is the maximum time a school may allow for repayment. The school immediately refers for collection (to the Default Resolution Group) any student who violates the terms of the repayment agreement (including failing to repay the full amount within two years). The Department may take enforcement action against schools that fail to refer students for collection as required by the regulations.
 - c) The student may sign a repayment agreement with the Department.
- 4) If the student fails to take one of the positive actions during the 45-day period, the school will report the student’s overpayment to NSLDS and refer the student to the Default Resolution Group for collection.

Example of Calculation:

1. Determine the percentage of Title IV aid earned by the student by taking the clock hours the student was scheduled to complete in the payment period by the total clock hours in the payment period (excluding breaks of 5 days or more and days that the student was on an approved LOA)

69 (scheduled hours = 15.3% of completed clock hours)
450 (total hours)

2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times (x) the total of the Title IV aid disbursed + the Title IV aid that could have been disbursed for the payment period.

15.3% X \$2,775.00 = 424.575 or \$425.00 (amount of aid earned by the student)

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a post-withdrawal disbursement will be calculated. If the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

If you would like additional examples of the worksheets, contact the Financial Aid Office.

The institution's responsibilities, in regards to the return of Title IV funds are as follows:

- Providing students with the information given in this policy
- Identifying students who are affected by this policy and completing the Return of Title IV Funds (R2T4) calculation for those students
- Returning any Title IV funds that are due the Title IV programs.

The Student's responsibilities, in regards to the return of Title IV funds are as follows:

- Returning to Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for, via the R2T4 calculation
- Any notification of a withdrawal should be in writing and addressed to the institution's director
- A student may rescind official notification of intent to withdraw in writing

Again, the requirements for Title IV program funds, when a student withdraws, are separate from any refund policy that the institution may have. Therefore, it is very important that you review the Institutional Refund Policy that has been provided to you and is always available upon request.

Questions regarding Title IV Program Funds? Please ask the Financial Aid Office or call the Federal Student Aid Information Center at: **1-800-4-FEDAID (1-800-3243)**

Information is also available at: Student Aid on the Web: www.studentaid.ed.gov

This policy is subject to change at any time and without prior notice.

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT

Graduate America College operates under the Family Education Rights and Privacy Act of 1974 (FERPA).

A student's file may only be accessed by the student, the parent or guardian of a dependent minor student, an employee of the school, the state regulatory department, the United States Department of Education, or the National Accrediting Commission of Career Arts and Sciences. Information contained in a student's file will be provided in person or by email upon request by one of the approved persons/entities described above. A third party, other than those listed above, will be granted access to the specific information cited in a student's written release upon the school's receipt of the signed written release. A signed release must be received each time a student would like a third party to receive access to specific information. Graduate America College reserves the right to refuse review of records containing information excluded from FERPA's definition of education records and financial information about a student's parents. The institution maintains a record of all release forms and requests for information.

TITLE IX REPORTING

Any person that has witnessed or experienced gender-discrimination, sexual harassment, or sex violence can file a complaint. Graduate America College takes every report seriously, investigates the complaint, and works to protect the complainant and quickly find resolution. There are several ways to file a complaint dependent on which agency you would like to submit the report to. Often, the differing agencies will cooperatively work to investigate and resolve the situation.

Contact one or more of the following with your complaint:

Tami Ngo, Director
(972) 530-1103 | tami.ngo@ibc3.edu

Yary Carrillo, Administrator
(972) 530-1103 | yary.carrillo@ibc3.edu

Garland Police Office
1891 Forest Lane
Garland, TX 75042
(972) 485-4840 | EMERGENCY: dial 911

An investigation plan is put into immediate action once you file a complaint. This may or may not include the following:

- Interview with the reporter
- Interview with the witness(es)
- Interview with the perpetrator
- Hearing
- Reported resolution

Graduate America College team will work to ensure your privacy and confidentiality is maintained as governed by the law. Title IX law states that the college is to take immediate action when a complaint is made into both investigation of the case as well as to protect the complainant. Graduate America College team will meet with each individual to determine necessary protective steps needed.

DISTANCE EDUCATION POLICY

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. The interaction with the Instructor will be validated by regular measurable participation (clock hours) in the academic program. Participation will be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. A distance education assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be found in the student file.

In addition, the modules used for Distance Education will be the program's textbook combined with Milady's Mindtap web portal (www.cengage.com/student) or similar applications. Online attendance will be facilitated through Zoom® Online Meetings, GoogleMeet® or similar application.

Students will be advised before the institution engages in Distance Education regarding the modules used, the schedule, how to report to the institution, how the clock hours for theory instruction will be allocated, and how the students will be assessed.

The contents of distance education and the approximate number of applicable hours are detailed in the Course Student inserts found within this catalog.

Students have the option of 100% on campus (in-person) and no online/distance education.

TEACH-OUT PLAN

If the Institution closes permanently and ceases to offer instruction after student have been enrolled, or if a program is cancelled after students have enrolled, this Teach Out Plan will comply with the following requirements including the use of a Teach-Out Agreement. The Institution acknowledges that in the event of an actual planned closure, the Institution:

1. Will determine the date the last student should complete their course and will remain open until that date.
2. Will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
3. Will notify MSA-CESS in accordance with Section 4.12 of the MSA-CESS Rules of Practice and Procedure.
4. Will provide MSA-CESS a list of the students who were enrolled at the time of the Closure announcement, including arrangements made for each student.

5. Will put all relevant information regarding the Closure on its website and all social media customarily used by the Institution to communicate with the students and/or public.
6. Will submit to MSA-CESS copies of all notifications sent to students relating to the institution's closure or teach-out options.
7. Will comply with all State or Federal laws regarding record maintenance.
8. Will provide to MSA-CESS and all enrolled students the details of where student files will be kept and the contact information of the person responsible for the student files.
9. Will provide to all enrolled students a list of accredited schools within 50 miles and/or provide to all enrolled students a copy of MSA-CESS "How to Locate an Accredited Institution Within Your Field of Study" document.

In the event of an actual planned closure, enrolled students may have the choice between (1) one of the following (2) two following options based on the Institution's discretion:

Option 1 – Transfer to another accredited institution under a Teach-Out Agreement

The Institution acknowledges that in under the terms of a Teach-Out Agreement, the Institution:

1. Will enter into agreement with another accredited Teach-Out institution that has the necessary experience, administrative capacity and capability, resources, and student support services as required by MSA-CESS in order to provide an educational program that is of acceptable quality and is reasonably similar in structure to that of the Closing Institution, while being able to carry out its mission and meet all obligations to the existing students.
2. Will enter into agreement with another accredited Teach-Out institution and that is located within 50 miles radius of the Closing Institution so as to not require students to travel for substantial distances.
3. Will enter into agreement with another accredited Teach-Out institution that is not under investigation for or is subject to an action concerning any issue related to academic quality misrepresentation, fraud, or other severe matters by a law enforcement agency.
4. Will enter into agreement with another accredited institution that is not subject to a Teach-Out itself.
5. Will ensure that the Teach-Out institution will provide students with information about additional charges, if any.
6. Will provide to MSA-CESS a copy of the catalog and enrollment agreement for each of the Institutions that will receive students under the Teach-Out Agreement.
7. Will provide to MSA-CESS a copy of each Teach-Out Institution's license issued by the State's regulatory agency.
8. Will provide to MSA-CESS any additional information that is applicable.
9. Will provide to MSA-CESS a Teach-Out Agreement at least 30 days prior to the Closure Date.
10. Will comply to all the requirements of the MSA-CESS Teach-Out Agreement Checklist.
11. Will provide to all enrolled students a clear statement of current hours, grades, student account balance, and additional charges, if any accrued at the Closing Institution.
12. Will provide to all enrolled students a clear statement of the tuition and fees of the education program and the number and types of credits or clock-hours that will be accepted by the Teach-Out Institution.

Option 2 – Pro Rata Refund

In the event that the Institution is not able to enter into agreement with another Teach-Out Institution that complies to all the requirements of a Teach-Out Agreement, the Institution:

1. Will complete a pro-rata refund calculation for each enrolled student
2. Will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
3. Will offer each enrolled student a refund in the form of a check.

COURSES OF STUDY– Attached as Insert 1 hereto

RULES AND REGULATIONS – Attached as Insert 2 hereto

UNIFORM CODE – Attached as Insert 3 hereto

COMPLETION, LICENSURE AND PLACEMENTS RATES – Attached as Insert 4 hereto

CAMPUS SECURITY REPORT – Attached as Insert 5 hereto

INSERT 1A
Cosmetology Course of Study

- I. Course Title – Cosmetology – 1,000 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Cosmetology Course is to:
 - 1. Train students in theory and practical procedures in preparation for the job market.
 - 2. Train students in proper working habits in respect to sanitation, health and safety procedures.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Cosmetology.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Cosmetology field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one's self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of beauty treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Cosmetology.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 7. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Cosmetology profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
 - F. Distance Education Modules, when applicable
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory. If a student retakes an exam, the filing grade and retake grade will be averaged.
 - B. Students must maintain a "C" average on all practical procedures.
 - 1. From 1-749 hours of quality work will be primary grade factor
 - 2. From 750-1000 time will be the primary factor
 - 3. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Standard Textbook of Cosmetology - Milady
- VIII. Content of Course
 - A. Orientation 40 Hours (20 hours max by Distance Ed)
 - 1. School Rules and Regulations
 - 2. Professional and Personal Development
 - 3. Professional Ethics
 - 4. Hygiene and Good Grooming
 - 5. Employee/Customer-Employee/Employer Relationship
 - 6. Business and Salon Operations
 - B. Sanitation Safety and First Aid 27 Hours (13 hours max by Distance Ed)
 - 1. Sanitation and prevention of microorganisms
 - 2. Bacteria and viruses
 - 3. Disinfectants and sterilization
 - 4. Handling hazardous waste materials
 - 5. How to prevent cross-contamination using the proper equipment and tools
 - 6. TDLR Rules and Regulations
 - C. Shampoo and Related Theory 67 Hours (33 hours max by Distance Ed)
 - 1. Shampoo
 - 2. Product Knowledge, Use, and Safety
 - 3. Practical Application of Shampooing
 - D. Hair and Scalp 33 Hours (16 hours max by Distance Ed)
 - 1. Scalp Treatment and Manipulations
 - 2. Hair Treatments
 - 3. Skin and Scalp
 - 4. Disorders of the Hair and Scalp

5. Electricity	
E. Permanent Waving and Related Theory	167 Hours (83 hours max by Distance Ed)
1. Product Knowledge, Use, and Safety	
2. Selecting Correct Perm	
3. Analysis of Hair and Scalp	
4. Section and Wrapping	
5. Alkaline vs. Acid	
6. Relaxers-Thio and Sodium Hydroxide	
7. Practical Application of Relaxers	
F. Hair Coloring and Related Theory	133 Hours (66 hours max by Distance Ed)
1. Product Knowledge, Use, and Safety	
2. Analysis of Hair and Scalp	
3. Law of Color	
4. Types of Color	
5. Practical Application of Color	
G. Nail Technician and Related Theory	67 Hours (33 hours max by Distance Ed)
1. Product Knowledge, Use, and Safety	
2. Nail Technician and Pedicures	
3. The Nail and Disorders	
4. Hand and Arm Massage	
5. Foot and Leg Massage	
6. Artificial Nails	
7. Nail Art	
H. Estheticians and Related Theory	33 Hours (16 hours max by Distance Ed)
1. Product Knowledge, Use, and Safety	
2. Estheticians and Related Theory	
3. Skin and Disorders	
4. Superfluous Hair Removal	
5. Lash and Brow Tinting	
6. Practical Application of Esthetician Make-up	
I. Hair Cutting and Related Theory	167 Hours (83 hours max by Distance Ed)
1. Implements, Their Use, and Safety	
2. Bone Structure	
3. Basic Shaping with Razor and Scissors	
4. Thinning and Tapering	
J. Hair Styling and Related Theory	133 Hours (66 hours max by Distance Ed)
1. Product Knowledge, Use, and Safety	
2. Line and Design	
3. Pin Curls	
4. Finger Waves	
5. Roller Placement	
6. Style Patterns	
7. Thermal Iron Curling	
8. Blow Drying and Styling	
K. Comb-Outs	33 Hours (16 hours max by Distance Ed)
1. Hair Styling Techniques	
2. Back Combing/Brushing Techniques	
3. Creative Comb-Outs	
L. Chemistry and Anatomy	50 Hours (25 hours max by Distance Ed)
1. Science of Chemistry	
2. Study of Matter	
3. Chemistry of Water	
4. Chemistry of Permanent Waving	
5. Chemistry of Relaxers	
6. Chemistry of Hair Color	
7. Cosmetic Chemistry	
8. Study of Anatomy-Human Body	
M. Salon Management and Practices	75 Hours (37 hours max by Distance Ed)
1. Intro to Business and Salon Operations	
2. Facts for Opening a Salon	
3. Financial Considerations for Operating a Salon	
4. Business Operation and Personnel Management	
5. Personal and Business Taxes	

INSERT 1B
Cosmetology Crossover Course of Study

- I. Course Title – Cosmetology Crossover - 300 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Cosmetology course is to:
 - 1. Train students with barber license to the skills of cosmetology
 - 2. Train students in theory in preparation for the job.
 - 3. Train students in proper working habits in respect to sanitation, health and safety.
 - 4. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Barber field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of cosmetology treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Cosmetology.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Cosmetology profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Standard Cosmetology - Milady
 - B. Texas Barbering and Cosmetology Laws & Rules Handbook
- VIII. Content of Course
 - A. Orientation (Theory) 2 Hours (1 hour max by Distance Ed)
 - 1. School Rules and Regulations
 - 2. History of Barbering (1 hour)
 - 3. Barber Rules and Regulations (1 hour)
 - B. Anatomy and Physiology 1 Hours (1 hour max by Distance Ed)
 - 1. Review of Anatomy and Physiology
 - C. Permanent Waving and Related Theory 50 Hours (25 hours max by Distance Ed)
 - 1. Product Knowledge, Use, and Safety
 - 2. Selecting Correct Perm
 - 3. Analysis of Hair and Scalp
 - 4. Section and Wrapping
 - 5. Alkaline vs. Acid
 - 6. Relaxers-Thio and Sodium Hydroxide
 - 7. Practical Application of Relaxers
 - D. Hair Coloring and Related Theory 50 Hours (25 hours max by Distance Ed)
 - 1. Product Knowledge, Use, and Safety
 - 2. Analysis of Hair and Scalp
 - 3. Law of Color
 - 4. Types of Color
 - 5. Practical Application of Color
 - E. Cosmetology and Related Theory 50 Hours (25 hours max by Distance Ed)
 - 1. Product Knowledge, Use, and Safety
 - 2. Skin and Disorders
 - 3. Superfluous Hair Removal
 - 4. Eyelash semi-permanent extension and Brow tinting
 - 5. Practical Application of Esthetician Make-up

- F. Hair Styling and Related Theory 100 Hours (50 hours max by Distance Ed)
 - 1. Product Knowledge, Use, and Safety
 - 2. Line and Design
 - 3. Pin Curls
 - 4. Finger Waves
 - 5. Roller Placement
 - 6. Style Patterns
 - 7. Thermal Iron Curling
 - 8. Blow Drying and Styling

- G. Comb-Outs 47 Hours (23 hours max by Distance Ed)
 - 1. Hair Styling Techniques
 - 2. Back Combing/Brushing Techniques
 - 3. Creative Comb-Outs

INSERT 1C
Esthetician Course of Study

- I. Course Title – Esthetician Course – 750 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Esthetician Course is to:
 - 1. Train students in theory and practical procedures in preparation for the job.
 - 2. Train students in proper working habits in respect to sanitation, health and safety.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Esthetician.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Esthetician Specialist field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of beauty treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Esthetician.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 7. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Esthetician profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
 - F. Distance Education Modules, when applicable
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Milady's Standard Esthetics: Fundamentals
- VIII. Content of Course
 - 1. Orientation & Texas Occupations Code Chapter 1602 50 Hours (25 hours max by Distance Ed)
 - 2. School Rules and Regulations
 - 3. History of skin care and cosmetics
 - 4. Career opportunities
 - 5. Visual impressions
 - 6. Professional and Personal Development
 - 7. TDLR Rules and Regulations
 - B. Sanitation Safety and First Aid 40 Hours (20 hours max by Distance Ed)
 - 1. Sanitation and prevention of microorganisms
 - 2. Bacteria and viruses
 - 3. Disinfectants and sterilization
 - 4. Handling hazardous waste materials
 - 5. How to prevent cross-contamination using the proper equipment and tools
 - C. Anatomy and Physiology 90 Hours (45 hours max by Distance Ed)
 - 1. Skull and neck bones
 - 2. Functions of esthetician and neck bones
 - 3. Nerves throughout the face and neck
 - 4. Tissues and their functions
 - 5. Lymphatic system
 - D. Chemistry 50 Hours (25 hours max by Distance Ed)
 - 1. Elements of basic chemistry
 - 2. Cosmetic ingredients
 - E. Electricity, Machines, and Related Equipment 75 Hours (37 hours max by Distance Ed)
 - 1. Flow of electricity
 - 2. Direct and alternation current
 - 3. Machines used in skin analysis

4.	Machines used in skin care treatment	
5.	Maintenance of each machine	
F.	Care of client consultation/analysis	50 Hours (25 hours max by Distance Ed)
1.	Skin types and treatment	
2.	Skin conditions	
3.	Genetics role in skin treatment	
4.	Health analysis	
5.	Fitzpatrick Scale	
G.	Esthetician Treatment	225 Hours (112 hours max by Distance Ed)
1.	Products used in esthetician and room setup	
2.	Product Knowledge, Use, and Safety	
3.	Deep cleansing, exfoliation and extractions	
4.	Mask therapy	
5.	Massage movements	
6.	Benefits of estheticians	
7.	Esthetician with machine	
8.	Men's facials	
H.	Superfluous Hair Removal	25 Hours (12 hours max by Distance Ed)
1.	Morphology	
2.	General categories of hair removal	
I.	Aromatherapy	15 Hours (7 hours max by Distance Ed)
1.	Product Knowledge, Use, and Safety	
2.	Functions of essential oils	
J.	Nutrition	10 Hours (5 hours max by Distance Ed)
1.	Proteins, fats and carbohydrates	
2.	Nutrition and Health of the skin	
K.	Color Psychology	10 Hours (5 hours max by Distance Ed)
1.	Primary colors	
2.	Complementary colors	
3.	Color temperature	
L.	Make-up	75 Hours (37 hours max by Distance Ed)
1.	Product Knowledge, Use, and Safety	
2.	Make-up techniques	
3.	Face shapes	
4.	Eye shapes and connection techniques	
5.	Choosing a make-up product collection	
6.	Eyelash Systems	
M.	Management	35 Hours (17 hours max by Distance Ed)
1.	Opening a salon	
2.	Business administration	
3.	Operations and personnel management	
4.	Customer relations	
5.	Résumé Writing	

INSERT 1D
Nail Technician Course of Study

- I. Course Title – Nail Technician – 600 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Nail Technician Course is to:
 - 1. Train students in theory and practical procedures in preparation for the job market.
 - 2. Train students in proper working habits in respect to sanitation, health and safety.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Nail Technician.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Nail Technician field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of Nail Technician treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Nail Technician.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 7. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Nail Technician profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Practical worksheets and theory workbook
 - E. Illustrations
 - F. Written and practical examinations
 - G. Distance Education Modules, when applicable
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Monthly practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of basics and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Milady's Standard Nail Technology
- VIII. Content of Course
 - A. Orientation 15 Hours (7 hours max by Distance Ed)
 - 1. School Rules and Regulations
 - 2. Professional and Personal Development
 - 3. Professional Ethics
 - 4. TDLR Rules and Regulations
 - B. Equipment, Implements, and Supplies 15 Hours (7 hours max by Distance Ed)
 - C. Procedures 320 Hours (160 hours max by Distance Ed)
 - 1. Product chemistry, knowledge, use, and safety
 - 2. Basic manicure and pedicure
 - 3. Oil manicure
 - 4. Removal of stains
 - 5. Repair work
 - 6. Hand and arm massage
 - 7. Buffing
 - 8. Application of polish
 - 9. Application of artificial nails
 - 10. Application of cosmetic fingernails preparation to build new nail
 - 11. Application of nail extensions:
 - a. Sculptured nails
 - b. Tips
 - c. Wraps
 - d. Fiberglass/gels
 - e. Odorless products

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| <ul style="list-style-type: none"> D. Anatomy and Physiology of Arms and hands 1. Bones <ul style="list-style-type: none"> a. Major bones b. Functions 2. Muscles <ul style="list-style-type: none"> a. Major muscles b. Functions 3. Nerves <ul style="list-style-type: none"> a. Major nerves b. Functions 4. Skin <ul style="list-style-type: none"> a. Structure b. Functions c. Appendages d. Conditions e. Lesions 5. Nails <ul style="list-style-type: none"> a. Structure and composition b. Growth and regeneration c. Nail irregularities d. Nail diseases | <p>70 Hours (35 hours max by Distance Ed)</p> |
| <ul style="list-style-type: none"> E. Bacteriology, Sanitation and Safety Measures 1. Sanitation <ul style="list-style-type: none"> a. Definitions b. Importance c. Rules and regulations (TDLR) d. Methods 2. Safety measures 3. Hazardous chemicals 4. Ventilation odor in salons | <p>100 Hours (50 hours max by Distance Ed)</p> |
| <ul style="list-style-type: none"> F. Professional Practices 1. Nail Technician as a profession <ul style="list-style-type: none"> a. Vocabulary b. Ethics 2. Salon procedures <ul style="list-style-type: none"> a. Hygiene and good grooming b. Professional attitudes and salesmanship c. Public relations d. Salon business management | <p>80 Hours (40 hours max by Distance Ed)</p> |

INSERT 1E
Esthetician - Nail Technician Course of Study

- I. Course Title – Esthetician Nail Technician Course – 800 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Esthetician Nail Technician Course is to:
 - 1. Train students in theory and practical procedures in preparation for the job.
 - 2. Train students in proper working habits in respect to sanitation, health and safety.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Esthetician & Nail Technology.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Esthetician Specialist field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of beauty treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Esthetician & Nail Technology.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 7. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Esthetician & Nail Technician profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
 - F. Distance Education Modules, when applicable
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Milady's Standard Esthetics: Fundamentals
 - B. Milady's Standard Nail Technology
- VIII. Content of Course
 - 1. Orientation & Texas Occupations Code Chapter 1602 30 Hours (15 hours max by Distance Ed)
 - 2. School Rules and Regulations
 - 3. History of skin care and nail care
 - 4. Career opportunities
 - 5. TDLR Rules and Regulations
 - 6. Professional and Personal Development
 - B. Bacteriology, Sanitation and Safety Measures 75 Hours (37 hours max by Distance Ed)
 - 1. Sanitation
 - a. TDLR Rules and Regulations
 - 2. Approved disinfectants
 - 3. Sterilization
 - C. Safety and First Aid 40 Hours (20 hours max by Distance Ed)
 - 1. Handling hazardous waste materials
 - 2. Safety measures
 - 3. Hazardous chemicals
 - 4. Ventilation odor in salons
 - D. Anatomy and Physiology 75 Hours (37 hours max by Distance Ed)
 - 1. Bones, Muscles, Nerves
 - 2. Skin & Nails
 - a. Structure & Function
 - b. Diseases & Disorders
 - 3. Nails
 - E. Chemistry 20 Hours (10 hours max by Distance Ed)

	1. Elements of basic chemistry	
	2. Cosmetic ingredients / Nail Products Simplified	
F.	Esthetician Electricity, Machines, and Implements	50 Hours (25 hours max by Distance Ed)
	1. Flow of electricity	
	2. Direct and alternation current	
	3. Machines used in skin analysis	
	4. Machines used in skin care treatment	
G.	Nail Technology Equipment, Implements, and Supplies	40 Hours (20 hours max by Distance Ed)
H.	Care of client consultation/analysis	50 Hours (25 hours max by Distance Ed)
	1. Skin types and treatment	
	2. Skin conditions	
	3. Health analysis	
	4. Fitzpatrick Scale	
I.	Esthetician Treatment	115 Hours (57 hours max by Distance Ed)
	1. Product Knowledge, Use, and Safety	
	2. Deep cleansing, exfoliation and extractions	
	3. Mask therapy	
	4. Massage movements	
	5. Facial with machine	
	6. Men's facials	
J.	Superfluous Hair Removal	25 Hours (12 hours max by Distance Ed)
	1. Morphology	
	2. General categories of hair removal	
K.	Aromatherapy	15 Hours (7 hours max by Distance Ed)
	1. Product Knowledge, Use, and Safety	
	2. Functions of essential oils	
L.	Nutrition	10 Hours (5 hours max by Distance Ed)
	1. Proteins, fats and carbohydrates	
	2. Nutrition and Health of the skin	
M.	Color Psychology	10 Hours (5 hours max by Distance Ed)
	1. Primary colors	
	2. Complementary colors	
	3. Color temperature	
N.	Make-up	50 Hours (25 hours max by Distance Ed)
	1. Product Knowledge, Use, and Safety	
	2. Make-up techniques	
	3. Face shapes	
	4. Eye shapes and connection techniques	
	5. Choosing a make-up product collection	
	6. Eyelash Systems	
O.	Nail Technology Procedures	115 Hours (57 hours max by Distance Ed)
	1. Manicures & Pedicures (Basic, Oil, Spa, etc.)	
	2. Hand and arm massage	
	3. Application of polish	
	4. Application of artificial tips	
	5. Application of overlays:	
	a. Sculptured nails	
	b. Wraps	
	c. Fiberglass/gels	
	d. Liquid Monomer & Powder Polymer	
P.	Professional Practices	60 Hours (30 hours max by Distance Ed)
	1. Esthetician - Nail Technician as a profession	
	a. Vocabulary	
	b. Ethics	
	2. Salon procedures	
	a. Hygiene and good grooming	
	b. Professional attitudes and salesmanship	
	c. Public relations	
Q.	Management	20 Hours (10 hours max by Distance Ed)
	1. Opening a salon	
	2. Operations and personnel management	
	3. Customer relations	
	4. Résumé Writing	

INSERT 1F
Eyelash Extension Course of Study

- I. Course Title – Eyelash Extension Course – 320 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Eyelash Extension course is to:
 - 1. Train students in theory and practical procedures in preparation for the job.
 - 2. Train students in proper working habits in respect to sanitation, health and safety.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Eyelash Extension.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Eyelash Extension specialist field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of beauty treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Eyelash Extension.
 - 5. Become aware of the importance of establishing methodical habits of performance.
 - 6. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 7. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Eyelash extension profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
 - F. Distance Education Modules, when applicable
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Milady's Standard Esthetics Fundamentals
 - B. The Essential Guide to Lash Extension Technology
- VIII. Content of Course
 - A. Orientation 10 Hours (5 hours max by Distance Ed)
 - 1. School Rules and Regulations
 - 2. History of Eyelash Extension
 - 3. Career Opportunities
 - 4. Professional and Personal Development
 - B. Sanitation, Disinfection, & Safety 45 Hours (22 hours max by Distance Ed)
 - 1. Bacteria and Viruses & Contagious Diseases
 - 2. Sanitation, Disinfection, Sterilization
 - 3. Disinfectants & Sterilization Methods
 - 4. Handling Hazardous Wastes
 - 5. Safety in the Salon Workplace
 - 6. First Aid
 - 7. Adverse Reactions
 - 8. TDLR Rules and Regulations
 - C. Anatomy and Physiology 10 Hours (5 hours max by Distance Ed)
 - 1. Introduction to Anatomy and Physiology
 - 2. Cell Growth
 - 3. Tissues and Main Body Systems
 - 4. Skin Structure & Function
 - 5. Disorders of the Face & Eyes
 - 6. Eyelash Growth Cycle
 - D. Chemistry 5 Hours (2 hours max by Distance Ed)
 - 1. Elements of Basic Chemistry
 - 2. Ingredients in Eyelash Extension Products

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| <ul style="list-style-type: none"> E. Care of Client Consultation / Client Analysis 1. Skin Types & Conditions 2. Eye Shapes 3. Eyelash Evaluation 4. Different Eyelash Looks 5. Selection of Different Lengths / Diameters / Curl 6. Client Communications | <p>25 Hours (12 hours max by Distance Ed)</p> |
| <ul style="list-style-type: none"> F. Eyelash Extension Application 1. Materials & Implements used in Eyelash Extension 2. Room Setup 3. Eyelash Extension Equipment 4. Eyelash Separation & Isolation 5. Single Layer Eyelash Application 6. 3D Layered Eyelash Application 7. Aftercare Procedures 8. Eyelash Extension Removal | <p>215 Hours (107 hours max by Distance Ed)</p> |
| <ul style="list-style-type: none"> G. Management 1. Opening a Salon 2. Business Administration 3. Operations and Personnel Management 4. Customer Relations 5. Licensee or Salon Owner Responsibilities 6. Résumé Writing | <p>10 Hours (5 hours max by Distance Ed)</p> |

INSERT 1G
Class A Barber (1000 Hours) Course of Study

- I. Course Title – Class A Barber - 1000 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Class a Barber course is to:
 - 1. Train students in theory and practical procedures in preparation for the job.
 - 2. Train students in proper working habits in respect to sanitation, health and safety.
 - 3. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
 - B. The course offers from basic to intermediate, theory and clinic practices in all phases of Barber.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Barber field with skill, speed and knowledge.
 - 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 - 2. Conduct each technical job assigned in an orderly and professional manner.
 - 3. Learn to select wisely, care for and use correctly commercial products related to the application of barber treatments.
 - 4. Be encouraged to keep abreast of all new and unique developments in the practice of Barber.
 - 5. Have high ideals and an attitude of willingness to cooperate with the employer and co-workers.
 - 6. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Barber profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Standard Professional Barbering - Milady
 - B. Texas Barbers Laws & Rules Handbook
- VIII. Content of Course
 - A. Orientation (Theory) 28 Hours (14 hours max by Distance Ed)
 - 1. School Rules and Regulations
 - 2. History of Barbering
 - 3. Scientific Fundamentals of Barbering
 - 4. Your Professional Image
 - a. Hygiene and Good Grooming
 - b. Professional and Personal Development
 - 5. Human Relations & Communication
 - a. Professional Ethics
 - b. Employee/Customer-Employee/Employer Relationship
 - B. TDLR Rules and Regulations 30 Hours (15 hours max by Distance Ed)
 - 1. Responsibilities of Individuals
 - 2. Health & Safety Standards
 - C. Sanitation, Disinfection, & Infection Control 30 Hours (15 hours max by Distance Ed)
 - 1. Contagious Diseases & Infections
 - 2. Sanitation, Disinfection, Sterilization
 - a. Physical & Chemical Control Agents
 - b. Disinfection Procedures & Sterilization Procedures
 - 3. Sanitary Professional Techniques
 - 4. Exposure Incident / Blood Spill
 - 5. Safety & First Aid
 - D. Anatomy and Physiology 33 Hours (16 hours max by Distance Ed)
 - 1. Introduction to Anatomy and Physiology
 - 2. Cell Growth
 - 3. Tissues and Main Body Systems
 - 4. Skin Structure & Function

E.	Chemistry	5 Hours	(2 hours max by Distance Ed)
	1. The Basics of Chemistry		
	2. PH Scale		
	3. Chemistry of Hair, Facial, Manicuring Products		
	4. Federal Agencies: EPA and OSHA		
	5. Cosmetic Preparations		
F.	Electricity	1 Hour	(1 hours max by Distance Ed)
	1. Basics of Electricity		
	2. Light Therapy		
G.	Barbering Equipment, Implements, Materials, & Products	8 Hours	(4 hours max by Distance Ed)
	1. Honing and Stropping		
H.	Disorders	7 Hours	(3 hours max by Distance Ed)
	1. Skin Disorders		
	2. Hair Disorders		
	3. Scalp Disorders		
I.	Shampoo: Related Theory & Practical	48 Hours	(24 hours max by Distance Ed)
	1. Theory of Massage of Scalp, Face, Neck		
	2. Practical Application of Shampooing		
	3. Practical Application of Cleansing		
J.	Hair and Scalp : Related Theory & Practical	3 Hours	(1 hours max by Distance Ed)
	1. Scalp Treatment and Manipulations		
	2. Hair Treatments		
K.	Hair Cutting: Related Theory & Practical	538 Hours	(269 hours max by Distance Ed)
	1. Facial & Head Shapes		
	2. Basic Shaping with Shears, Razors, Clippers		
	3. Thinning and Texturizing		
	4. Over-curly Hair		
L.	Hair Styling: Related Theory & Practical	67 Hours	(33 hours max by Distance Ed)
	1. Line and Design		
	2. Style Patterns		
	3. Thermal Iron Curling		
	4. Blow Drying and Styling		
	5. Over-curly Hair		
M.	Permanent Waving & Straightening: Practical	45 Hours	(22 hours max by Distance Ed)
	1. Section and Wrapping		
	2. Practical Application of Relaxers		
	3. Practical Application of Straightening		
	4. Practical Application of Processing		
N.	Hair Coloring: Related Theory & Practical	27 Hours	(13 hours max by Distance Ed)
	1. Law of Color		
	2. Practical Application of Color		
	3. Bleaching		
O.	Weaving & Hairpieces: Related Theory & Practical	18 Hours	(9 hours max by Distance Ed)
	1. Understanding Fake Hair		
	2. Practical Application & Arrangement		
P.	Singeing Hair	5 Hours	(2 hours max by Distance Ed)
	1. Practical Application		
Q.	Manicuring: Related Theory & Practical	5 Hours	(2 hours max by Distance Ed)
	1. Product Knowledge, Use, and Safety		
	2. The Nail and Disorders		
	3. Hand and Arm Massage		
	4. Practical Application of Manicure		
R.	Facial Treatment: Related Theory & Practical	14 Hours	(7 hours max by Distance Ed)
	1. Skin Analysis		
	2. Basic Facial		
	3. Massage Techniques		
	4. Using Facial Equipment		
S.	Shaving & Facial Design: Related Theory & Practical	67 Hours	(33 hours max by Distance Ed)
	1. Fundamentals of Shaving Theory		
	2. Understanding Mustache & Beards		
	3. Shaving & Trimming Techniques		
	4. Practical Application		
T.	Salon Management and Practices	21 Hours	(10 hours max by Distance Ed)
	1. Intro to Business and Salon Operations		
	2. Facts for Opening a Salon		
	3. Financial Considerations for Operating a Salon		

4. Business Operation and Personnel Management
5. Personal and Business Taxes
6. Salesmanship
7. Barbershop Management

INSERT 1H
Class A Barber Crossover (300 hours) Course of Study

- I. Course Title – Class A Barber Crossover - 300 hours
 - A. The course is taught in the English language.
- II. Description of Course
 - A. The purpose of the Class A Barber course is to:
 1. Train students with cosmetology license to the skills of barbering
 2. Train students in theory in preparation for the job.
 3. Train students in proper working habits in respect to sanitation, health and safety.
 4. Encourage self-reliance, initiative, professional ethics, leadership and teamwork.
- III. Performance Objectives
 - A. The degree of skill and knowledge to be achieved is such that the student, upon completion of the required hours, may enter into the Barber field with skill, speed and knowledge.
 1. Develop good habits of performing properly in the interest of safety and hygiene for one’s self and others.
 2. Conduct each technical job assigned in an orderly and professional manner.
 3. Learn to select wisely, care for and use correctly commercial products related to the application of barber treatments.
 4. Be encouraged to keep abreast of all new and unique developments in the practice of Barber.
 5. Become aware of the importance of establishing methodical habits of performance.
 6. Prepare for the State Board examinations in order to obtain a license to practice all phases of the Barber profession.
- IV. Course Format
 - A. Lecture
 - B. Demonstration
 - C. Audio-visual materials
 - D. Illustrations
 - E. Written and practical examinations
- V. Evaluation Procedures
 - A. Testing in both theory and practical
 - B. Testing after each subject
 - C. Practical evaluation sheets
 - D. Final examinations both in theory and practical at the end of course and before graduation
- VI. Required Level of Achievement
 - A. Students must maintain a 70% average in Theory.
 - B. Students must maintain a "C" average on all practical procedures. (Please refer to the Satisfactory Progress Policy for additional requirements.)
- VII. Text books
 - A. Standard Professional Barbering - Milady
 - B. Texas Barbers Laws & Rules Handbook
- VIII. Content of Course

<ul style="list-style-type: none"> A. Orientation (Theory) <ol style="list-style-type: none"> 1. School Rules and Regulations 2. History of Barbering (1 hour) 3. Barber Rules and Regulations (1 hour) B. Anatomy and Physiology <ol style="list-style-type: none"> 1. Review of Anatomy and Physiology C. Barbering Equipment, Implements, Materials, & Products <ol style="list-style-type: none"> 1. Honing and Stropping D. Men’s Hair Cutting: Related Theory & Practical <ol style="list-style-type: none"> 1. Facial & Head Shapes 2. Basic Shaping with Shears, Razors, Clippers 3. Thinning and Texturizing 4. Practical Application of Haircutting & Tapering E. Shaving & Facial Design: Related Theory & Practical <ol style="list-style-type: none"> 1. Understanding Facial Structure 2. Fundamentals of Shaving 3. Shaving Techniques 4. Practical Application of Shaving F. Beard & Mustache Design: Related Theory & Practical <ol style="list-style-type: none"> 1. Design Techniques 2. Trimming Techniques 3. Practical Application of Beard and Mustache Design G. Shampoo: Review <ol style="list-style-type: none"> 1. Product Selection 2. Practical Application of Shampooing H. Hair Styling: Review 	<ul style="list-style-type: none"> 2 Hours (1 hour max by Distance Ed) 1 Hour (1 hour max by Distance Ed) 5 Hours (2 hours max by Distance Ed) 170 Hours (85 hours max by Distance Ed) 55 Hours (27 hours max by Distance Ed) 36 Hours (18 hours max by Distance Ed) 3 Hours (1 hours max by Distance Ed) 4 Hours (2 hours max by Distance Ed)
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|---|--------------------------------------|
| 1. Blow Drying and Styling | |
| I. Permanent Waving: Review | 6 Hours (3 hours max by Distance Ed) |
| 1. Section and Wrapping | |
| 2. Practical Application of Waves & Relaxers | |
| J. Hair Coloring: Review | 6 Hours (3 hours max by Distance Ed) |
| 1. Types of Color | |
| 2. Practical Application of Color | |
| K. Manicuring: Review | 6 Hours (3 hours max by Distance Ed) |
| 1. Hand and Arm Massage | |
| 2. Practical Application of a Men's Manicure | |
| L. Facial Treatment: Review | 6 Hours (3 hours max by Distance Ed) |
| 1. Skin Analysis | |
| 2. Basic Facial | |
| 3. Massage Techniques | |
| 4. Using Facial Equipment | |
| 5. Practical Application of Facial Treatments | |

INSERT 2

RULES AND REGULATIONS

I UNDERSTAND THOROUGHLY THAT THESE RULES AND REGULATIONS ARE SET FORTH HEREON FOR THE SOLE PURPOSE OF INSURING THAT I RECEIVE ADEQUATE INSTRUCTIONS, TRAINING AND FLOOR WORK WHEREBY I MAY BE FULLY QUALIFIED TO PERFORM THE DUTIES AS A PROFESSIONAL IN THE COSMETOLOGY INDUSTRY.

1. I will dress in accordance with the school's dress code.
2. I will attend school as scheduled in my contract and school's SATISFACTORY PROGRESS POLICY. MAKE-UP HOURS WILL ONLY BE ALLOWED IF I AM FOLLOWING MY SCHEDULE. I UNDERSTAND THAT I MUST OBTAIN PRIOR PERMISSION FROM ADMINISTRATION BEFORE COMPLETING ANY EXTRA HOURS OTHER THAN SCHEDULED. PART-TIME STUDENTS ARE NOT ALLOWED MORE THAN 30 HOURS PER WEEK.
3. All absences are considered unexcused unless the student is on Leave of Absence that has been previously approved by the Director of Education.
4. I must be clocked in and present before 10:00AM of any school day. Tardiness will only be excused with a valid doctor's note or if I let the administrators know before clocking in after 10:00AM.
5. I understand that I will be assigned a DAILY SANITATION DUTY that MUST BE COMPLETED BEFORE I LEAVE FOR THE DAY. I will also get permission from my instructor if it is necessary to leave for any reason.
6. I am responsible for clocking in and out when entering or leaving school including my lunch break. I WILL CHECK MY TIME CARD AT THAT TIME TO MAKE SURE TIME WAS PROPERLY RECORDED. NO CORRECTIONS TO TIME CARDS ARE ALLOWED PER THE TEXAS DEPARTMENT OF LICENSING AND REGULATION.
7. IF I AM CAUGHT CLOCKING ANOTHER STUDENT'S TIME CARD, I UNDERSTAND THAT THIS WILL BE GROUNDS FOR DISMISSAL!
8. I MUST GET PERMISSION FROM MY INSTRUCTOR BEFORE GETTING PERSONAL SERVICES. Personal services can only be done after all clients have been serviced. NO PERSONAL SERVICES WILL BE DONE UNTIL AFTER 2:00 PM ON SATURDAYS.
9. CELL PHONES WILL NOT BE ALLOWED ON THE CLINIC FLOOR OR DURING CLASSROOM INSTRUCTION. The "RINGER" must be turned off or placed in the "Vibrate" Mode
10. I fully understand it is my responsibility to protect all my personal property issued by the school or brought in by me. School owned lockers are available; however, I must furnish the lock. The lockers must be cleaned out with 30 days of my graduation or termination date.
11. STEALING WILL NOT BE PERMITTED! I UNDERSTAND THAT IF I AM CAUGHT STEALING, NOT ONLY WILL I BE IMMEDIATELY EXPELLED FROM SCHOOL, BUT THE POLICE WILL BE NOTIFIED AS WELL!
12. I will not borrow or use ANYTHING BELONGING TO ANOTHER STUDENT WITHOUT THEIR PERMISSION. I will be responsible for any damages done to their property.
13. I will comply with all the rules of personal hygiene, and sanitation. All bottles will be labeled and placed in their proper place after use. I will clean and clear my station, including my mirror, of all equipment daily before departing from school. I will assist in the care and cleaning of all other areas of the school as assigned.
14. I will, at all times, maintain the proper attitude. I will not gossip or directly or indirectly create any discord. (If you can't say anything good, don't say anything.) I will not discuss other students or give out any student phone numbers.
15. I will not refuse client tickets. I understand SUSPENSION could be the result of my refusing to do or complete any assigned project. I will conduct myself in a professional manner while doing client services. I will not discuss my personal problems with clients.
16. I will not conduct myself in any immoral manner, drink or use ALCOHOLIC BEVERAGES or DRUGS. I will not use profanity or tell off colored stories.
17. I will not SMOKE anywhere in the school nor EAT OR DRINK on the CLINIC FLOOR or in the MANICURE ROOM or ESTHETICIAN ROOM.
18. I will not go behind the cashier's counter without permission from a staff member.
19. I am not allowed in any other department, other than my own, without permission.
20. I will not go into any school office without permission from a staff member. THE SCHOOL OFFICES ARE USED FOR CONDUCTING THE BUSINESS OF THE SCHOOL. THEY ARE NOT DESIGNED FOR A STUDENT LOUNGE.

21. I understand that any VISITORS I may have, will call for me at the FRONT DESK. Visitors are not allowed beyond this point without permission. PERSONAL PHONE CALLS ON SCHOOL'S PHONE ARE LIMITED TO NOT MORE THAN 3 MINUTES. EXCESSIVE PHONE USE COULD RESULT IN MY BEING SENT HOME. I WILL NOT INTERRUPT MY TRAINING AT ANY TIME FOR VISITORS OR PHONE CALLS. Remember that cell phone rules still apply.
22. I will not talk to other students if it interrupts their training.
23. I understand that a record will be maintained at all times as to my attitude, promptness, attendance, and ability.
24. I understand it is my responsibility to check with my INSTRUCTOR for make-up tests and projects missed due to absences and complete them.
25. I will only seek instructions on a project from the instructor assigning it. When I am not sure of proper procedure I will call the INSTRUCTOR, NOT ANOTHER STUDENT.
26. I will, PRIOR TO GRADUATION, complete all written exams, practical and clinical requirements.
27. I will pay my tuition promptly as set forth in my contract. ALL TUITION MUST BE PAID BEFORE I CAN GRADUATE OR OTHER ARRANGEMENTS HAVE BEEN MADE THEREFORE.
28. I will check channel 4 for any announcements concerning school closings due to inclement weather.
29. I will bring my supply kit to each and every class.

I UNDERSTAND A COPY OF THESE RULES AND REGULATIONS WHICH HAVE BEEN EXPLAINED TO ME AND I AGREE TO, *BY MY SIGNATURE*, WILL BE PLACED IN AND BECOME A PART OF MY ACADEMIC FILE.

Students Signature

(date)

THESE RULES AND REGULATIONS MAY BE MODIFIED AT SCHOOL'S OPTION.

INSERT 3

**CURRENT RATES OF COMPLETION,
LICENSING AND JOB PLACEMENTS**

**PER THE NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS AND SCIENCES**

Overall

	Graduation	Placement	Licensure
2022	90.63%	70.11%	100.00%
2021	97.1%	65.4%	100.00%
2020	86.8%	76.09%	100%
2019	85.0%	72.55%	100.00%
2018	86.67%	83.33%	92.45%
2017	82.11%	62.82%	100.00%
2016	90.00%	70.37%	97.44%
2015	83.02%	70.45%	88.57%
2014	85.71%	70.83%	100.00%
2013	83.87%	65.36%	100.00%
2012	93.33%	64.29%	100.00%
2011	90.00%	70.59%	100.00%
2010	82.98%	72.22%	100.00%
2009	82.22%	70.73%	100.00%
2008	73.53%	66.67%	96.55%

By Program

	2022 Cohort Rates		
	Graduation	Placement	Licensure
Cosmetology	79.17%	68.42%	100.0%
Esthetician	93.94%	70.97%	100.0%
Esthetician – Nail Technician	85.71%	66.67.0%	100.0%
Nail Technician	96.15%	65.0%	100.0%
Eyelash Extension	100%	75.0%	100.0%

Average Grade Point & Attendance by Program

1/1/2022 - 12/31/2022		
	Avg Exams	Avg Attn
Cosmo	90.1	98.1%
Esth-Nail	95.7	97.7%
Esth	89.2	100.0%
Eyelash	97.2	94.5%
Nail	81.0	97.9%

INSERT 4

CAMPUS SECURITY REPORT

This report is to inform you of the procedures to follow in reporting emergencies and crimes on campus. The Director, all Instructors, and staff will serve as Campus Security Personnel.

Any and all suspicious activities, crimes, or other security problems should be reported immediately to an available staff member. This person will then take action suites to the nature of the reported activity.

Written reports will be made when appropriate and kept in the school files. When it is deemed necessary by the school personnel, outside help (Police, Sheriff, Federal Officers, etc.) will be called in. School officials will cooperate in every way possible with any investigation conducted by these entities.

Please note the School Policy prohibits use, sale, or possession of illegal drugs on school property or at school functions. Alcohol violations or drinking by underage persons will not be tolerated.

Any student or employee with alcohol or drug problems will be referred to a local center for treatment.

As required by Federal Law, we show below all reported occurrences of criminal activities on campus for the last three years.

	06/30/19 - 07/01/20	06/30/20 - 07/01/21	06/30/21 – 07/01/22	06/30/22 – 07/01/23
Murder	0	0	0	0
Sex Offenses, forcible & non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violation	0	0	0	0
Weapons Possessions	0	0	0	0
Hate Crimes	0	0	0	0
Violent Acts Against Women	Not reported	0	0	0