



School Catalog 2010

www.ucastx.com

University of Cosmetology
Arts and Sciences
8401 N. 10th Street
McAllen, Texas 78504
(956) 687-9444

University of Cosmetology
Arts and Sciences
913 N. 13th Street
Harlingen, Texas 78550
(946) 412-1212

University of Cosmetology
Arts and Sciences
4130 Naco Perrin
San Antonio, Texas 78217
(210) 654-9734

University of Cosmetology
Arts and Sciences
2423 Jamar
San Antonio, Texas 78226
(210) 433-7222

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GENERAL INFORMATION

A. HISTORY

University of Cosmetology Arts & Science (UCAS)- Origins

San Juan, Texas

Originally, the name of the school Magic Valley Beauty College, Inc., dba Magic Valley College and was established in 1955 in San Juan, Texas. In 1976, Magic Valley Beauty College, Inc. was purchased by the Shearer family.

McAllen, Texas

In 1984, Magic Valley Beauty College Inc.'s dba was changed to University of Cosmetology Arts & Sciences (ucas) and was moved to McAllen, Texas in an effort to better serve the community. The school since then has expanded to more classrooms, offices and a larger salon training area.

Harlingen, Texas

In 1988, the institution added another location in Harlingen, Texas to accommodate the students in the Cameron County area. Today, University of Cosmetology Arts & Sciences continues to provide high quality professional training in the field of Cosmetology.

San Antonio, Texas

In October 14, 2000, the Shearer family purchased two (2) locations in the San Antonio, Texas area, named San Antonio Beauty College, Inc., dba San Antonio Beauty College. In 2010, the schools' name has changed to UCAS, Inc., dba University of Cosmetology Arts & Sciences. The schools have been in operation since 1962 and still continue to provide high quality education in the field of cosmetology.

The Corporations are currently owned and operated by Lucinda S. Leyva, President/ Owner of Magic Valley Beauty College, Inc., dba University of Cosmetology Arts & Sciences and UCAS, Inc. Cosmetology Arts & Sciences.

B. PURPOSE AND SCHOOL PHILOSOPHY

The primary purpose of the institution is to better prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, the institution teaches the techniques of artistry of cosmetology, poise, charm, self reliance, personal hygiene and business practices as the students are prepared for the State Examination.

The school philosophy is the foundation in which the institution has significantly impacted the lives of many school graduates. We believe that the field of cosmetology provides many opportunities for our young men and women. The specific designation of this course is to prepare the students with the various manipulative skills, technical knowledge and proper attitudes to become a licensed professional.

The institution recognizes that students differ in interests, attitudes and abilities and feels it is the responsibility of the school to provide a well-organized, flexible, and varied program of classroom and lab experience. All instruction includes activities which meet the needs of women and men at their respective levels of development. These educational experiences should provide them with an awareness of habits, attitudes, ideals, morals, and spiritual values as well as the knowledge and skills necessary for living successfully, usefully, and happily in our American democratic society.

C. MISSION STATEMENT

The mission of the institution is to provide an opportunity for students to achieve a quality cosmetology education for a group of learners who have the ability to benefit from the programs.

In order for the institution to achieve its stated mission, our goal and objective is to:

GOAL

- Train students to successfully pass the state licensure exam.
- Instill a sense of professionalism in each student and provide up-to-date training information.
- Provide placement services which will help ensure that our graduates have assistance in seeking entry-level placement jobs in their field of study.

OBJECTIVE

- Prepare to take and pass the state exam in the field of cosmetology in order to be eligible for entry level employment in the field of cosmetology.
- Learn to communicate effectively in order to build a clientele and provide a good working customer service relationship with the public.

D. OWNERSHIP

1. University of Cosmetology Arts & Sciences (ucas)

The name of the Corporation as stated in the Articles of Incorporation is Magic Valley Beauty College, Inc., DBA, University of Cosmetology Arts and Sciences. The institution is a duly recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulation (TDLR) rules and regulations.

The institution is owned by the corporation Magic Valley Beauty College, Inc. under the President Lucinda S. Leyva.

University of Cosmetology Arts & Sciences presently has two locations in the Rio Grande Valley:

University of Cosmetology
 Arts & Sciences (ucas)
 8401 North 10th Street
 McAllen, Texas 78504
 (956) 687-9444

University of Cosmetology
 Arts & Sciences (ucas)
 913 North 13th Street
 Harlingen, Texas 78550
 (956) 412-1212

University of Cosmetology Arts and Sciences has two locations in the city of San Antonio, Texas. Duly a recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulation (TDLR) rules and regulations. The institution is owned by the corporation UCAS, Inc. under President Lucinda S. Leyva.

University of Cosmetology
Arts & Sciences
4130 Naco Perrin
San Antonio, Texas 78217
(210) 654-9734

University of Cosmetology
Arts & Sciences
2423 Jamar
San Antonio, Texas 78226
(210) 433-7222

E. CORPORATE ADMINISTRATIVE OFFICE

The corporate administrative owners and personnel have supervisory responsibilities for all campuses of University of Cosmetology Arts & Sciences (UCAS). The main corporate office is located at 8401 North 10th Street, McAllen, Texas 78504.

Corporate Administrative Owners and Personnel:

Lucinda S. Leyva	President/Owner
Andrea S. Lee	Vice-President
Sergio Shearer	Public Affairs & Development Director
Lorena Salinas	Corporate Executive Director
Jim Wiggin	Corporate Administrator
Yolanda Wiggin	Corporate Financial Aid Director
Diana Ramirez	Corporate Salon Training Director
Gisela Alaniz	Corporate Director of Education
Olivia Soto	Corporate Finance Officer
Melissa Hinojosa	Corporate Accountant

F. SCHOOL LICENSING, ACCREDITATION, ASSOCIATION AND PARTICIPATION

The institutions are licensed by Texas Department of Licensing and Regulation (TDLR) and accredited by the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS). The National Accrediting Commission of Cosmetology Arts & Sciences is recognized by the United States Department of Education as a National Accreditation agency for post secondary schools. Certifications may be viewed at the front entrance of the schools. The institution is a member of the association, American Association of Cosmetology Schools (AACS).

LICENSING AND REGULATION

Texas Department of Licensing and Regulation
920 Colorado
Austin, Texas 78701
(512) 463-6599
(800) 803-9202

ACCREDITATION

National Accreditation Commission of Cosmetology Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

ASSOCIATION

American Association of Cosmetology Schools (AACCS)
15825 North 71st Street, Suite 100
Scottsdale, Arizona 85254-1521
1-800-831-1086

DEPARTMENT OF EDUCATION PROGRAM PARTICIPATION

United States Department of Education
Student Financial Assistance
1999 Bryan St., Suite 1410
Dallas, Texas 75201-6817
(214) 661-9490

Availability of Eligible and Certification Documents

Student applicants may view accreditation, eligibility and certification documents upon request. Accreditation approval and Texas Department of Licensing and Regulation (TDLR) license may be viewed in the lobby reception area of each respective institution. Department of Education eligibility and certification letters may be viewed upon request to the school director.

G. RIGHTS OF THE INSTITUTION

The institution reserves the right to limit the enrollment of any program and make any changes in the provisions of this catalog document when such action is deemed to be in the best interest of the student or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curriculum, courses and requirements. All disputes arising out of and related to these agreements shall be subject to binding arbitration to the rules of the American Arbitration Association (AAA) and shall be arbitrated at the AAA in Houston, Texas.

H. NON-DISCRIMINATION POLICY

We are an equal opportunity educational institution and employer and dedicated to a policy of non-discrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, or country, national ethnic origin or disability.

The institution also complies with the specifications for employment as contained in the Texas Equal Opportunity Plan.

The school does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. The Admissions Representative may answer questions regarding licensing requirements and the physical demands of the industry.

I. SCHOOL FACILITIES

1. University of Cosmetology Arts & Sciences (ucas)

8401 North 10th Street
McAllen, Texas 78504
(956) 687-9444

The McAllen campus occupies approximately 21,210 square feet and can accommodate approximately 500 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and rear of the

subject matter to help lay the foundation for a better understanding of the nature of hair and skin as protein substances and the products used in professional beauty culture work. The cosmetology course of study is designed to prepare students for the state licensing examination and employment. The knowledge and skills will help prepare our graduating students to keep pace with the new techniques which are developed and to prepare the student for work as a hair designer, salon manager, hair colorist, salon owner, product demonstrator, etc. The jobs are endless in this fast, pace growing industry!

Document Awarded Upon Graduation

Upon completion of the Cosmetology Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

2. Instructor Training 750 Hours

We believe that it takes more than good students and an advanced curriculum to produce an effective, progressive cosmetology school. It also requires well informed, highly skilled educators in the field of cosmetology. The key to achieving this goal is providing teachers with the proper educational support.

The fundamental role of an educator is to create an environment for effective teaching and learning. An effective cosmetology educator engages students in learning experiences that are up-to-date, accurate, and based on professional procedures used in the field of cosmetology.

The challenge of cosmetology teaching is to creatively adapt both to changing techniques in the field and to the diversity of learning needs in the classroom.

Document Awarded Upon Graduation

Upon completion of the Instructor Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

3. Facial Specialist 750 Hours

In recent years there has been a growing demand for skin care and makeup services. Some of these services require a cosmetology license, while others require a specialized training certification. Knowledge of cosmetology and specializing study of beauty culture, is essential for a career specializing in esthetics. The Esthetician Course, while dealing with many of the same scientific subjects, concentrates on the health care and attractiveness of the skin and on the artistic use of cosmetics.

Document Awarded Upon Graduation

Upon completion of the Esthetician Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

4. Manicuring 600 Hours

The manicuring business is more popular today than it has ever been. Many states have a separate license for Manicurists. Manicuring became a “big

business” with the introduction of new products and services to strengthen and beautify the fingernails and, in some cases, the toenails. Nail wrapping and the application of artificial nails have been added to the service offered in beauty salons and also in some barber salons.

Document Awarded Upon Graduation

Upon completion of the Manicuring Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

5. Shampoo Specialist* 150 Hours

Shampooing cleanses the scalp and hair of dust, hair spray, sebum (oil), and other residue. How often the hair is shampooed depends on the hairstyle and its appearance. It also depends on how much oil is secreted from the client’s scalp on to the hair. While many clients will have their hair shampooed daily, others will wait a few days or perhaps even a week. Because shampooing is a vital preliminary step for many services, it is performed frequently in the school or salon. Clients enjoy this service because effective shampooing manipulations relax the body and are good for the hair and scalp.

*Offered at the UCAS McAllen and Harlingen campus only.

Document Awarded Upon Graduation

Upon completion of the Shampoo Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

B. GRADUATION REQUIREMENTS

The following minimum requirements must be met in order to graduate.

- a. **Must** complete the required number of hours of the chosen course of study. (See school curriculum)
- b. Pass a written and practical examination with an average (GPA) of 75% or better.
- c. Complete practical applications as required by Texas Department of Licensing and Regulations and this institution.
- d. Settlement of all financial obligations to the school.

C. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) STATE BOARD EXAM

All graduates must pass a State Board Examination to receive a license to practice in Texas. The exam is offered in several cities including Harlingen, McAllen and the San Antonio area. The written exam is offered at 17 sites around the state including Harlingen and San Antonio. The institution will assist in scheduling the examination, however, costs related in taking the examination is the responsibility of the student.

TDLR Sec. 1603.255 Early Examination

The department, on written request by a student, may provide for the early written examination of an applicant for a Class A barber certificate, a teacher’s certificate, or an operator license who has completed at least 1,000 hours of instruction in a

department-approved training program.

D. TIME CLOCK/ HAND CLOCK*

* UCAS McAllen and Harlingen only

1. Texas Department of Licensing and Regulation (TDLR) Requirements

83.72. Responsibilities of Beauty Culture Schools:

Schools must use a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock.

- (1) Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student.
- (2) 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.
- (3) If a student is in or out of the facility for lunch, he/she must clock out.
- (4) Students leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

Note: Problems in clocking in/out with badge cards, report to the school Director.

2. Time Badge Cards

Student time badge cards are an important documentation of hours of study completed and are necessary for the computation of the hours of training.

- a. Students are to carry badge card with them when clocking in and out.
- b. Lost, damage, abused or defective badge cards must be reported immediately to the instructor on duty that same day. A fee of fifteen dollars (\$15.00) will be required for all lost, damage or abused cards.
- c. Failure to purchase a new badge card will result in loss of hours for that period of time.
- d. A student who forgets to bring his/ her badge card will not receive any hours for that period of time.
- e. Any student found guilty of false representation on their badge card, such as clocking in and out another student, leaving the building while registered on the time clock, etc., will be suspended and may be terminated from the school.
- f. Students leaving the facility for any reason must clock out even while on break when they leave the school premises.

3. Texas Department of Licensing and Regulation (TDLR) Complaints

To Report Complaints Regarding Licenses, Sterilization, or Sanitation, contact:

Texas Department of Licensing & Regulation
P.O. Box 12157
Austin, Texas 78731
(800) 803-9202
(512) 463-2906

www.license.state.tx.us/complaints/

K. ACADEMIC CALENDAR AND HOURS

A. STARTING DATES

Students may apply for enrollment any day of the school calendar year regarding full-time and part-time classes. Start dates for classes are on designated date of the week and may vary per school.

Note: See Admissions Representative for scheduled start dates.

B. DAY AND EVENING PROGRAMS

Course: Cosmetology, Manicuring, Facial Specialist, Instructor Training

Full-Time Schedule:

8:30 a.m. -- 5:00 p.m. Tuesday -- Friday

Part-Time Schedule:

8:30 a.m. -- 1:30 p.m. Tuesday – Friday

Evening Classes:

5:30 p.m. -- 10:30 p.m.

Note: Day schedules of Tuesday-Friday will alternate Wednesday-Saturday.

C. HOLIDAYS

The school will be closed during the following holidays:

January	New Year's Eve, New Year's Day
March/April	Good Friday, Holy Saturday & Easter Monday
May	Memorial Day
July 4 th	Independence Day
September	Labor Day
October	Columbus Day
November	Veteran's Day
November	Thanksgiving Holiday (Thursday, Friday, Saturday)
December	Christmas Eve
December	Christmas Day

The school may opt to close for **In-service/ Meetings** days. See school's published Calendar of Events per school.

Note: See school schedule for additional closed days following a holiday. Any holiday that falls on a Saturday will be observed on Friday. Sunday holiday will be observed on a Monday.

Note: If school should be closed due to extenuating circumstances, students will be notified of closure through radio or TV announcements.

L. ADMISSIONS PROCEDURES

A. ADMISSIONS REQUIREMENTS

1. Cosmetology, Facial Specialist, Manicure & *Shampoo

*Offered at ucas Harlingen & McAllen campus only

- a. Be at least 17 years of age
- b. Have a High School Diploma; Equivalency Certificate (GED); or possess a recognized foreign equivalent. (**Online or Correspondence Diplomas may not be accepted**)

OR:

- a. Be at least 18 years of age
- b. Demonstrate the ability to benefit from the course of instruction by passing an independently administered ability-to-benefit examination approved by the Department of Education (DOE)

Note: If interested in acquiring a GED Certificate, the Admissions Department has a list available of GED programs available in your area.

2. Instructor Training

- a. Be at least 18 years of age;
- b. Hold a Texas Cosmetology License
- c. High School Diploma or GED

Note: This institution does not solicit or encourage the transfer of students already enrolled at another postsecondary institution.

B. INSTITUTION UNIFORM POLICY

Purpose: For identification purposes the students shall wear a uniform as prescribed by the Institution.

Policy: All students enrolling will receive a minimum uniform for use during the time of attendance. The attire shall be of washable material, with the underarms and chest covered. Tank tops, lingerie, see-through fabrics, topless and bottomless uniforms and bare feet are not allowed.

The student should project a professional image which is associated with how they dress; the image of the school in the community is related to how Future Professionals in the school dress. Students must dress as per his/ her gender.

Procedure:

1. School prescribed uniform:
 - T-shirt and ankle length pants/ knee length skirts are considered **Classroom** uniform.
 - Smock is considered **Salon Training** uniform. Undershirt is recommended and required for male students. Smock must be buttoned up completely with ankle length pants/ knee length skirts.
 - Shoes for **Classroom** must be of good taste; no athletic (running) shoes, closed.
 - Shoes for **Salon:**
 - **Cosmetology & Instructor Training** solid black tone, closed-toe; it is suggested to use shoes that support long hours of standing.

- **Esthetics and Manicuring** solid white tone, closed-toe; it is suggested to use shoes that support long hours of standing.
2. During Orientation, student is considered **Gross Enrolled**, measurements will be taken for uniform.
 3. Uniform will be issued:
 - a. **Cosmetology***, **Estheticians and Manicuring** students- 1 t-shirt issued (white) at time of enrollment. (*subsequent t-shirt (*navy or black*) will be issued after 150 hours of attendance for Cosmetology students).
 - b. **Cosmetology** students- Smock will be issued at Salon Training.
 - c. **Student Instructor** students- 1 smock (black) will be issued at time of enrollment.
 - d. **Estheticians and Manicuring** students- 1 Smock and 1 Pant (white) will be issued at Salon Training.
 4. Make-up hour students are required to be in **Salon Training** uniform.
 5. Female students must have hair combed, make up done and in uniform upon clocking in/ out.
 6. Male students must keep facial hair neatly trimmed. If wearing longer-style hair, must be kept neat and styled adequately upon clocking in/ out. Light foundation, eyeliner and powder makeup & lip gloss and nail polish are allowed discreetly. Full face makeup application and lashes are not allowed.
 7. Uniforms must be kept clean, neat and without alterations. Soiled, stained, unbuttoned or wrinkled uniforms are not allowed.
 8. Upon entering the **Salon Training** area, no denim is allowed:
 - Cosmetology & Student Instructor**- Black, solid tone, polyester blend
 - Estheticians & Manicurists**- White, solid tone, polyester blend
 9. Additional uniform(s) may be purchased at regular retail price, without discount.

Other Guidelines:

- No hats, caps or sports head gear allowed.
- No windbreakers or jogging suits.
- Friday Guidelines:
 - Logo T-Shirt or Logo Rhinestone T-Shirt with presentable, non-torn ankle length Jeans and/ or Blazer allowed
 - Shoes for **Classroom** must be of good taste; no athletic (running) shoes, closed.
 - Shoes for **Salon**:
 - **Cosmetology & Instructor Training** solid black tone, closed toe; it is suggested to use shoes that support long hours of standing.
 - **Esthetics and Manicuring** solid white tone, closed-toe; it is suggested to use shoes that support long hours of standing.

Revised: June 18, 2010

C. WITHDRAWAL FROM SCHOOL

A student may withdraw from school at anytime by notifying the school in writing. If the student does not notify the school, the date of determination would be 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence. A Termination Fee of \$100 will be applied when a student officially or unofficially withdraws.

Student Official Withdrawal

1. Notify your instructor of withdrawing and give reason.
2. Notify the Financial Aid office of withdrawal from school.
3. Fill out a Student Notification of Withdrawal form.*
4. Upon withdrawal and provided that the agreed tuition and fees have been tendered, student is entitled to an official transcript of hours.
5. If a student loan and/or Pell refund is due to the bank or government, student will be notified in writing.
6. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

*If student notifies the school via phone call, school official must fill out Student Notification of Withdrawal form.

Unofficial Withdrawal

1. If the student does not notify the school, the date of determination would be no later than 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence.
2. If a student loan and/or Pell refund is due to the bank or government, student will be notified in writing.

D. RE-ENTRY STUDENTS

TDLR 1602.461. Reentry of Student After Withdrawal or Termination

Re-entry of Student After Completing 50 percent of the Course

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 re-enter at any time during the 48-month period following the date of withdrawal or termination.

Re-entry of Student Before Completing 50 percent of the Course

If a student voluntarily withdraws or is terminated before completing 50 percent of the course at a private beauty culture school, the school shall consider the student to re-enter, through a process of interview and Executive Director will determine approval.

Institution Policy After Withdrawal or Termination

If a student plans to re-enroll in school, a down payment of \$1,000 towards tuition is required to be paid up front, plus a \$100 enrollment fee before student can start school. Upon enrollment, the student will be charged the remaining balance owed prior to dropping, along with the kit if needed. Tuition will be charged at the current hourly rate for the remaining hours of the course and any other applicable fees.

E. TRANSFER STUDENTS

We reserve the right to evaluate competency based on our course of study for the amount of hours the student wishes to receive credit. The school may recognize credit for all of the applicant's previous hours of training provided it is

recognized by Texas Department of Licensing and Regulation (TDLR).

Students who voluntarily withdraw or are terminated from University of Cosmetology Arts & Sciences and wish to transfer to any of the **ucas** locations will be considered **Transfer Students**.

A transfer student is required to bring the following before filling out the admissions and financial aid paperwork:

1. An official transcript of hours from TDLR.
2. Written and practical grades from the previous school.
3. Practical requirements completed from the previous school.

If approved for enrollment, tuition will be charged at the hourly rate for the remaining hours of the course, plus enrollment fee, kit, school uniform and any other applicable fees.

II. PROGRESS POLICY

A. STUDENT PROGRESS REPORT

The institution provides students with at least two (2) signed written progress reports during programs that are 150 hours or longer. The reports evaluate the student's performance in theory, in practical work and attendance. The Institution publishes progress reports 3 times a year for purposes of academic counseling. The instructor counsels and reviews the progress report with the students on percentage of attendance, hours, grades and practical requirements. A copy is issued to the student and a signed progress report is filed in the student folder for documentation.

B. ATTENDANCE POLICY

Purpose: To make a determination when a student's absence is a withdrawal after the student is absent for 14 consecutive days.

Policy: Student attendance is tracked by using the school Freedom system Absent All Week report, Consecutive Absent report, Percentage of Attendance Report and the Student Progress report. The instructors also use a sign-in and sign-out log, and a roll call book to monitor the students' daily attendance. For purposes of Unofficial Withdrawals, student's attendance is monitored weekly.

C. MAKE-UP HOURS POLICY & PROCEDURE

Students who wish to reduce their absent hours and extra instruction charges, prior to the expiration of the enrollment agreement and have completed 90% of their scheduled hours the previous week can make-up hours on approval by the school Director.

Purpose: For students to make-up hours to reduce their absent hours and extra instruction charges.

Policy: Students can make-up hours with Director's approval when student has completed 90% of their scheduled hours the previous week.

Procedure:

Director Responsibility:

Director will approve students who have completed 90% of their scheduled hours for the previous week.

A list of the students authorized to make-up hours for the week will be issued to the Salon Training Instructor.

Instructor Responsibility:

Instructor issues to students a Make-up Hours form upon request. Instructor is responsible to keep Make-up hours forms available to students. Instructor turns in Make-up Hours forms to the school Director by 3:00pm.

Student Responsibility:

Request a Make-up Hour form from their assigned Instructor. Fill out the top part of the Make-up Hour form and turn in to Instructor. Report to the Salon Training area in uniform and have Instructor to sign form. Student is responsible for bringing their student kit to Salon Training area and work on clients or assigned task.

Salon Training Instructor:

Review student list to check students authorized to make-up hours. Sign Make-up Hour form upon student entering and leaving the floor. Turn in completed Make-up Hour forms to Director the last scheduled day of the week.

NOTE: It is the responsibility of the student to clock in and out and sign in and out.

D. CHANGE OF SCHEDULE POLICY

Policy: Any and all schedule changes to the student's enrollment agreement will assess a fee of \$100 for each and all changes. Change of Schedule fee is to be paid before or at the time the student signs the Change of Schedule Request form.

Request for a Change of Schedule will be considered on a first come first serve basis depending on class size and will be granted solely at the discretion of the Director.

A change of schedule is an approved change of schedule if:

- The class is adequate in size.
- Changes in work schedule. Student will be required to submit written documentation from employer as to the change of schedule.
- Babysitting schedule changed.
- Student a found a job. Student will be required to submit written documentation from employer of date of employment.
- Other circumstances seem deemed by the Director.

Things for student to consider when making a change of schedule:

- Subject matter might be different with new schedule. Student may need to make arrangements to cover any subjects missed due to the change of schedule.

- Student might lose Title IV funds due to not crossing over to the next award year.
- Due to a change of schedule, student might lose all or partial financial aid funds. Student will be responsible for paying tuition that is not covered by financial aid funds.

E. LEAVE OF ABSENCE POLICY & PROCEDURE

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. A Request for a Leave of Absence will be reviewed by the school Director. In addition, the student is required to list the reason for the leave of absence. Emergency leaves of absence, without prior written request, may be granted provided the student completes the Request for a Leave of Absence form and return it to the school via mail or in person within 5 business days. Extensions for leaves may be requested prior to the expiration date of the leave of absence and may be granted if the completed and signed form is returned to the school via mail or in person within 5 business days.

Generally, only one leave of absence may be granted to a student in a 12-month period, not exceeding sixty (60) days in a 12-month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances.

For Department of Veterans Affairs (DVA) purposes, VA students, who do not return from an approved Leave of Absence, will be reported to DVA within 30 days of their last day of attendance.

If a student on an approved leave of absence notifies school prior to the expiration of the leave that he or she will not be returning, the date of notification will be used as a drop date. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

Explanation of Consequences of Withdrawal to Loan Recipient

A student on a leave of absence will be dropped as of the first day scheduled to return from a leave of absence if the student does not return from the leave.

One consequence of this is that some or all of a student's grace period will be exhausted for a Title IV program loan. Therefore, in order for a leave of absence to be an approved leave of absence, the school will inform a student who is Title IV loan recipient of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment.

F. TARDY POLICY

Students are considered tardy if they clock in ten (10) minutes past their scheduled reporting time. Students considered tardy may not be allowed in theory class and must report to clinic floor instructor to work on classroom practical applications. Students will report back to class after theory class is finished.

G. SATISFACTORY PROGRESS POLICY

All students attending the institution must maintain Satisfactory Progress of 67% attendance or better and 75% overall grade point average. Students on financial aid should not exceed 100% attendance to avoid the possibility of loss of financial aid funds. Those receiving Title IV federal aid must maintain Satisfactory Progress in

order to remain eligible for funding assistance. To qualify for satisfactory progress, the institution sets a maximum time frame for each program in which the student is expected to finish the program.

This policy is provided through the Consumer Information Packet, through the Financial Aid Officer.

1. Course Completers

Students must complete the program, and all graduation requirements, within 150% of the published length of the program to be considered completers for purposes of outcomes assessment.

2. Maximum Time Frame & Increments

To ensure that the student is making quantitative progress throughout the course of study the institution evaluates the student's satisfactory progress in terms of increments for each program. This increment assessment of progress compares the number of hours the student attempts to the number of hours the student successfully completes to progress at a rate that will allow him or her to finish the program within the maximum time frame*. The two key factors for satisfactory progress are attendance and academic grades according to the following criteria:

Course	Total Hours/Months Full-time Schedule	Total Hours/Months Part-time Schedule	Actual Hour Increment for Evaluation	Maximum Time Frame In Months Full-time	Maximum Time Frame In Months Part-time
Cosmetology	1500 12 months	1500 18 months	450-900- 1200	18	27
Instructor Training	750 7 months	750 9 months	375	10	15
Facial Specialist	750 7 months	750 9 months	375	10	15
Manicuring	600 6 months	600 8 months	300	8	12
Shampoo ucas McAllen/Harlingen	150 7 ½ weeks	150 11 ½ weeks	n/a	1 ¾ month	2 ¾ month

*An approved Leave of Absence may extend the contract period and maximum time frame by the same number of days as are in the leave of absence.

3. Attendance Progress Evaluation

Students must maintain a minimum of 67% attendance for the evaluation period. Attendance will be evaluated at actual hour increments for each program. (See chart above)

Note: The 67% attendance and 75% overall grade point average is used for financial aid purposes, however, the student must maintain above a 94% attendance throughout the course in order to avoid over- time charges (OVT-charges.)

In order to receive kit items subsequently, student must be meeting Satisfactory Academic Progress (SAP) minimum 67% attendance and 75% or above GPA. If SAP is not met, student must purchase at their own expense the items necessary for class.

4. Academic Progress Evaluation

Students must maintain a minimum of 75% academic grade point average for the evaluation period. Academic grade progress will be evaluated at actual hour increments for each program. (See chart above)

Students are assigned theory study and a minimum number of practical and clinic experiences. Theory and Practical work are evaluated in writing; exams are administered after each unit of study. Students must maintain a minimum of 75% theory/practical grade average and have a grade point average (G.P.A.) of 75% or better.

5. Determination of Status

Students meeting 67% attendance and 75% academic grade requirements at the actual hour increments for each program will be eligible for aid under the SFA programs and considered to be making satisfactory progress until the next scheduled increment evaluation. Students who do not meet satisfactory progress at each increment will be placed on probation.

6. Probation

Students failing to meet minimum satisfactory progress requirements at each increment will be placed on probation for thirty (30) days. Students must have a 67% attendance and 75% academic grade average at the end of the thirty (30) day probationary period to be considered making satisfactory progress.

However, students must meet both the attendance and academic progress requirements of at least one evaluation by the midpoint of the course to be considered making satisfactory progress.

During probation, students are ineligible to receive Title IV Federal Funds and may be required to pay cash. Students have a right to appeal the probation.

7. Appeal Process for Probation

Students who are notified of pending probation after failing to achieve minimum requirements may appeal this probation.

The student must submit a written appeal along with any supporting documentation to the Director for review. The appeal must be received by the Director within five (5) business days of notification of probation. Should a student fail to appeal this decision, the decision to place a student on probation will stand.

A decision on the student's appeal will be made within three (3) days by the Director and will be communicated to the student in writing. This hearing will be attended by the student, Director, Instructor and Financial Aid Officer.

If the appeal is approved, the student will be removed from probation until the next actual hour increment for evaluation of satisfactory progress.

8. Re-establishment of Status

If the student brings up the up the minimum progress requirements during probation, the institution must still evaluate the progress at the of 30 days, if the progress is met, the student will then be considered to be making satisfactory progress and Title IV federal funds will be disbursed. If the student fails to meet minimum satisfactory progress requirements at the end of probationary period, the student may be terminated.

9. Appeal Process of Termination

Students who are notified of pending termination after failing to achieve minimum requirements may appeal this termination. The student must submit a written appeal, along with any supporting documentation to the Director for review. This appeal must be received by the Director within five (5) business days of

notification of the proposed termination. Should a student fail to appeal this decision, the decision to terminate will stand.

A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This hearing will be attended by the student, Director, Instructor and Financial Aid Officer.

If the appeal is approved, the student will be placed on probation for an additional thirty (30) days and financial aid funds will not be disbursed. If the student meets satisfactory progress requirements at the end of 30 days, student will be removed from probation and financial aid funds will be disbursed. If student fails to meet satisfactory progress requirements the student might be terminated from the school.

10. Reinstatement of Aid

Students who have been reinstated through the appeal process of termination will remain on probation and must meet satisfactory progress minimum requirements within 30 days of reinstatement.

Students achieving satisfactory progress will be eligible for Title IV Federal Funds and considered to be making satisfactory progress until the next actual hour increment. Students who are not meeting satisfactory progress minimum requirements within a thirty (30) day period will be terminated. Any remaining balance owed will be the responsibility of the student.

11. Temporary Interruptions

If enrollment is interrupted for any reason, a student must be considered making satisfactory progress in order to be eligible for Title IV Federal Funding. The students who left in unsatisfactory status will return to the school in unsatisfactory status and student who left in satisfactory status will return to the school in satisfactory status.

12. Course Incomplete

Course incomplete, repetition, and non-credit remedial course do not apply to this institution.

13. Re-Entry

Students re-entering the school less than six (6) months after withdrawal or termination, enter in the same progress status as of the last day of attendance.

III. SCHOOL CURRICULUM

A. EVALUATION OF STUDENTS

1. Theory and Practical Exams

Students will be evaluated in theory and practical skill development periodically.

2. Practical Applications

Students must complete practical applications of the curriculum as required by Texas Department of Licensing and Regulations and this institution.

3. Grading Procedures

<u>Grade</u>	<u>Score Range</u>	<u>Grade Point</u>
A	95 – 100	4.0
A-	90 – 94	3.67
B	89 – 84	3.50
B+	85 – 89	3.33
B-	75 – 79	2.67

C+	70 – 74	2.33
C	65 – 69	2.0
C-	60 – 64	1.67
D+	55 – 59	1.33
D	50 – 54	1.00
D-	45 – 49	0.00
F	0 – 44	0.00

B. COURSE OUTLINE POLICY

Each program has a written course outline, which is provided to each student in the Admission Pre-Enrollment packet and the school catalog.

C. COURSES OFFERED

1. Cosmetology

Course Description:

The primary purpose of this course is to train students to render quality cosmetology services to clients as well as inform them of basic theories and principles of the profession by using both classroom theory and hands on practical experience. The students are trained in structures and function of the hair, face, and nails, product knowledge, and professional ethics within the industry. Minimum course length, as mandated by the state of Texas is 1500 hours.

Course Objective:

Upon successful completion of the course student will have acquired technical abilities and academic theories in compliance with the requirements of the Texas Department of Licensing and Regulation. The skills and theories are presented in a progressive manner from the simple to the complex. This approach permits each student to attain

the maximum degree of technical and academic ability, as well as professional procedures and safety measures required.

Units of Instruction:

- 1. ORIENTATION.....100 HOURS
 - a. TDLR RULES AND REGULATIONS
 - b. ORIENTATION TO SCHOOL POLICIES
 - c. SCHOOL CATALOG
- 2. TRICHOLOGY, DESIGN DECISIONS, HAIRCUTTING50 HOURS
 - a. HAIR THEORY
 - b. HAIR CARE
 - c. DRAPING, SHAMPOOING, AND SCALP MASSAGE
 - d. DESIGN DECISION CONSIDERATIONS
 - e. CLIENT CONSULTATION
 - f. HAIRCUTTING THEORY & PROCEDURES
- 3. HAIRSTYLING.....50 HOURS
 - a. HAIRSTYLING THEORY
 - b. THERMAL STYLING
 - c. WET STYLING
 - d. LONG-HAIR STYLING
- 4. WIGS AND HAIR ADDITIONS.....50 HOURS

- a. WIGS AND HAIRPIECES
 - b. HAIR ADDITION METHODS
5. CHEMICAL TEXTURIZING.....50 HOURS
- a. PERMANENT WAVING
 - b. CHEMICAL RELAXER
 - c. CURL REFORMING
 - d. PRODUCT KNOWLEDGE
 - e. CHEMISTRY- THE PH SCALE
6. HAIR COLORING.....50 HOURS
- a. COLOR THEORY
 - b. IDENTIFYING EXISTING HAIR COLOR
 - c. CHANGING EXISTING HAIR COLOR
 - d. PRODUCT KNOWLEDGE
7. THE STUDY OF THE NAILS.....50 HOURS
- a. NAIL THEORY
 - b. NATURAL NAIL CARE
 - c. ARTIFICIAL NAIL CARE
 - d. ANATOMY & PHYSIOLOGY OF THE ARMS AND HANDS
 - e. PROFESSIONAL DEVELOPMENT
 - f. SALON ECOLOGY
8. THE STUDY OF THE SKIN.....50 HOURS
- a. SKIN THEORY
 - b. SKIN CARE
 - c. HAIR REMOVAL
 - d. MAKEUP
 - e. ELECTRICITY
 - f. CHEMISTRY- CHEMISTRY OF COSMETICS
 - g. PRODUCT KNOWLEDGE
9. SALON BUSINESS.....50 HOURS
- a. THE BEAUTY INDUSTRY
 - b. JOB SEARCH
 - c. PROFESSIONAL DEVELOPMENT
 - d. SALON OWNERSHIP
 - e. SALON RETAILING
10. STATEBOARD.....50 HOURS
- a. PRACTICAL EXAM PREPARATION
 - b. WRITTEN EXAM PREPARATION
 - c. STATEBOARD EXAM I
 - d. STATEBOARD EXAM II
 - e. STATEBOARD EXAM III
11. SALON TRAINING INTERNSHIP.....950 HOURS
- a. DEVELOPING CLIENT LIST
 - b. DEVELOPING RETAIL SKILLS
 - c. SALON TECHNIQUES
 - d. PRACTICALS ON:
 - i. SHAMPOO
 - ii. HAIR SETS
 - iii. COMBOUT
 - iv. BLOWDRYING

- v. TINTS
- vi. HAIRCUTS
- vii. CONDITIONING
- viii. LASH/BROW TINT
- ix. RELAXERS
- x. BACKFILLS
- xi. MASK
- xii. HAIR PRESSING
- xiii. FACIALS
- xiv. ARTIFICIAL NAILS
- xv. PEDICURES
- xvi. DRAPING
- xvii. SCALP TREATMENTS
- xviii. UPDOS
- xix. BRAIDS
- xx. WIGS
- xxi. MANICURES
- xxii. OIL MANICURES
- xxiii. ARCHING
- xxiv. WAXING
- xxv. PERMS
- xxvi. MAKEUP
- xxvii. SANITATION
- xxviii. LIGHTNER
- xxix. RETAIL
- xxx. RINSE

TOTAL HOURS.....1500 HOURS

Course Format:

- 1. Theory
- 2. Practical Demonstrations
- 3. Audio-Visual Materials
- 4. Practical & Theory Workbook
- 5. Illustrations
- 6. Written and Practical Evaluations
- 7. Field Trips
- 8. Guest Speakers

Evaluation Procedures:

- 1. Written Exams
- 2. Practical Exams
- 3. Students will be evaluated in theory and practical skill development periodically.
- 4. Daily practical skill development

The Student is considered to be in a satisfactory progress academically if he/she maintains an average of 75% or better.

Students will also be graded on:

- 1. Personal Appearance
- 2. Work Habits
- 3. Attitude
- 4. Initiative
- 5. Compliance with rules and regulations

References*:

1. Milady's Cosmetology Textbook, Workbooks & Exam Review Book
2. TDLR- General Rules and Regulations/ Sanitary Rulings
3. PSI- Operator Practical/ Written Examination Guidelines

b. Educational Goals

At the conclusion of the Cosmetology program, the student will be prepared for the State Board Examination and will have learned the various manipulative skills and technical knowledge as well as the proper attitude to become a licensed hair designer.

3. Career Opportunities

- | | |
|----------------------------------|--|
| Salon Stylist | Product Educator |
| Hair Color Specialist | Cosmetic Chemist |
| Texture Service Specialist | Hairstylist for TV, Movies, or Theater |
| Wig or Extensions Specialist | Styles Director/Artistic Director |
| Retail Specialist | Design Team Member |
| Skin Care Specialist/Esthetician | Platform Artist |
| Makeup Artist | Competition Champion |
| Nail Technician/Manicurist | Educator |
| Day Spa Stylist/Technician | Writer |
| Salon Manger | TDLR Job Opportunities |
| Salon Owner | |

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

2. Cosmetology Instructor, Manicure Specialty Instructor, Facial Specialist Specialty Instructor

Course Description:

The primary purpose of this course is to train students to effectively conduct theory and practical training to students through methods of adult learning, demonstrations and evaluation. Students are trained hands on in a classroom and lab atmosphere. This will allow the teacher in training to learn from other Instructors. The students are trained in Fundamentals of Teaching, Demonstrating and Conducting Lecture, as well as Class Management. Minimum Course length, as mandated by the state of Texas is 750 hours.

Course Objective:

- Upon successful completion of the course the student will have the ability to:
1. Develop the skills, techniques and understand required to deal effectively with the many problems of teaching.
 2. Communicate and transfer effectively his/ her skills, knowledge and ideas to students.
 3. Practice the art of teaching by properly performing his/ her duties and enhancing his/her pleasant personality which will cultivate a successful teacher in the cosmetology field.

Units of Instruction:

1. Orientation.....68 HOURS
 - a. Texas Occupations Code, Title 9: Chapter 1602 & 1603

- b. Texas Administrative Code: Chapter 60 & 83
 - c. Orientation to school policies
 - d. School Catalog
2. About Teaching.....341 HOURS
 - a. History of Teaching
 - b. The Profile of a Master Educator
 - c. Educator Relationships
 - d. Developing a Dynamic Program of Study
 - e. Developing and Using Educational Aids
 - f. Teaching Skills and Presentation Techniques
 - g. Results-Oriented Classroom Management
 3. About Skills
 - a. Industry Needs
 - b. Teaching in a Dynamic Clinic
 - c. Student Evaluation and Testing Methods
 4. About Learning
 - a. Teaching to Diverse Learning Styles
 - b. Powerful Teaching and learning Methods
 - c. Achieving Learner Results
 5. About Professional Career Development
 - a. Professional Performance Evaluation
 6. Classroom Management and Salon Training Practical Internship.....341 HOURS
- TOTAL HOURS.....750 HOURS**

Course Format:

1. Lecture
2. Practical Demonstrations
3. Audio-Visual Materials
4. Practical & Theory Worksheets
5. Illustrations
6. Written and Practical Evaluations
7. Field Trips
8. Guest Speakers

Evaluation Procedures:

1. Testing in theory, practical and clinic areas.
2. Examinations after each unit of the course.
3. Weekly practical classroom and clinic workshop
4. Final Evaluation.

The Student is considered to be in a satisfactory progress academically if he/she maintains an average of 75% or better.

Students will also be graded on:

1. Personal Appearance
2. Work Habits
3. Attitude
4. Initiative
5. Compliance with rules and regulations

References*:

1. Milady's Master Educator Textbook and Workbook
2. TDLR General Rules and Regulations/ Sanitary Rulings
3. PSI-Operator Practical Exam, Manicuring Practical, Facial Specialist Practical, Instructor Training Practical Examination Guidelines

2. Educational Goals

At the conclusion of the Instructor program, the student will be prepared for the State Board Examination and will learn how to conduct theory and practical classes for profitable employment as a Cosmetology Instructor.

3. Job Opportunities

a. In Private Cosmetology Schools

Teacher of Cosmetology (General)	School Owner
Teacher of Cosmetology (Specialized)	School Director
Supervisor of Dean	Administrative Position

b. In Public Vocational Schools

Teacher of Cosmetology
 Teacher of Related Science
 Substitute Teacher
 Department Head
 Guidance Counselor

c. Outside of Beauty Culture Schools

TDLR Inspector	Salon Owner
TDLR Examiner	Hair Designer
TDLR Administrative Position	Salon Supervisor
TDLR Advising Committee	Hair Color Specialist
Educational Director for Manufacturer	
Teacher-Trainer	
Guest Artist	

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

3. Facial Specialist

1. Course Outline

Course Description:

The Esthetician Course concentrates on the health, care, and attractiveness of the skin, also on the artistic uses of cosmetics. As an esthetician, it is necessary to work closely with people therefore it is necessary to realize the importance of safety and the sanitation in this field for the protection of both the esthetician and the client. Course length as mandated by the state of Texas, is 750 hours.

Course Objective:

Upon successful completion of the course the student will have acquired technical

abilities and academic theories in compliance with requirements of the Texas Cosmetology Board, as well as the theory and practice of professional ethics, the professional care of skin, and the application and uses of professional cosmetics.

Units of Instruction:

1. Orientation.....	50 HOURS
a. TDLR Rules and Regulations	
b. Orientation to school policies	
c. School Catalog	
2. Sanitation and Disinfection.....	30 HOURS
a. Skin History and Opportunities	
b. Your Professional Image	
c. The Treatment Room	
3. Skin and Disorders.....	40 HOURS
a. Physiology and Hysiology and Histology of Skin	
b. Anatomy and Physiology	
4. Hair Removal.....	40 HOURS
a. Skin Analysis	
b. Product Knowledge	
c. Basic Electricity	
5. Basic Facials and Treatments.....	55 HOURS
a. Massage	
b. Machines	
c. Advanced Esthetics	
d. Product Knowledge	
6. World of Makeup.....	55 HOURS
a. Cosmetic Chemistry	
b. Chemistry for Estheticians	
c. Product Selections and Ingredients	
d. Product Knowledge	
7. Salon/ Spa Business.....	55 HOURS
a. Selecting Products and Services	
b. Career Planning	
c. Selling products and services	
8. Stateboard.....	50 HOURS
a. Practical Exam Preparation	
b. Written Exam Preparation	
9. Salon Training Internship.....	375 HOURS
a. Developing Client List	
b. Developing Retail Skills	
c. Salon Techniques	
d. Practical on:	
i. Facials	
ii. Skin Care	
iii. Depilatory	

- iv. Makeup Application
- v. Paraffin Treatment
- vi. Eyebrow Arching

TOTAL HOURS.....750 HOURS

Course Format:

- 1. Lecture
- 2. Practical Demonstrations
- 3. Audio- Visual Materials
- 4. Practical & Theory Worksheets
- 5. Illustrations
- 6. Written and Practical Evaluations
- 7. Field Trips
- 8. Guest Speakers

Evaluation Procedures:

- 1. Testing in theory, practical and clinic areas.
- 2. Examinations after each unit of the course.
- 3. Weekly practical classroom and clinic workshop.
- 4. Final Evaluation.

The student is considered to be in Satisfactory Progress Academically if he/ she maintain overall average of 75% or more.

Students will also be grade on:

- 1. Personal appearance
- 2. Work Habits
- 3. Attitude
- 4. Initiative
- 5. Compliance with Rules and Regulations

References*:

- 1. Milady’s Textbook & Workbook for the Professional Estheticians
- 2. TDLR General Rules and Regulations/ Sanitary Rulings
- 3. PSI- Facial Practical/ Written Examination Guidelines

2. Educational Goals

At the conclusion of the Esthetician program, the student will be prepared for the State Board Examination and for profitable employment as an Esthetician Specialist. The student will learn proper health care for attractive skin and artistic use of cosmetics.

3. Job Opportunities

a. In a Beauty Salon

- Esthetician Specialist
- Make- up Artist
- Facial Specialist
- Salon Owner

b. In the Cosmetic Industry

- Special Assistant to Plastic Surgeon or Dermatologist

Manager or Salesperson in stores or salons
Cosmetic Buyer or Representative for Cosmetic Products
Beauty Editor
Salon Owner

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

4. Manicuring

Course Outline

Course Description:

The Primary Purpose of this course is to train students to render quality manicuring services to clients as well as inform them of basic theories and principles of the profession by using both classroom and hands on practical experience. The students are trained in diligent studies and constant practice as well as on the importance of sanitation for the protection of his/her own health as well as that of the client and the necessary science of bacteriology and its importance. As by the state of Texas, Course length is 600 hours.

Course Objective:

Upon Successful completion of the course the student will have acquired technical abilities and academic theories in compliance with the requirements of the state of Texas Cosmetology Board as well as the professional application and practice of manicuring application and practice of manicuring, pedicures, buffing, nail tips, and massage and professional ethics, attitude and how to work in and manage a professional salon.

Units of Instruction:

1. Orientation.....20 HOURS
 - a. TDLR Rules and Regulations
 - b. Orientation to school policies
 - c. School Catalog

2. Manicuring & Pedicuring.....60 HOURS
 - a. Manicuring
 - b. Pedicuring
 - c. Your Professional Image
 - d. Client Consultation
 - e. Bacteria and Other Infectious Agents
 - f. Sanitation and Disinfection
 - g. Safety in the Salon

3. Acrylic tips & Sculptured Nails.....60 HOURS
 - a. Nail Product Chemistry
 - b. Anatomy and Physiology
 - c. The nail and its disorders
 - d. The skin and its disorders
 - e. Electric filing
 - f. Acrylic nails
 - g. Nail tips

4. Gels & Wraps.....60 HOURS
 - a. Aromatherapy

b. Nail Wraps	
c. Gels	
d. Nail Art- The creative touch	
5. Stateboard Preparation.....	50 HOURS
6. Salon Business.....	50 HOURS
a. Selling nail products and services	
7. Salon Training Internship.....	300 HOURS
a. Developing Client List	
b. Developing Retail Skills	
c. Salon Techniques	
d. Practical on:	
i. Manicures	
ii. Pedicures	
iii. Sculptured nails	
iv. Tip Overlays	
v. Nail Art	
vi. Paraffin Treatments	
TOTAL HOURS.....	600 HOURS

Course Format:

1. Lecture
2. Practical Demonstrations
3. Audio- Visual Materials
4. Practical & Theory Worksheets
5. Illustrations
6. Written and Practical Evaluations
7. Field Trips
8. Guest Speakers

Evaluation Procedures:

1. Testing in Theory, Practical and Salon Training Areas.
2. Examinations After each Unit of the course.
3. Weekly Practical Classroom and Salon Training Workshop.
4. Final Evaluation.

The Student is considered to be in satisfactory progress academically if he/she maintain an overall average of 75% or better.

Students will also be graded on:

1. Personal appearance
2. Work habits
3. Attitudes
4. Compliance with Rules and Regulations

References*:

1. Milady's Nail Technology Textbook, Workbook and Exam Review book.
2. TDLR General Rules and Sanitary Rulings
3. Milady's Nail Technology Exam Review Book.
4. PSI- Manicuring Practical/ Written Examination Guidelines

2. Educational Goals

At the conclusion of the Manicuring program, the student will be prepared for the State Board Examination and for profitable employment as a Manicurist Specialist. The student will learn how to give a good manicure and pedicure in a systematic and efficient manner and will have knowledge of various cosmetic and nail disorders to improve the appearance of the hands, feet, and nails.

3. Job Opportunities

a. In a Beauty Salon

Manicure Specialist
Nail Salon Owner

Synthetic Nail Technician
Guest Artist

b. In the Cosmetic Industry

Product Representative
Buyer
Direct Selling
Trade Technician

Platform Artist
Research Assistant
TDLR Advising Committee
Beauty Editor

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

5.* Shampoo Specialist (Offered at ucas McAllen and Harlingen campus only)

1.Course Outline

Course Description

The Primary Purpose of this course is to train students to render quality shampooing services to clients as well as inform them of basic theories and principles of the profession by using both classroom and hands on practical experience. The students are trained in diligent studies and constant practice as well as on the importance of sanitation for the protection of his/her own health as well as that of the client and the necessary science of bacteriology and its importance. As by the state of Texas, Course length is 150 hours.

Course Objective:

Upon Successful completion of the course the student will have acquired technical abilities and academic theories in compliance with the requirements of TDLR regulations. The student will learn the procedures of shampoo manipulations and the composition and action of shampoos and rinses, professional ethics, attitude and how to work in and manage a professional salon.

- 1. Professional practices5 hours
 - a. shampooing as a profession;
 - b. vocabulary; and
 - c. ethics;
- 2. Salon Procedures5 hours
 - a. hygiene and grooming;
 - b. professional attitudes and salesmanship; and
 - c. public relations
- 3. Shampooing and conditioning skills10 hours
 - a. purposes and effects;

- b. preparation;
 - c. equipment and implements; and
 - d. supplies;
4. Procedures100 hours
- a. basic shampoo techniques on all types of shampoo;
 - b. application and removal of all types of conditioners;
 - c. removal of all hair color stains;
 - d. application of weekly rinses or semi- permanent rinses requiring hydrogen peroxide;
 - e. removal of bleaches requiring shampoo;
 - f. scalp and neck massage
 - g. removing hair tints requiring shampoo
 - h. hair and scalp analysis; and
 - i. scalp and hair manipulations;
5. Scalp and neck; anatomy and physiology10 hours
- a. bones;
 - 1. major bones; and
 - 2. functions;
 - b. muscles:
 - 1. major blood vessels;
 - 2. functions;
 - c. skin:
 - 1. structure;
 - 2. functions;
 - 3. appendages;
 - 4. condition; and
 - 5. lesions;
6. Chemistry of shampoo and conditioner10 hours
- a. elements, compounds, and mixtures
 - 1. properties of;
 - 2. acid and alkali (pH); and
 - 3. chemistry of water;
 - b. composition and uses of shampoo and conditioner;
7. Sanitation and safety10 hours
- a. sanitation;
 - b. definitions;
 - c. importance;
 - d. TDLR rules and regulations and sanitary rulings; and methods.

TOTAL HOURS.....150 HOURS

Course Format:

- 1. Lecture
- 2. Practical Demonstrations
- 3. Audio- Visual Materials
- 4. Practical & Theory Worksheets
- 5. Illustrations
- 6. Written and Practical Evaluations
- 7. Field Trips
- 8. Guest Speakers

Evaluation Procedures:

1. Testing in Theory, Practical and Salon Training.
2. Examinations After each Unit of the course.
3. Weekly Practical Classroom and Salon Training Workshop.
4. Final Evaluation.

The Student is considered to be in satisfactory progress academically if he/she maintain an overall average of 75% or better.

Students will also be graded on:

1. Personal appearance
2. Work habits
3. Attitudes
4. Compliance with Rules and Regulations

References*:

1. Milady's Hair Structure and Chemistry Simplified
2. TDLR General Rules and Sanitary Rulings

2. Educational Goals

At the conclusion of the Shampoo program, the student will be prepared for the State Board Examination and for profitable employment as a Shampoo Specialist. The student will learn the procedures of shampoo manipulations and the composition and action of shampoos and rinses.

3. Job Opportunities**a. In a Beauty Salon**

Shampoo Specialist
Salon Owner
Guest Artist

b. In the Cosmetology Industry:

Product Representative	Beauty Editor
Research Assistant	TDLR State Examiner
Trade Technician	Instructor Training
Promotional Writer	Cosmetology School Owner

Note: Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude, a cosmetology education may be a pathway to a secure income and a solid future.

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

IV. STUDENT TUITION AND FEES (Insert)

A. University of Cosmetology Arts & Sciences (ucas).

COSMETOLOGY (1500 Hours)

Tuition	\$14,905.00
Enrollment Fee.	100.00
Books & Supplies*.	\$ 2,580.00
Total	\$ 17,585.00

INSTRUCTOR TRAINING (750 Hours)

Tuition	\$ 9075.00
Enrollment Fee.	100.00
Books & Supplies*	\$ 1,761.00
Total	\$10,936.00

FACIAL SPECIALIST (750 Hours)

Tuition	\$ 9,955.00
Enrollment Fee.	100.00
Books & Supplies*.	\$ 2,065.00
Total	\$12,120.00

MANICURING (600 Hours)

Tuition	\$ 6,655.00
Enrollment Fee.	100.00
Books & Supplies*.	\$ 2,050.00
Total	\$8,805.00

****SHAMPOO SPECIALIST (150 Hours)**

Tuition	\$ 2,000.00
Enrollment Fee.	100.00
Books & Supplies*	\$ 150.00
Total	\$2,250.00

*Books, Kit Items and Supplies issued are non-refundable.

**Offered at ucas McAllen and Harlingen campus only.

Cost Effective: February 1, 2010

Note: Tuition Adjustment Guidelines are not applicable to this institution.

B. INSTALLMENT PAYMENT PLANS

Installment payment plans are available for payment of tuition for full time and part time student. The student has three options:

1. Payment in full prior to the first day.
2. Payment in two equal installments. The first installment is due prior to the first day; the second installment due upon completing half of the chosen course of study.
3. Monthly payments for the length of the course will be scheduled by the student's last name and last payment will be due prior to completing 100 hours of the course.

** There will be a \$30.00 fee charge for returned checks.

A student who elects to pay in installments will:

1. Be responsible for making payments on or before the due dates.
2. Be unable to obtain official copies of his/her student record until the debt is paid in full.
3. Be responsible for payment of any remaining balance due upon withdrawal from the institution.
4. Settlement of all financial obligations as part of the graduation requirements.
5. Failure to comply with the conditions of the contract, student will be subject to be suspended from attending classes for approximately ten (10) days until the debt is paid in full.
6. If student does not return to school after the ten (10) days of suspension, this would be considered an unofficial withdrawal and the date of determination to withdraw the student would be 14 days after the student's last day of attendance.

NOTE: Students on Financial Aid should check with Financial Aid Office for assistance.

C. ADDITIONAL CHARGES

1. Extra Instruction Charges Policy

Upon enrollment students will be informed of the graduation date for their chosen course of study. Because of varying circumstances, such as illness, death in family, pregnancy, etc., the student may not meet this projected date and therefore, will be allowed absent hours at no charge, depending on the course of study. (See chart)

The following schedule demonstrates the breakdown of No-Charge Absent Hours for all courses: No-Charge Absent Hours are computed at a rate of (5) five absent hours for every 75 required hours, up to a maximum of 100 absent hours.

NO-CHARGE ABSENT HOUR CHART

Course	Total Hours	No Charge Absent Hours
Cosmetology	1500	100
Instructor Training	750	50
Facial Specialist	750	50
Manicuring	600	40
*Shampoo Specialist	150	10

*Offered at ucas McAllen & Harlingen campus only

2. Additional Absent Hours

Students are allowed absent hours at no charge depending on the course (See No-Charge Absent Hours Chart). After the no-charged absent hours have been used up, any additional absent hours incurred will be subject to an hourly fee of \$10.00 per hour.

Additional absent hours will be collected on a weekly basis as noted in the school's Weekly Hour Report and final tuition and fees due will be collected prior to the last 100 scheduled hours of the course.

3. Make-up Hours

Students will be given the opportunity to make-up hours to reduce their absent hours prior to the expiration of their enrollment agreement. (See Make-Up Hour Policy.)

4. Academic Transcripts

Students may obtain a transcript from the school office upon request if all financial obligations have been fulfilled to the school. The cost of the transcripts is \$25.00.

Note: The institution reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan.

5. Expendable supplies

Any extra supplies that the student might need for personal use or for practice may be purchased at the school's retail center for a minimal cost.

6. Picture Identification Card Fee

Students are required to carry their ID card at all times for identification purposes. A fee of ten dollars (\$15.00) will be required for all lost duplicate cards. Misuse of identification cards may result in disciplinary action.

7. Time Badge Card*

*San Antonio locations only

Lost, damage, abused or defective badge cards must be reported immediately to the Instructor on duty that same day. A fee of fifteen dollars (\$15.00) will be required for all lost, damage or abused cards. (See Time Badge Card)

8. Change of Schedule

Any and all schedule changes to the student's enrollment agreement will assess a fee of \$100.00 for each and all changes.

9. Returned Check Fee

There will be a \$30.00 fee charge for all returned checks.

10. Photocopies

There is a service charge of \$3.00 each page for copies requested.

V. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR)

A. 1602.455 TRANSFER OF HOURS OF INSTRUCTION

(a) A student of a private beauty culture school or a vocational cosmetology program in a public school may transfer completed hours of instruction to a private beauty culture school or a vocational cosmetology program in a public school in this state.

(b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to TDLR executive director.

(c) In evaluating a student's transcript, the executive director shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the executive director shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.

(d) On evaluation and approval, the executive director shall certify in writing to the student and to the school to which the student seeks a transfer that:

- (1) the stated courses and hours have been successfully completed; and
- (2) the student is not required to repeat the hours of instruction.

(e) If a private beauty culture school license has been expired for more than 30 days, a student of that school may not transfer hours of instruction the student completed at that school.

B. 83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure. *(New section adopted effective August 1, 2006, 31 TexReg 5952)*

(a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited.

(b) A student transferring to a school who desires to claim hours and practical applications earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of hours claimed and practical applications completed. This record may be in the form of a transcript from the prior school or an extract from records of the department.

(c) A student may not graduate until all previously accrued hours, upon re-entry to that school or transferring from another school, have been reported.

(d) A student may withdraw from school at any time by notifying the school in writing.

(e) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of hours taken and practical application performed at the school withdrawn from. The transcript and practical applications must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript and practical applications must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

(f) A student who withdraws from a cosmetology school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1602.

(g) Withdrawal or termination during the first week shall be defined by scheduled clock hours. If scheduled clock hours are 40 hours per week, then the week is defined to be 40 clock hours; for part time students, the amount of scheduled clock hours per week defines the week.

(h) Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of attendance.

(i) If a school closes or ceases operation before the class hours are completed, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1602.

(j) Any student of an out-of-state private or public cosmetology school may submit a request to the department to transfer the completed hours of instruction to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

(k) A student enrolled for a specialty course may withdraw and transfer hours acquired to the operator course not to exceed the amount of hours of that subject in the operator curriculum. Students enrolled in the operator course may withdraw and transfer up to the maximum specialty hours within the operator curriculum for that course. Once a license is obtained, hours may not be transferred to another course.

C. 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 or contract 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 or contract 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.

If an applicant is not accepted by the school or if the school cancels the start date or course for unforeseen circumstances, the applicant is entitled to full refund of monies received towards enrollment, except \$25 for TDLR permit. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

D. 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 clock hours;

- (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.

The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

D. 1602.459. WITHDRAW 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: (same policy for courses more than 12 months)

- (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.

E. 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.

F. 1602.461. RE-ENTRY 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.

G. 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.

H. 1602.463 SCHOOL CLOSURE POLICY

(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).

The institution must notify the accrediting agency by submitting a list of students enrolled at the time of closure.

VI. STUDENT SERVICES

A. ORIENTATION

The school conducts an orientation on or before the first day of class. The orientation provides information about the instructional program, the goals of each course, any policies affecting students, and services available to students.

B. COUNSELING AND ADVISING

The schools provides the student with vocational guidance throughout the course of study. The staff helps with the achievement of goals, aptitude of evaluation, assistance in financial arrangements, assistance in scheduling training hours and assistance in government approved programs. Advising regarding licensing regulations, reciprocity, employment

and continuing education opportunities is available to students as needed.

1. Referral to Professional Assistance

Students have access to advising from members of the school's staff, including a list of agencies for referral to professional assistance if necessary. The school maintains records of student referrals in the student file.

2. Progress Reports

The school provides students with a Progress Report for review on their progress, attendance, written and practical grades, practical and clinic requirements. The Instructor counsels with the student on ways to improve their grades, attendance, student strengths and identify areas that need improvement so the student can succeed in the program.

3. Disciplinary Counseling

This institution considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the school expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the institution. The school's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

C. HANDICAPPED SERVICES

The institution extends training to the physically disabled, however, suitable employment is considered when reviewing students prior to admission. The school provides handicap parking to accommodate the physically disabled.

D. HOUSING

No institutional housing or boarding assistance is formally maintained on campus. However, if an applicant needs assistance in finding local housing, the school will refer applicant to an appropriate agency.

E. PLACEMENT ASSISTANCE

Upon successfully completion of the course of study chosen, the student may register for employment assistance in the Placement Department. Since, this institution is dedicated to excellence in its training programs; it goes one step further in utilizing its best efforts in seeking, guiding and advising graduates to find gainful and meaningful job opportunities. However, the institution advises students upon enrollment that the law prohibits any school from guaranteeing placement as an inducement.

Information, advice and the types of services to help the student secure employment in the field are:

- a. Resume review to secure employment.
- b. Schedule interviews with prospective employers.
- c. Creating a professional image and appearance.

Placement Mentor Program

The Placement Office encourages qualified students to obtain salon sponsors for in the school's Mentor Program. This program will give the student the opportunity to select a representative from a salon to sponsor them. The student will observe a real live salon atmosphere in the real world which will give the student an insight of how the salon is operated and managed in a real-life situation. Students will be involved in the small duties of a salon; for example, answering the phone, charging clients, setting up appointments, inventory and observation.

This is an excellent opportunity for the student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease. This program is designed for the student to increase commitment and devotion to the beauty industry, however, students are not to perform hair services in the salon.

F. TEXAS REHABILITATION COMMISSION

Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical disabilities and qualify for the program.

G. SCHOLARSHIPS

As a member of Accredited Association of Cosmetology Schools (AACCS), this school had joined Access to Cosmetology Education (ACE) Grant in order for qualified applicants to have the opportunity to enter a career in Cosmetology.

For this reason you may be eligible for an ACE Grant. ACE Grants are designed to encourage highly motivated and qualified individuals to enter the cosmetology field.

Qualifications Needed for Candidacy:

1. Applicants are required to obtain two salon endorsements
2. If High School student:
 - A. Attendance, grades, attitude, personality, and a letter of recommendation from the teacher or counselor.
 - B. Two salon endorsements.
3. If not a high school student:
 - A. Three (3) personal references
 - B. Three (3) work references.
 - C. Two salon endorsements

For more information contact the Office of Admission.
Call 1-800-411-GRANT for more information on how to apply.

H. LOCKERS

Students may be given access to a locker or other secured enclosure for temporary storage of personal effects. Sharing of such secured facility is limited to two students. For sanitation purposes, the institution reserves the right to inspect student's lockers or bags at the discretion of the instructor or another authorized staff member. If necessary, local authorities will be contacted regarding suspected stolen property to come into the school to conduct inspections of lockers, student bags and personal property as they deem appropriate.

Students who graduate, terminated/drop, or on a leave of absence must vacate their lockers. Personal effects left in lockers for more than thirty (30) days will be removed.

Currently attending students must vacate lockers prior to the beginning of any two week holiday. Students who complete their total hours who are considered graduates and must vacate their lockers on the last day of attendance. Students who withdraw officially or are withdrawn by the school are responsible to vacate their lockers within thirty (30) days.

The school assumes no responsibility for any lost, removed or stolen property.

I. WHERE-TO-GO LIST

A “Where-to-Go List” is posted in a conspicuous place around the school and classrooms. Students needing assistance and counseling can refer to the chart for directions.

J. LOAN DEFAULT PREVENTION MANAGEMENT PROGRAM

Students on financial aid are required to attend an entrance and exit counseling as part of the institution’s Loan Default prevention Management Program. Students will be counseled and advised regarding their financial options and responsibility.

Any student needing additional help on repayment of their loan should contact the Financial Aid Department for help in completion of deferments or forbearance forms or you may contact the lender or servicer.

K. PARKING

The school provides ample parking for students, staff and visitors. Listed below are the designated parking areas in each campus.

UCAS - McAllen campus

Students may park in the west and south side of the building. The parking next to the building wall is designed for staff and faculty. The east area parking is reserved for customers and visitors.

UCAS - Harlingen campus

Students may park in the north side of the building. The parking area facing the school is reserved for customers and visitors. The parking on the front east of the school is designated for staff and faculty.

UCAS - Naco – Perrin Campus

Students, staff and faculty may park in the north side of the school building and in the west side by the street facing the school. The parking in front of the school is reserved for customers and visitors.

UCAS - Jamar Campus

Students, staff and faculty may park in the north and east side of the building. The parking area facing the school is reserved for customers and visitors.

VII. STUDENT CONSUMER INFORMATION

A. COMPLIANCE WITH THE CIVIL RIGHTS ACT

We comply with Title IV and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Department of Education issued go that title, to the end of that, in accordance with Title VI and IX of that act of the regulation, no person in the United States shall, on the grounds of race, color, or national ethnic origin be excluded under any program of activity for which the applicant received federal financial assistance from the department

B. STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

1. Review and consider all information about a school's program before you enroll.
2. Pay special attention to your application for financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent you receiving aid.
3. Know and comply with all deadlines for applying or reapplying for aid.
4. Provide all documentation, corrections, and/or new information requested by either the Financial Aid officer or the agency to which you submitted your application.
5. Notify your school of any information that has changed since you applied.
6. Read, understand and keep copies of all forms you're asked to sign.
7. Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loan.
8. Attend an entrance and exit interview at your school, if you have a Student Loan Guaranteed Loan or a PLUS loan. Notify your school of a change of address, name, or attendance status half-time, three quarter time, or full time. If you have a new loan you must also notify lender of changes.
9. Understand Texas Department of Licensing and Regulation (TDLR) Refund Policy and Return of Title IV Federal Funds.

C. STUDENT RIGHT-TO- KNOW ACT

The policy of the institution is to disclose information on:

1. Student Right-To-Know Disclosures

The completion, placement and pass rates are issued to prospective students at the pre-enrollment interview. Upon request current students can receive a copy of the school rates.

School disclosure rates are distributed once a year and is available upon request in the school Director's office.

2. Drug and Alcohol Abuse Prevention Information

The policy of the institution is to provide and distribute information to its students, faculty and employees to prevent drug and alcohol abuse.

Distribution of drug and alcohol abuse prevention materials to all students and employees will be on an annual basis. If new students enroll or new employees are hired after the initial distribution for the year, the school will insure that they also will receive the materials.

The regulation implementing the Drug-Free Schools and Communities Act lists the following information to school provides in its materials.

1. Standard of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities.
2. A description of the applicable legal sanction under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and alcohol.
4. A description of any drugs and alcohol counseling, treatment, or rehabilitation programs that is available to students and employees.
5. A clear statement that the school will impose sanctions on students and employees consisting with local, state and federal law and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution of the standards of conduct.

3. Crime Awareness and Campus Security Act of 1990

The procedure of this institution is to disclose and distribute information to all current students and employees and to any applicant for enrollment or employment upon request an annual campus security report. The campus security report will provide information regarding campus security policies and campus statistics. The report will discuss the role and function of campus security personnel, the school's procedure for reporting and responding on-and off campus facilities.

The report will also outline the school's policy regarding alcohol and drug related violations, including use, sale, possession and under-age drinking. The report will make available information programs to students and employees about crime prevention, campus security and alcohol or drug abuse as required by law. Upon request, the school will provide its annual campus security report to a prospective student or prospective employee. The annual campus security report is available with the school director.

D. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

Students should submit to the Director, Financial Aid department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's records that the student believes is inaccurate or misleading.

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the student when notified of the right to a hearing.

- (1) The right to consent to disclosures of personally identifiable information contained in the student's education records. Written consent from the student or guardian if student is a minor is required for disclosure of records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, or support staff position, a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent, accrediting agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request].

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 2020-4605

Disclosure may be made to authorize representatives of ED, ED's Office of Inspector General, or state and local education authorities (NACCAS). These officials may have access to records as part of an audit or program review or to ensure compliance with Title IV program requirements.

Disclosure may be made if it is in connection with financial aid that the student received or applied for. Information may only be release if it is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Disclosure may be made to the student's parent, if the student is a dependant of the parent as defined by the Internal Revenue Service.

Disclosure may be made to organizations that are conducting studies concerning administration of student aid programs on behalf of educational agencies or institutions.

Recording Disclosure

Schools are required to keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. The disclosure record must be maintained as long as the records themselves are maintained.

E. INTERNAL COMPLAINT POLICY AND PROCEDURE

In accordance with the institution mission statement, this institution will make every attempt to resolve any student's complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedures outline the specific steps of the complaint process.

1. A student, teacher, or interested party may file a complaint against the school: however, the complaint should be in writing to the Instructor/ school director and should outline the allegation or nature of the complaint.
2. A school representative will meet with the complainant within 10 days of receipt of the written complaint. Depending on the extent and nature of the complaint, interviews with the appropriate staff and other students may be necessary to reach a final resolution of the complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school complaint committee. The school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of the written record at the time of the meeting.
3. The committee will be comprised of at least three individuals that may be the following categories: school owner, director, and instructor, and financial aid administrator, member of the public interest or student. The complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information.
4. In case of extreme conflict, may be necessary to conduct an informal hearing regarding the complaint. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the complainant presenting his/her case followed by the school response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness, testimony and recommend a resolution for the dispute. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
5. If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency (National Accrediting Commission of Cosmetology Arts & Sciences). For address see school catalog. The complainant is required to try to resolve the problem through the school's complaint process, prior to filling a complaint with the accrediting agency.

F. FOREIGN STUDENTS

The University of Cosmetology Arts and Science Campus McAllen and Harlingen campus are authorized by the Immigration and Naturalization Service (INS) to accept and enroll M-I non-immigrant students that meet the necessary admissions requirements. Foreign students are ineligible for Title IV funds.

G. FINANCIAL AID

Federal Financial Aid Title IV Student Programs

Federal Financial Aid Programs the Financial Aid Office offers variety of financial programs to help eligible students pay cost of attending school. The money provided through these programs can be in the form of grant, loan, or combination of any of these programs.

Grants are gifts of money. They do not have to repay. Loans are borrowed money. They must be repaid with interest. Further information concerning financial assistance Programs eligibility and requirements is contained in the Student Financial Assistance Program Guide which is available at the Financial Aid Office.

Federal Title IV Programs are not available to foreign students. Federal IV programs include Pell Grants and Stafford Loans.

The Financial Aid Office is normally available during school hours to counsel students and prospective students. Students needing assistance with information should contact the Financial Aid Office.

Financial Aid Programs

- * Pell Grants
- * Stafford Loans (FFELP)
 - * Subsidized Loans
 - * Unsubsidized Loans
 - * Plus Loans
- * Direct Loans
 - * Subsidized Loans
 - * Unsubsidized Loans
 - * Plus Loans

2. Academic Year

An academic year is defined as 900 clock hours in a minimum 30 weeks. Any courses which are shorter than 900 clock hours are defined by the number of hours in the course in a minimum of 26 weeks.

3. Record Retention Period

Title IV Student Financial Aid records and Texas Department of Licensing and Regulation (TDLR) records are kept for a minimum of four (4) years

H. RETURN OF TITLE IV FEDERAL FUNDS

Disbursement of Funds

When a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. For our Institution that is required to take attendance the last day of attendance is the withdrawal date.

Hours Earned

The earned amount of Title IV grant or loan earned is determined by dividing the scheduled hours thru last day attended by the hours in the payment period. If the student has completed more than 60% of the payment period, 100% of the funds are earned.

If a student earns less than 60% of the funds, the difference is returned to the loan or Pell Grant Program.

Post-Withdraw Disbursements

If a post-withdrawal disbursement exists the institution must notify the student in writing requesting the student's or parent's permission if it is a PLUS loan, to receive the funds. The student or parent will be advised in writing within 30 days of determination of withdrawal. If the student is due a post-withdraw disbursement of the federal education loan, in the information a school provides to a student that he or she is due a post withdraw disbursement, the school will include information about the advantages of keeping loan debt to a minimum.

Failure to respond within 14 days, no disbursement will be made. A post-withdrawal exists when the student is eligible to receive funds but the funds have not been disbursed when the student withdraws. A letter of notification is sent to the student when funds are returned either to the Pell Grant Program or the Loan Program or to the parent in case of a PLUS loan. The notification must be clear that if the student or parent do not respond to the notification, within time frame, the school is not required to make the post-withdraw disbursement.

If a student or parent submits a timely response accepting all or a portion of a post withdraw disbursement, per the student's or parent's instructions, the school must disburse the funds within 120 days of the date of the institution's determination that the student withdrew.

Grant Overpayments

The application regulation requires that the students repay only 50% of the initial amount of any Title IV Grant funds. Within 45 days of determining that the student who withdrew must repay all or part of the Title IV grant, a school must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification a school must inform the student that:

1. The student owes any overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take a positive action by the 45th day following the date the school sent or was required to send notification to the student.
3. There are positive actions a student can take to extent 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.
 - 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 student's overpayment immediately must be reported to the Borrowers Service for Collection.
5. The student should contact the school to discuss his or her options.

Title IV Refund Order

Order of return of Title IV funds for unearned funds will be as follows:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Plus Loans received on behalf of the student
- Federal Pell Grants

Time frame for the return of Title IV funds will be no later than 45 days after the date of the Institution's determination the student withdrew.

Official and Unofficial Withdrawal

The Institution will determine the withdrawal date for a student who withdraws without notification as 14 days from last day attended. Official notification from withdraw student will be used if received prior to the 14 days from last day attended.

Leave of Absence (LOA) Withdrawal

A student on a leave of absence will be dropped as of the first day scheduled to return from a leave of absence if the student does not return from the leave.

If a student on an approved leave of absence notifies school prior to the expiration of the leave that he or she will not be returning, the date of notification will be used as a drop date. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

I. MEDIA RECORDING

The Institution has the right to allow its agents or employees to photograph, videotape, or digital record students and students' work exclusively for advertising or marketing. Authorization signature from student shall be requested.

J. COLLECTION POLICY

The institution attempts to collect debt owed by means of a collection agency. Below you may find pertinent information regarding this procedure:

Delinquent Graduates or Withdrawn or Terminated Students have ten (10) business days as of the date of notification mailed to pay the balance or make payment arrangements satisfactorily with the Corporate Business/ Finance Office or their account will be referred to SARMA Collection Agency and Credit Bureau.

Failure to notify the business office within ten days (10) disputing the validity of the debt or any portion thereof, the office will assume this debt is valid and the debt will be referred for collections.

To dispute an account with SARMA

To dispute an account, debtor must send written notice to SARMA COLLECTIONS within 30 days of receiving your first collection notice. Your dispute should clearly state the reason for the dispute. SARMA COLLECTIONS will then seek additional information from the original creditor and inform you of the outcome of the dispute.

Address:

1801 Broadway

San Antonio TX. 78215

Phone Number:

1-800-955-5238 or 210.244.4547

The Institution acknowledges that any collection of debt reflects the Institution's withdrawal and settlement policy.

VIII. STUDENT CODE OF CONDUCT POLICY

A. STUDENT CONDUCT POLICY

Incidents which may result in disciplinary action being taken by school authorities may include, but not be limited to, the following;

1. Disruption of classroom or clinic activities.
2. Clocking in or out for another student or students.
3. Cellular phone or pagers must be turned off during class time.
4. Failure to wear clean and stain free uniform.

5. Bringing a radio into the school.
6. Using school telephone without permission.
7. Using public telephone without permission and /or during unauthorized period.
8. Smoking or chewing gum inside the building.
9. The unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.
10. Committing extortion, coercing, or black mail, i.e., obtaining money or other objects of value from unwilling person, or forcing and individual to act through the threat of force.
11. Exhibiting disrespect or directing profanity, vulgar language, or obscene gesture towards students, teachers, administrators, school personnel, or any other person.
12. Loitering in unauthorized areas; such as reception area, hallways, within fifteen feet of outside entrance, etc.
13. Wearing inappropriate attire on classroom and clinic floor. Violating dress code such as:
 - a. Sweatshirt and or sweat pants
 - b. Jogging suits
 - c. Shorts
 - d. Mini skirts
 - e. Sandals
 - f. Soiled uniform
 - g. Any attire not deemed appropriate by Instructor and/ or Staff member.
14. Refusing a client or salon training assignment.
15. Engaging in verbal abuse, slanderous remarks, making derogatory statements about the institution or violations towards others or the institution that may be considered a serious offense and may precipitate substantial disruption of the school program or incite violence.
16. Committing arson.
17. Bringing guest and visitors into clinic classroom areas without permission.
18. Maintaining improper sanitation and cleanliness of stations, equipment, break areas, and restroom facilities.
19. Committing robbery or theft.
20. Cheating on tests, assignments, or examinations.
21. Any other actions deemed as inappropriate behavior by instructors and/or staff member.
22. Students are not allowed to bring their children to class.
23. Students must bring student kit to practice in class and salon training floor on a daily basis.
24. Not maintaining satisfactory progress in attendance and G.P.A.
25. Not complying with monthly payments toward tuition.
26. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
27. Video and still photography is prohibited without advance permission of the institution. Taking pictures or videotaping in violation of this policy will result in disciplinary action.

B. DISCIPLINARY ACTION

Disciplinary action taken by this institution may include, but not limited to the following actions:

VERBAL WARNING:

Initial warning.

WRITTEN WARNING:

Incident report is written by the instructor.

SUSPENSION:

Enrollment may be immediately suspended for a specific amount of time, based on the infraction of the principles of conduct or the general policies at the discretion of the school administration and cannot exceed fourteen (14) calendar days from last day of attendance

TERMINATION:

Enrollment may be terminated at the discretion of the school administrator for:

- Non-conformance with the General Policies or Principles of Conduct.
- Non-conformance with the Texas Department of Licensing and Regulation or Institution's Enrollment Agreement.
- Non-conformance with attendance that may lead to not meeting Satisfactory Progress, academic and financial requirements according to Institution's guidelines in the School Catalog, Financial Aid practices and forms, Admissions practices and procedures
- Any reason deemed necessary by the administration to maintain the positive educational environment and attainment of the institution's general objectives.

The Institution's refund policy applies to students that are terminated by the school.

C. ACCIDENTS

The school assumes no responsibility or liability for accidents, bodily harm or loss of personal belongings caused by negligence, carelessness, or lack of skill by students.

D. CHANGES IN STUDENT RULES AND REGULATIONS POLICY

This Institution reserves the right to revise any of the above rules or regulations at its sole discretion without previous notification. All actively enrolled students will receive immediate written notification of any changes.

E. RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. All students are entitled to enjoy the basic rights of citizenship recognized and protected by law from persons of their age and maturity. Each student is expected to respect the right and privileges of other students, teachers, and staff. Students shall exercise their rights and responsibilities, in compliance with the rules established for orderly conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to be responsible citizens in the school community.

2. Student's responsibilities for achieving a positive learning environment at school related activities shall include:

- a. Attending all classes daily and on time.
- b. Accepting the responsibility to participate appropriately in the learning process.
- c. Being prepared for class with appropriate materials and assignments.
- d. Being properly attired.
- e. Exhibiting respect toward others.
- f. Conducting themselves in a responsible manner.
- g. Paying required fees.
- h. Refraining from violations of the code of student conduct.
- i. Obeying all school rules, including safety rules and sanitary rules.
- j. Seeking changes in the school policies and regulations in an orderly and responsible manner, through appropriate channels.
- k. Cooperating with staff investigation of disciplinary cases and volunteering information when students have knowledge relating to a serious offense.
- l. Assuming total responsibility for making up work due to absence.