

East Texas Cosmetology College

Program Catalog
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Welcome

To the East Texas Cosmetology College

Dear Future Professional,

I am thrilled to be one of the first to welcome you not only to the East Texas Cosmetology College, but also to the beauty profession as a whole - so welcome! You will learn so much in this profession, both from the people around you and from your potential clients, and I'm so excited you chose our program to prepare you.

Here at the East Texas Cosmetology College, we offer all of our students with state of the art curriculums in the heart of Deep East Texas. Our curriculums include general cosmetology, esthetics, manicures, eyelash extension, and an instructor program. Our top notch administrators are passionately committed to providing you with a solid educational foundation while empowering you in pursuit of your own personal brand of excellence. We offer a fun, interactive, and collaborative learning environment that will empower you to act as a future salon professional. With an environment like that, everyone gets the opportunity to enjoy the experience!

This catalog has been specifically designed to answer any and all questions you may have about our program and our curriculums, but if you have any further questions, don't hesitate to call or to speak with one of our administrators. Congratulations on taking this life changing step, and welcome to the East Texas Cosmetology College!

History

Michelle Oliver opened the East Texas Cosmetology College on September 6th, 2016 with her husband, Zachary Oliver. When the school first opened, the only program offered was the cosmetology program, but have since established esthetics, manicure, eyelash extension, and instructor programs. The East Texas Cosmetology College underwent a name change in 2018 to the East Texas Cosmetology College that was more encompassing of the growing programs offered. Because the college is new, its facilities and materials are also new and are geared towards a more modern approach of beauty and esthetics. The school is owned by: East Texas Cosmetology Center, LLC (Michelle Oliver 50%, Zachary Oliver 50%).

Mission Statement

Our mission is to educate, motivate, and prepare students for careers in cosmetology-related fields

Philosophy

We are passionately committed to providing a solid educational foundation while empowering students in their pursuit of excellence. Our philosophy is simple: When people come first, success will follow.

In order to provide this foundation, we have created a fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect of these guidelines.

When people come first, success will follow.

Administrative Staff and Faculty

Michelle Oliver embarked on her journey of cosmetology in 2005. She owned and ran *A Wild Hair Salon* and currently runs *Oliver and Company* salon. In September of 2016, she opened ETC College as a haven for all students to chase their dreams of cosmetology. Her passion for fashion drives her to continue improving this school and providing the best education possible for every student who shares her love for cosmetology.

Yvonne D. Sides is a team player with many hats and has many years of experience in all aspects of public relations. She specializes in administrative coordination with the high school liaisons and parents to ensure your experience is the best. In addition to her work with ETC College, Yvonne promotes the school and its students through many outside events such as Zoo Boo and a variety of parades. She is a very integral part of what makes our school excel and believes that if one never stops learning, life will always be interesting.

Tina Glaze started her career path at age 18 and after completing her education, she worked 5 years at *Master Cuts* to hone her skills as a stylist. She then realized that teaching was where her heart was and began guiding the future generations of cosmetologists at the ETC College 11 years after leaving *Master Cuts*. While teaching the material is the highest priority to her, she desires to foster creativity and have fun in the process while ushering her students into the vast world of cosmetology.

Shere Davis began her cosmetology career in 1995 at *Kim's Colony Cosmetology College*, and after 10 years in the field, she decided to open her own salon. She continued to manage her own salon until she became a Farouk Systems Educator for CHI. Then, she returned to school to obtain her instructor's license, making several accomplishments along the way. In 2015, she received an award for excellence in education on behalf of CHI USA, and in the same year she attended the Texas Laser Institute for Laser Hair Removal. Shere continues to use her experience and knowledge to the benefit of this school.

Kimberly Ungerer began her cosmetology career in 1996 where she completed her education at Lee College in Baytown, Texas. After earning her license, she opened her own salon and worked for several years before completing her instructor coursework in 2016, while also becoming a member of the cosmetology board at Panola College in Center, Texas.

Renee Le Pruex is a licensed Esthetician and Manicurist. She has been in the industry for 5 years and has a passion for educating the students in proper sanitation and techniques.

Kalise Dickerson has 20 years experience behind the chair. She has a passion for educating and expects students to put their best work out there. Kalise is Aveda trained and works at Bella Salon in Lufkin.

Facility

The East Texas Cosmetology College is located at 3302 College Drive in Lufkin, Texas, conveniently across from Angelina College. The building is 4240 square feet and features gorgeous windows exposing the nature surrounding the facility. Visual aids, DVD players, TV monitors, Milady instructional videos, and up-to-date reading are just a few of the educational materials provided by the ETC College. The building consists of:

- * Waiting Area
- * Color Dispensary
- * Retail Area
- * Admissions Office
- * 28 Styling Stations
- * 7 Shampoo Bowls
- * 4 Dryer Chairs
- * 4 Manicure Tables
- * 3 Pedicure Chairs
- * Facial Areas
- * Bathrooms to accommodate both students and guests

Facility Operation Hours:

- * Monday-Friday 8:00am-4:30pm

Hours of Operation for Clinic Floor:

- * Monday: Theory Classes (Closed to the public)
- * Tuesday-Friday: 9:00am-4:00pm
- * Part time classes are on Monday, Wednesday, and Friday from 8:00am to 4:30pm
- * Lunch breaks are thirty minutes only and approved by floor instructor. Students must clock out and back in.

Admissions

What You Need To Succeed

We will help you develop a sense of form and artistry, as well as teach you how to effectively deal with the public. Be aware that this work can be arduous and physically demanding, but we are here to help and guide you the whole way.

Physical Demands

Know that in your chosen field, you will be expected to stand for long hours, so physical stamina is important. Prolonged exposure to some chemicals may cause irritation, so be sure and wear protective clothing such as disposable gloves or aprons when necessary.

Admission Requirements

All Applicants:

- * Pre-enrollment interview
- * Copy of your Driver's License
- * Copy of your Social Security Card or Immigration Status Information
- * Pay \$25 Permit Fee
- * Have a high school diploma or GED. If presenting a high school transcript, it must clearly show the graduation date. If presenting a college transcript, it must show completion of two years.

OTHER CONSIDERATIONS:

- * *Transfer Students:* Copy of your transcript
- * *Instructor* students must show a valid license and proof of at least one year of employment
- * *Foreign Diplomas:* Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
- * *Home school:* Have evidence of completion of home schooling.
- * *Training Agreement:* Meet the requirements set out in the agreement.

The Purpose of the Programs

The programs prepare students to become the creative, well-trained professionals demanded by today's beauty industry. Programs prepare graduates for the Texas State Board licensing exam.

Student Preparation Tips

There are a few things you may want to consider while arranging for a successful enrollment plan:

- * Choose a start date that works well with your schedule and level of preparedness
- * Prepare financially
- * Plan for dependable transportation and childcare if applicable
- * Consider employment that supports the demands of your education

Transfer Students

We do accept transfers so long as applications provide all documentation for hours, practical skills and theory grades! A student desiring transfer must withdraw from the first school prior to transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited. A student transferring who desires to claim credit earned hours must inform the school transferred to prior to enrollment of his or her attendance and must furnish that to the school records of credit claimed. This record may be in the form of a transcript, grade sheet, skills sheet, or an extra form needed from the prior school. The student must have paid all monies due to the other school to ensure the credit hours claimed has been released with the state. A student who wishes to transfer out of this school to another school must be paid in full prior to a release of transcript.

Re-Enrollment

Students desiring reinstatement must pay all required admissions and re-enrollment fees, as well as sign a Letter of Reinstatement. Re-enrolling students will not be charged tuition for hours already earned, but must pay the current hourly rate for all remaining hours. There is a \$150.00 re-enrollment fee.

Non-Discrimination Policy

ETC College does not discriminate against sex, race, religion, age, ethnic origin, color, or disability. In addition, we have a zero tolerance for bullying behavior. Should you have a disability and need an academic adjustment, please send a written request to the admissions office to ensure prompt review of your request.

Students With Disabilities

Students with disabilities who wish to request reasonable accommodations must contact the ETC College office and be able to provide documentation of disability from an appropriate professional. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker.

Code of Ethics

The East Texas Cosmetology College provides top education to instructors and students, and strives to improve each day. The school strives to offer top products and educational material.

Curriculums

At first blush, the beauty industry could be thought to cater only to the glamorous, or perhaps the vain, or maybe just those in the spotlight. And it does - *along with everyone else!* The industry is built on the product and services that help us look our best, whatever that best may be. It's more diverse than you think; it's certainly not just the makeup, hair color, and perfume - it's also the deodorant, toothpaste, and even the ear hair clippers. It's not just the salons - it's also the barber shops, waxing franchises, eyelash extensions, and nail technicians! It is every product and service dedicated to helping us look (and smell) the way we want, or the way we believe we should for professional reasons. Our definition of beauty is malleable and ever changing, providing never ending opportunities for the industry to innovate.

FACTS

The beauty industry is known to be resistant to economic downturns, even faring well during the Great Recession of 2008. Though consumers tend to be more price conscious during those times, they do not stop spending. So, in today's environment of rising per capita incomes, the beauty business is booming.

In 2015 the industry generated \$56.2 billion in the United States. Hair care is the largest segment with 86,000 locations. Skin care is a close second and growing fast, expected to have revenue of almost \$11 billion by 2018. This growth is being driven in part by a generally increasing awareness of the importance of skin care, but also specifically due to an increase in the market for men.

Cosmetology

The 1500 hour cosmetology course is a program that is about 50 weeks that incorporates instructor led classrooms and clinical training with practical hands on application. Training encompasses three types of learning: theoretical knowledge, the foundation of the students' education; practical experience, the application of knowledge; and professional business building skills, vital for the student's success. Each phase of the student's education emphasizes a different combination of learning approaches.

The cosmetology program is comprised of hair and scalp treatments, hair care rinses, hair shaping, hair arranging, chemical waving and relaxing, hair coloring, facials, skin care, hair removal, manicuring, pedicuring, professional business building skills in management, career development, and employability skills.

The objective of this program is to prepare the students for the state licensing examination in cosmetology and provide the training that will prepare them to enter the field of cosmetology as a cosmetologist, retail sales specialist, salon manager, or salon owner. Students will learn technical, personal, and business skills with a focus on techniques and products.

Cosmetology Curriculum (1500 Clock Hours)

(A) Haircutting, styling, and related theory:	500 hours
(B) Hair coloring and related theory	200 hours
(C) Cold waving and related theory:	200 hours
(D) Orientation, rules, and laws:	100 hours
(E) Manicuring and related theory:	100 hours
(F) Shampoo and related theory:	100 hours
(G) Chemistry:	75 hours
(H) Salon management and practices:	75 hours
(I) Hair/Scalp treatment and related theory:	50 hours
(J) Chemical hair relaxing and related theory:	50 hours
(K) Facials and related theory:	50 hours

MANICURE

This program averages 600 hours over a period of about 20 weeks. Our nail technician program knows that beautiful nails are big business today, so students can plan on being part of this growing industry by joining the Nail Technician Program.

Students will be prepared for work in the nail field by learning how to maintain professionalism and gain knowledge that will assist them in competing with anyone in the industry. This program provides knowledge on the latest equipment, teaches students how to work with innovative materials and styles, and also how to create beautiful and professionally finished nails.

A manicurist is a person who is expert in manicure, pedicure, nail sculpting, and other forms of nail maintenance. Through this comprehensive program, students will specifically learn how to use nail care equipment, how to apply nail polish, and how to give nails an attractive look using creative tools such as nail art.

The objective for this program is to prepare students for their state licensing examination.

Manicure (600 Clock Hours)

(A) Procedures:	320 hours
(B) Bacteriology, sanitation, and safety:	100 hours
(C) Professional Practices:	80 hours
(D) Arms and hands:	70 hours
(E) Orientation, rules, laws, and preparation:	15 hours
(F) Equipment, implements, and supplies:	15 hours

Eyelash Extension

The Eyelash Extension program teaches the fundamentals, core techniques, and business building strategies necessary to become a successful Lash Stylist. The program averages 320 hours over a 10 week period.

The Fundamentals of Eyelash Extension and Certification Course will help you to successfully become a certified Lash Stylist. Once certified, you will refine your skills by staying up to date with the latest techniques and growing your business. Continuing your education with eyelash training and online education classes in eyelash extension will also help in educating you with the most up-to-date trends and styles.

Eyelash Extension (320 Clock Hours)

(A) Orientation, rules, and law:	10 hours
(B) First aid and adverse reactions:	15 hours
(C) Sanitation and contagious diseases:	20 hours
(D) Safety and client protection:	10 hours
(E) Eyelash growth cycles and selection:	20 hours
(F) Chemistry of products:	5 hours
(G) Supplies, materials, and related equipment:	10 hours
(H) Eyelash extension application:	190 hours
(I) Eyelash extension isolation and separation:	15 hours
(J) Eye shapes:	15 hours
(K) Professional image/salon management:	10 hours

Instructor

This program averages 500 clock hours is about 16 weeks. While studying the principles of teaching both hands-on and theory skills to students, student instructors can continue to express their creativity while they inspire and educate others in the field.

Students in the instructor course will receive an accelerated training which focuses on becoming a licensed Instructor for Operators (hair, skin and nails) or Esthetics (skin care and makeup). This course will use lectures, demonstrations, participation, theory knowledge, foundational practical experience, the application of your knowledge, and professional business building skills. Instruction will be supplemented with visual aids, student exercises, student presentations, and other instructional techniques.

The objective of this program is to demonstrate competency in instructor theory and practice in hands on teaching methods, as well as educational activities. Upon graduation of the course, student instructors will be prepared for an entry-level position as an instructor in the field of cosmetology, and will display personal integrity, self-confidence, and a positive attitude about teaching.

Instructor (500 Clock Hours & 1 Year Experience)

(A) Lesson Plans:	90 hours
(B) Methods of teaching:	120 hours
(C) Classroom management:	60 hours
(D) Evaluation techniques:	60 hours
(E) State laws and forms:	40 hours
(F) Visual aids preparation and use:	40 hours
(G) Learning theory:	70 hours
(H) Orientation, rules, and law:	20 hours

Esthetician

The esthetician program averages 750 hours over a period 28 weeks. The program includes theory, practice, and clinical study of skin care. Students will learn how to provide a complete “spa experience” in skin care, makeup, wax techniques, and other treatments. Included in this curriculum are a series of lessons, quizzes, a mid-term, a final exam, visual demonstrations, and required skills that can be practiced in lab and clinical settings.

Graduates who complete this program will be prepared to take the required state examinations to become licensed estheticians. Once licensed, graduates will be eligible to work in salons and spas that offer full service skin care treatments, as well as some medical establishments. Students seeking license in other states will be advised about requirements in those states.

Esthetician Curriculum (750 Clock Hours)

(A) Facial Treatment, cleansing, masking, therapy:	225 hours
(B) Anatomy and Physiology:	90 hours
(C) Electricity, machines, and related equipment:	75 hours
(D) Makeup:	75 hours
(E) Orientation, rules, and laws:	50 hours
(F) Chemistry:	50 hours
(G) Care of client:	50 hours
(H) Sanitation, safety, and first aid:	40 hours
(I) Management:	35 hours
(J) Superfluous hair removal:	25 hours
(K) Aroma therapy:	15 hours
(L) Nutrition:	10 hours
(M) Color psychology:	10 hours

Tuition

All tuition and fees must be paid in advance, or other arrangements should be made prior to the commencement of class. Payment methods include cash, check, credit card, money order, cashier's check or scholarships from local school districts or non-profit organizations. For information on tuition assistance, please contact the Director. East Texas Community College reserves the right to change tuition and fees, make subject changes when necessary, and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

Cosmetology

Tuition	\$14,475.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 700.00
Smock	\$ 20.00
Permit Fee	\$ 25.00
Total Cost	\$15,270.00

Esthetician

Tuition	\$10,500.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 900.00
Smock	\$ 20.00
Permit Fee	\$ 25.00
Total Cost	\$11,495.00

Manicure

Tuition	\$ 7,500.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 700.00
Smock	\$ 20.00
Permit Fee	\$ 25.00
Total Cost	\$ 8,295.00

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Eyelash Extension

Tuition	\$ 3,520.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 430.00
Smock	\$ 20.00
Permit Fee	\$ 25.00
Total Cost	\$ 4,045.00

Instructor

Tuition	\$ 5,000.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 400.00
Smock	\$ 20.00
Permit Fee	\$ 25.00
Total Cost	\$ 5,495.00

Fees and refund policy

Examination Fees

Written examination: \$52

Practical Examination: \$74

Fees are not refundable or transferable. Examination fees will be forfeited if students do not take their test within one year of the date PSI receives the examination fee. All questions and requests for information pertaining to the examination should be directed to PSI

PSI Licensure: Certification

3210 E Tropicana Dr.

Las Vegas, NV 89121

Phone (800) 733-9267

Fax (702) 932-2666

www.psiexams.com

Overtime/Drop Charges

Students are not permitted to miss any hours. If training is not completed by the contracted time limit, all students with delinquent hours will be charged the current weekly rate for over contract fees.

Over contract fee: \$50.00 a day

Drop fee: \$150

Scholarships

East Texas Cosmetology College accepts scholarships from local school districts or non-profit organizations.

Refund Policy

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation* or school closure.

(*NOTE: Since the Texas refund policy provisions do not specifically cover they type of refund in the event of course or program cancellation, we are clarifying the following:

- In the event of course or program cancellation subsequent to a student's enrollment but before instruction has begun, a full refund of monies paid will be provided.
- In the event of a course or program cancellation after students have enrolled and instruction has begun, either a pro-rata refund will be provided for students transferring to a school based on hours accepted by the receiving school OR completion of the course will be provided.)

Section 1602.457. Cancellation and Settlement Policy.

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

- (1) Cancels the enrollment agreement not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays and legal holidays; or
- (2) Entered into the enrollment agreement because of a misrepresentation made:
 - (a) In the advertising or promotional materials of the school; or
 - (b) By an owner or representative of the school.

Section 1602.458. Refund Policy.

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) fails to enter the course of training;
 - (2) withdraws from the course of training; or
 - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;

- (B) the date the license holder receives the student's written notice of withdrawal; or
- (C) 10 school days after the last date of attendance; and
- (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student fails to withdraw from the course of training before the cancellation period expires.

Withdrawal or Termination Policy (in accordance with §1602.459)

Section 1602.459. Withdrawal or Termination of Student.

- (a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
 - (1) may retain 100 percent of the tuition and fees paid by the student; and
 - (2) is not obligated to refund any additional outstanding tuition.
- (b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:
 - (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Table of Refund Calculation:

Withdrawal Occurs	Student keeps	School keeps
First 1/10 of course or during first week, whichever is shorter	90%	10%
After 1st week or first 1/10, whichever is shorter, but within 1st 3 weeks	80%	20%
After 1st 3 weeks but not later than completion of 1st 25%	75%	25%
26% to 50% completion	50%	50%
After 50% completion	0%	100%

Section 1602.460. Interest on Refund.

- (a) If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- (b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- (c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

Section 1602.461. Reentry of Student After Withdrawal or Termination.

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

Section 1602.462. Effect of Student Withdrawal.

(a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:

- (1) requests the grade at the time the student withdraws; and
- (2) withdraws for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

Section 1602.463. Effect of School Closure

(a) If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.

(b) If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.

(c) If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.

(d) If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Start Dates and Holiday Closings

Start dates are fluid. A student may start at any time during the year.

New Year's Day	Labor Day
Christmas	MLK Day
Thanksgiving	Winter Break
Memorial Day	Black Friday
Spring Break	Independence Day
Christmas Eve	One Week in July

Graduation Requirements

To be eligible for graduation, students must complete all hours required, all school tests must be completed with a 70% average, and students must fulfill all financial responsibilities to ETC College or at least have a payment plan in place. Student will receive a certificate of completion.

Sanitation and Personal Services

Students can receive services when attendance percentage is at least 88%, tests and worksheets are completed for the week, and instructed approves the service.

Students are required to pay for the cost of services and mark appointment book the allotted time needed for service. Students must clean their station, including floor, after each service. Hair must be swept up immediately after a service is completed. Workstations must be cleaned at the end of the day prior to clocking out.

Student Services

Student Services

This school administration and staff are available to students for academic advisement, academic counseling, career counseling, student referrals, and professional assistance. To discuss any of the above, the students must schedule an appointment with the office or instructor, to discuss the situation and assistance will be provided to the student. The school keeps a list of professional agencies that deal with topics like abuse and drugs. This list is used to refer a student if one comes seeking advice in these sensitive subjects. The list is available in the admission's office. The admissions office also keeps file information about housing in the surrounding areas.

Although we do not guarantee employment upon graduation, we maintain an aggressive job placement program and will inform students of job openings and opportunities. We coordinate our placement program with local and national salons by sending out surveys. We invite salon owners and guest artists to teach and guest speak at East Texas Cosmetology College.

Our administrative offices are open from 8:00am to 4:00pm, Monday through Friday. Individuals desiring information are urged to contact us during those hours. We will be happy to schedule you an appointment with the admissions office for a personal tour of our facilities.

Career Opportunities

There are many wonderful career opportunities available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product educators, platform artists, and salon management. Although ETC College does not guarantee employment upon graduation, ETC College strives to actively assist in job placement programs and will inform students of job openings and opportunities.

According to the Bureau of Labor Statistics, there are nearly one million people employed in the primary service segments of the market, and there are strong growth expectations. Clearly, this is an industry on the rise.

- * Barbers, hairdressers, and cosmetologists: 656,000 in 2016 with a 10% expected growth by 2024
- * Manicurists and pedicurists: 113,600 in 2016 with a 10% expected growth by 2024
- * Skincare specialists: 55,000 in 2016 with a 12% expected growth by 2024
- * Massage therapists: 168,800 employed in 2016 with a whopping 22% growth by 2024
- * Specific growth expected for business serving men.
- * Adult education for all postsecondary vocational education teachers would grow 4% between 2014 and 2024 (www.bls.gov).

Standards of Conduct

Students will have several phases of disciplinary action to go through if school policies are broken:

- * Verbal Warning
- * Written Warning
- * 3 Day Suspension
- * Probation with re-instatement letter
- * Termination with program

Learning Participation Guidelines

Peer teaching and tutoring are encouraged, but taking credit for another student's work or cheating during exams will not be tolerated.

Students must take all appointments assigned to them. They may not be released from required theory classes until it is scheduled, and the instructor is aware. The instructor must check all services, this includes on mannequin, student or client. Students are expected to be continually working on school related projects, assignments, readings, or test preparation. Students may not perform services on clients outside of the school unless supervised by a licensed instructor. All equipment and supplies must stay in the school to service clients and earn skills.

Lack of equipment will require students to clock out until equipment is replaced. All tools, equipment, and personal items must be in secured carts. The school is not responsible for any articles that are lost or stolen.

Satisfactory Academic Progress (SAP)

A. Satisfactory Academic Progress:

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school and enrolled in a NACCAS-approved program. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. The policy is provided prior to enrollment. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards.

B. Attendance Progress Evaluation:

Students will be evaluated for attendance progress at the following SCHEDULED intervals:

Cosmetology: 450, 900, 1200 (Total length of course: 1500 hours – 900 anticipated academic year)

Esthetician: 250, 500 (Total length of course: 750 hours – anticipated 900 academic year)

Manicure: 300 (Total length of course: 600 hours – 900 anticipated academic year)

Instructor: 250 (Total length of course: 500 hours – 500 anticipated academic year)

Eyelash Extension: 160 (Total length of course: 320 hours – N/A on academic year)

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

Evaluations are based on the cumulative attendance percentage. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

Students must accrue a minimum of 70% of the scheduled hours to be considered maintaining satisfactory progress. At the end of each evaluation period the school

will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Based on a 70% rate of attendance, the maximum time allowed for students to complete each course at satisfactory progress is 1.43 times the course length. At any time during the program that a student's progress indicates he will not complete within 143%, student loses eligibility for federal funds (*school is not yet eligible for Title IV*). A student who exceeds the maximum time frame will revert to a cash-pay basis.

Regardless of the average level of attendance, students who have more than 10 days (scheduled days) of consecutive absence (without mitigating circumstance) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

c. Academic Progress Evaluation:

Students will be evaluated for attendance progress at the following SCHEDULED intervals:

Cosmetology: 450, 900, 1200 (Total length of course: 1500 hours – 900 anticipated academic year)

Esthetician: 250, 500 (Total length of course: 750 hours – anticipated 900 academic year)

Manicure: 300 (Total length of course: 600 hours – 900 anticipated academic year)

Instructor: 250 (Total length of course: 500 hours – 500 anticipated academic year)

Eyelash Extension: 160 (Total length of course: 320 hours – N/A on academic year)

To determine academic progress, students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated based on a criteria of steps. Students must maintain a cumulative academic grade average of 70% to be in satisfactory academic progress status. The projects on the clinic floor are not included in the overall GPA; rather, a student receives credit for having completed the procedure. Students must make up [25c] failed or missed tests and incomplete assignments by arranging that with an instructor. Numerical grades are considered according to the following scale

90-100 Excellent

80-89	Very Good
70-79	Satisfactory
69 and BELOW	Unsatisfactory

D. Determination of Progress Status:

The evaluations must occur no later than the midpoint of the academic year or the course, whichever occurs sooner. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic year, whichever comes first. Only students who maintain satisfactory progress are eligible to receive federal financial aid (*school is not yet eligible for Title IV*). Students will be provided the progress reports at the designated intervals notified in written form of progress status and any impact to financial aid, if applicable (*school is not yet eligible for Title IV*). .

E. Warning / Probation:

Students who fail to meet minimum requirements (70% cumulative attendance and/or a C or 70% GPA) for attendance and academic progress at the end of an evaluation period will be placed on a **Warning**. Any student on **Warning** may continue to receive assistance under the Title IV HEA programs (*school is not yet eligible for Title IV*) for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Warning Period, he or she will be considered for the status of probation if:

- The student's progress was evaluated and it was determined that the student did not make satisfactory academic progress during the warning period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation (SEE BELOW); and

- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

F. Appeal Procedures:

A student may be allowed to appeal a satisfactory academic progress.

- The student may re-establish eligibility for financial aid, if applicable, by meeting the minimum cumulative requirements for attendance and academic satisfactory academic progress;
- The reason for which a student may appeal are death of a relative, an injury or illness of the student or other allowable special circumstances;
- The student must submit documentation as to why the student failed to meet satisfactory academic progress and what has changed in the student's situation that will allow him or her the achievement of satisfactory academic progress at the next evaluation.
- The results of the appeal will be documented in the student's file with notes as to the circumstances surrounding the appeal.
- Should a student fail to appeal the decision, the decision will stand.
- A student who fails to achieve the minimum standards is no longer eligible for Title IV, HEA program funds (*school is not yet eligible for Title IV*). , if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

G. Interruptions and Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will not be included in the student's cumulative attendance percentage calculation. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave. Students who withdraw prior to completion of the course of study and wish to re-enter will re-enter in the same status as when they left.

H. Re-establish SAP and/or Financial Aid Eligibility, if applicable:

Title IV, HEA funds (*school is not yet eligible for Title IV*). will be reinstated to qualified students who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the next evaluation period and are able to complete their program within the maximum time frame.

I. Course Incompletes, Repetition and Noncredit Remedial Course:

Course Incompletes, Repetition and Noncredit Remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

J. Transfers and SAP

Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

GRADING

Daily Grading Requirements

- * Complete and receive passing grades on all practical graduation requirements and projects, including examinations - both practical and theory.
- * Working on skill-sheets and agendas daily, as well as have instructors sign off on complete skill sets.

Grading Scale

90-100	Excellent
80-89	Very Good
70-79	Satisfactory
69 and BELOW	Unsatisfactory

Materials Provided by Students

- * 2 bottles of Germ X (30oz)
- * 2 bottles of antibacterial hand soap (32oz)
- * Tweezers
- * Foundation make up for personal use
- * Mascara for personal use
- * Eyeliner for personal use
- * Powder for personal use
- * Make up brushes for personal use
- * Eye make up for personal use
- * Case for make up storage
- * Eyelashes and glue if used
- * Notebook paper
- * Pens
- * Pencils
- * Highlighters
- * 3 ring binders (2 binders that are 2 inches)
- * 3 folders
- * Index cards as needed

Policies

Attendance Policy

For a student to be successful in achieving their academic goals, regular and punctual attendance is required. All programs function under a clock hour's program, which require regular attendance in class.

ETC College recognizes jury duty or required court appearances, documented illnesses, established and recognized religious holidays, or death of an immediate family member as excused absences. Students must have written documentation for the absences to be excused.

For VA eligible students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the students stay in the school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b or via Once date system within 30 days of date of occurrence.

Attendance Guidelines

Attendance is calculated using a finger print time clock attendance system. If a student is going to be late or cannot attend school, they must contact the school and advise the instructors or office immediately. Students must call in by 8:30am and must request time off in writing. Full time students are required to be in attendance a minimum 8 hours per day, 40 hours per week. Holidays will be set according to the calendar each year. Lunches and breaks are scheduled for all students. Full time students will take a 30 minute lunch break between 11:30am and 1:00pm, if possible, according to their booking, and must clock out and back in every day. Students may not leave the school premises during regular hours without the permission of their instructor. Students who leave school property must document their time by both signing and clocking in and out. If a student is on official business for the school that requires them to leave the property, they must clock out and sign in with their instructor for field trip hours as the state board requires. If the student does not clock out, it could result in permanent loss of the opportunity to be licensed in the state of Texas.

Tardy Policy

A student is considered tardy if she or she is more than 15 minutes late. At that point the student will be allowed to clock in but will not be allowed into theory. He or she will work under instructor supervision in a learning activity until theory concludes.

Students should make sure to attend school on time to avoid such penalties. All students that are tardy, late, or departing early must notify the directory. **Note: ETC College reserves the right to expel or suspend any student who habitually violates any of the school guidelines and attendance policies.**

Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance and approved for unforeseen, unavoidable and severe situations, or a long-planned event such as a wedding, vacation, family reunion or similar situation. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. In order for an LOA to qualify as an approved LOA, the student must follow the institution's policy in requesting the LOA:

- (1) Requests for leaves of absence must be requested in advance (unless a sudden event or unforeseen circumstances, such as a car accident prevents an advance request) in writing and include the student's signature and reason for the request. Leaves of absence will be granted or denied at the sole option of the Director, provided there is a reasonable expectation the student will return to class at the end of the Leave of Absence.
- (2) An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstances.
- (3) There must be a reasonable expectation that the student will return from the LOA.
- (4) Approval of the student's request for an LOA is in accordance with this policy.

- (5) No additional institutional charges will be assessed the student as a result of the LOA.
- (6) The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- (7) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- (8) The institution must extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- (9) A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the withdrawal date for the purpose of calculating a refund is student's last day of attendance.
- (10) The student will return to class in the same status and grade situation as before the Leave of Absence started.

Grounds for Suspension or Termination

May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Privacy Policy

Student files are maintained in a restricted area with access limited to appropriate personnel only. Students have access rights to his/her files and must sign a Release of Information in order to access files from the director. This document will also be signed by parents/guardians of dependent minor students.

No telephone inquiries about students' attendance and grades will be acknowledged without the student's explicit permission, with the exception of parents/guardians of dependent minor students.

Personal information and documents are kept private for the safety of the student.

Any specific medical needs must be made aware to instructors and administrators.

Privacy Procedure

Files are protected and maintained in instructors' and administration offices.

Access to protected files is limited to school employees, for example, a registration

document involving personal information unrelated to ETC College's form of education.

No original documents may be released from student's files without explicit permission from director/owner of ETC College.

Students may inspect their files with reasonable notice. A signed 'release of information' must be signed and student may review files while authorized staff member is present.

Students must notify administrators of any change in documentation, such as marriage, divorce, or change of address.

Student Right of Access and Record Retention Policy

The Family Educational Right and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- * Review their education records.
- * Seek to amend inaccurate information in their records.
- * Provide consent for the disclosure of their records. Students (or parents/guardians if the student is a dependent minor) are guaranteed access to their school records with a staff member present within 45 days from the date of the request. Copies of all records can be released with notice and a service charge.

Record Maintenance

- * All requests for release of information are maintained in the student's file if the educational records themselves are kept. Student records are maintained for a minimum of 6 years for withdraw students.

Disclosures

General release of information except under the special conditions described in this

policy, a student must provide written consent before the school may disclose personally identifiable information from the student's educational records. The written consent must:

- * State the purpose of the disclosure.
- * Specify the records that may be disclosed.
- * Identify the party or class of parties to whom the disclosure may be made.
- * Be signed and dated.

FERPA disclosures to parents will transfer from a student's parents to the student when the student attends a postsecondary institution. FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent minor under IRS rules. A school may disclose information from a student's education records to parents in the case of health or safety emergency that involves the student. A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. A school official may share with parents, information that is based on that official's personal knowledge or observation, but that is not based on information contained in an educational record.

Release of information to Regulatory Agencies Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. 'Authorized representatives' include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies, such as an accrediting agency (the school is currently a candidate for accreditation with NACCAS). The institutional records are maintained in accordance with state and federal law.

Disclosures in response to subpoenas or court orders, FERPA permits schools to disclose educational records without the student's consent to comply with the lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action.

Grievance Policy and Procedure

The school administrator will seek and maintain open communication between all parties associated within the facility. If any of the occupants are dissatisfied, they may take steps to resolve the problem.

A student, instructor, or any other interested party may file a written complaint against the school; the written complaint must be clear and outline the allegations and or nature of the complaint. The school owners will meet with the complainant within 5 working days of the complaint.

If the complaint can still not be resolved internally, you may also forward any complaint to the regulatory agency:

Texas Department of Licensing and Regulation

PO Box 12157

Austin Texas 78711 1-800-803-9202

Sexual Harassment Policy

East Texas Cosmetology College is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Harassment is defined as unwelcome sexual advances, requests for favors, and other verbal and/or physical conduct of an unwelcome nature.

Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;

Submission to or rejection of the conduct or communications is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Harassment can occur staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male.

Sexual Harassment Procedure

Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Harassment may include but is not limited to: verbal harassment or abuse of a sexual nature;

Inappropriate or unwelcome touching, patting, or pinching of a sexual nature intentional nature, such as intentional brushing against a student's or an employee's body;

Use of hateful words or gender-degrading words or comments, verbal or written;

Spreading of rumors via social media of any kind, phone calls, gossiping to others, or any other engagement in harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations, as well as take disciplinary action when the conduct has occurred.

Harassment, Intimidation, Bullying and Discrimination Policy

East Texas Cosmetology College is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming device.

Harassment, intimidation, bullying, and discrimination may take many forms including verbal aggression, physical aggression, relational aggression, graphic and written statements (which may include the use of cell phones, computers, or gaming systems), physically threatening behavior, or humiliation tactics. Harassment,

intimidation, bullying, and intimidation create a hostile environment and will not be tolerated at ETC College.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by ETC College.

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally.

Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Engaging in harassment, intimidation, bullying, or discrimination behavior(s) will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

Campus Security Survey

In accordance with the Crime Awareness School and Campus Security Act of 1990, East Texas Cosmetology College has not had any criminal history since their opening in September of 2016. As a new cosmetology school, we need to make you aware of our findings.

Criminal Disclosures

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence. The other permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offence.

Criminal History

TDLR Law: Notice of Potential Ineligibility for License: Section 53.152

Texas law restricts issuance of occupational license based on a license applicant's criminal history and authorizes TDLR, in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction. As an applicant in the educational program, we must notify you and make you aware of the acknowledgement of the state Criminal History Evaluation Form. For more details please visit www.tdlr.texas.gov/crimhistory.htm

Constitution Day

ETC College will celebrate Constitution Day on or near September 17 of each year. For more information, please visit: www.constitutionday.com

OTHER POLICIES

Emergency Evacuation Plan

Maps and information will be given for emergency exits. In case of fire emergency, leave everything; do not try to gather supplies or personal belongings. Exit calmly, quietly, and swiftly to the area-designated exit.

Instructors are responsible for assisting any handicap person. Instructors have a roll call list to ensure all is out of the building. Fire exits will be posted above doors.

Tornado Plan

In the event of a tornado, all students will go into the hallway as a protective area and place their knees on the floor. Heads should face the interior walls, placing hands over heads. Avoid large open rooms and windows, and listen to instructors without panicking. The weather channel may issue a Tornado Watch or Warning. A watch indicates conditions are favorable for a tornado, while a warning indicates a tornado has been sighted.

Lockdown Plan

In certain critical situations, it may be determined that the safest place for a student, staff, or other occupants is inside the building. It will be secured by use of the Lockdown Plan and will commence until it is reasonably believed that immediate danger has been addressed and it is safe for the school community to resume normal activities.

Fire Emergency Escape Plan

In the event of a building fire, the instructors and staff will activate the alarm system and the building will be evacuated in accordance with established emergency evacuation plans. Fire drills are conducted regularly throughout the year. Students, faculty, and staff are required to move at least 50 feet from the building to allow emergency responders access to the building.

Inclement Weather

We use Angelina College as a guideline for closing our school during conditions of severe weather. Follow local television and radio media for that information.

Communication Guidelines and Professional Conduct

Visitors are allowed in the reception area only, and are not allowed in the classrooms, break room, or clinic floor area. Cell phone usage is only permitted in the break room. Classrooms, hallways, clinic floor area and lobby/reception area are cell free zones. Students may not visit with another student who is servicing a client. Students may not gather around the reception desk, the reception area, or the officers. Food and drinks are allowed only in the break room. Smoking is allowed in designated outside areas only. Stealing personal property belonging to the school or another student is unacceptable and is grounds for immediate termination.

Immunization Policy

ETC College does not require a student to have any immunizations or vaccinations to enroll in our school.

Rules and Regulations

1. Students should dress and groom themselves in a manner befitting the highest professional standards established by the school and the industry. Deodorants for body odor are essential. Beware of strong foods, cigarettes and other offensive smells while working closely with others. Use breath mints when in doubt.
2. Student, staff and visitors are not permitted to possess weapons of any type on the campus. Violation of this policy could result in immediate dismissal and contact of local law enforcement for possible criminal prosecution.
3. Professional and courteous conduct is expected. Respectful communication with staff, fellow students and patrons is required. Unnecessary conversation, creating noise, causing discord, abusive language or inappropriate physical behavior is prohibited and may result in termination from the program.
4. Students are responsible for their own educational equipment and personal belongings. Be prepared for class and the student salon floor learning process by having a complete tool kit, required class materials and completed assignments each day. Equipment and personal property left in the school beyond thirty (30) days is considered abandoned. All abandoned property is discarded.
5. Our school is smoke-free. Smoking is only permitted in designated areas outside of the school; however, student smokers are required to keep those areas free of any debris caused by smoking.
6. Personal calls should be very limited. Cell phones are permitted but are not to be on during class or when with a client. The school's business telephone is not available for personal calls.
7. The school assumes no responsibility for any negligence, carelessness or lack of skill by one or more students while practicing any part of the school course upon one another.
8. Gossip and discussion of personal problems do not belong at school. If you have a problem as it pertains to your education, you may discuss it in the school office with an instructor or manager.
9. School starts at 8:00AM for day classes. You have a 15 minute grace period but after that a student may not clock in unless they have an accepted excuse in writing or prior calling in. Students must report to the office when

entering late.

10. No ear buds.
11. Any student leaving school premises during scheduled hours of attendance while duly clocked in, must have permission from the Director ahead of time, and must clock out. Unauthorized leaving of the premises is grounds for expulsion.
12. A lunch break is required after 6 hours of instruction. No more than $\frac{1}{2}$ hour is allowed without prior approval. You must clock in and out.
13. It is mandatory for students to attend their scheduled hours on the day before or after a holiday.
14. Students who are absent from school for 10 consecutive school days will be dismissed from school unless documented evidence warrants a leave of absence.
15. The front desk will assign clients to you. If you refuse, you must clock out and leave the school.
16. When you are called to the reception area for a client, please respond promptly and cheerfully. No service is to be performed without a sales slip from the front desk.
17. When a student is busy working on a patron there is to be no visiting from other students. The patron is to receive all of the student's attention.
18. Sales of hair products are part of the curriculum, but students are not allowed to sell outside products on school campus.
19. Cheating of any kind will not be tolerated and could be grounds for expulsion.
20. Please read the entire CATALOG, as it contains attendance and progress policies not printed here.

NOTE: The school reserves the right to make any changes in the above rules and regulations at any time. All students will be notified of any changes immediately.

Time Clock

TDLR Rules and Regulations

Schools may use a time clock to track a student's hours and maintain daily record of attend, or schools may use credit hours.

Schools using time clocks shall post a sign at the time clock that states the following department requirements:

- * Each student must personally clock in/out for himself/herself.
- * No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
- * If a student is in or out of the facility for lunch, he/she must be clocked out.
- * Students leaving the facility for ANY reason, including smoking breaks, must clock out, except when an instructional area on campus is located outside the approved facility. That area is approved by the department and students are under the supervision of a licensed instructor.
- * Students are prohibited from preparing hour reports or supporting documents. Student instructors may prepare hour reports for supporting documents; however, only school owners and school designees, included licensed instructors, may electronically submit information to the department in accordance with the chapter. No student permit holder, including student instructors, may electorally submit information to the department under this chapter.
- * A school must properly account for the credit hours granted to each student. A school shall not engage in any way either directly or indirectly that grants or approves student credit that is not accrued in accordance with this chapter. A school must maintain and have available for a department and/or student inspection of the following documents for a period of the student's enrollment through 48 months after the student completes the curriculum, withdraws or is terminated:
 1. Daily record of attendance;
 2. The following documents if a time clock is used:
 - A. Time clock record(s)
 - B. Time clock failure and repair record(s) and
 - C. Field trip records in accordance with 83.120(d)(5)
 3. All other relevant documents that account for a student's credit under this chapter.

- * Schools using time class shall, at least one time per month, submit to the department an electronic record of each student's accrued clock hours in a manner and format prescribed by the department. A school's submission(s) are permitted only upon department approval, and the department shall prescribe the period of time which a school may delay the electronic submission of the date to be determined on a case by case basis.
- All courses taught in English only.

Facility is regulated by:

Texas Department of Licensing and Regulation

PO Box 12157

Austin Texas 78711 1-800-803-9202

