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# School Catalog 2023

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*Access to the school  
catalogue can be found at  
[www.dannysbeautischool.com](http://www.dannysbeautischool.com)*





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## Overview

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### History

Danny's Beauty School INC

Fort Worth, Texas

The name of Danny's Beauty School INC, was planned by cosmetologist Patricia Chairez established on the date 07/14/2006 in Fort Worth Texas. On that date the school project could not be achieved, giving a change to beauty salon that bears the name La tijera de Oro Beauty salon and Barber, emerging in the art of cosmetology for more than 17 years of experience and practice, our experience and treatment of customers opened the way and opportunities for more salons and today continue with the initial project of Danny's Beauty School INC, returning with more experience in the art of beauty and Barberia, to toast and share to the students of DANNYS BEAUTY SHCOOL.

### School purpose and 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 goal, the institution teaches the techniques of the art of cosmetology, pose, charisma, self-confidence, personal hygiene and business practices, as well as students are prepared for their State Examination (TDRL).

School philosophy is the foundation on which it has a significant impact on the lives of many graduates. We believe that the field of cosmetology provides many opportunities for young people. The specific designation of this course is to prepare students with various manual skills, technical knowledge and attitudes of their own to become a professional beauty stylist.

Danny's Beauty School recognizes those students with different interests, attitudes and school skills in providing a varied, well-organized and flexible program in the classroom and in practice. All instruction includes activities which meet the needs of women and men in their respective growth interests. These educational experiences should provide them with knowledge of habits, attitudes, ideas, morals and spiritual values.

### Mission Statement

The institution's mission is to provide students with a quality cosmetology-related education, preparing students for licensure and lucrative employment.

### Owner

Danny's Beauty School

The name of the Corporation, as set forth in the Articles of Incorporation is Danny's Beauty School inc, The institution is duly recognized, and licensed, in accordance with the Texas Department of Licensing and Regulations (TDLR).

The institution is owned by Danny's Beauty School Inc., under President DANIELA HEREDIA.

Ownership structure:

DANIELA HEREDIA 50%

DANIELHEREDIA50%

4000 E LANCASTER AVE FORT WORTH TX 76103-3613

Danny's Beauty School INC



(817) 7518862

## **Danny's Beauty School Corporate Faculty**

The owner of the Administrative Corporation and her staff are responsible for overseeing Danny's Beauty School INC. The corporation's main office is located at 4000 E LANCASTER AVE FORT WORTH TX  
Owner and Staff of the Administrative Corporation.

DANIELA HEREDIA President/ Owner

PATRICIA CHAIREZ / Vice President

DANIEL HEREDIA Chief Executive Officer

MARGARITA GONZALEZ/ Executive Director of the Corporation

MARGARITA GONZALEZ Corporate Director of Financial Aid

MARIA GARCIA / TEACHER

Jose ./MASTER

## **ACCREDITATION AND PARTICIPATION**

The institution is licensed by the Department of Licensing and Regulation (TDLR) and accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

The National Accrediting Commission of Career Arts & Sciences is recognized by the U.S. Department of Education as a National Accrediting Agency for higher education and cosmetology, electrology, and massage arts and sciences programs.

Certifications can be viewed at the main entrance of the schools. The institution is a member of the American Association of Schools of Cosmetology (AACCS). Institutions are approved to train veterans and veterans may qualify for VA benefits.

## **LICENSURE AND REGULATIONS**

Texas Department of Licensing and Regulation

920 Colorado

Austin, Texas 78701

(512) 463-6599

(800) 803-9202

## **Accreditation**

National Accreditation Commission of Career Arts & Sciences (NACCAS)

Revised Release Date: April 18, 2023

\*Courses marked with an asterisk\* are not approved for enrollment by NACCAS and are not funded by Title IV. THE DANNYS BEAUTY SCHOOL seeks approval from NACCAS. American Association of Cosmetology Schools (AACCS).

## **DEPARTMENT OF EDUCATION PARTICIPATION PROGRAMS**

United States Department of Education

Student Financial Assistance

1999 Bryan St., Suite 2720

Dallas, Texas 75201-6817

(214) 661-9490

TEXAS VETERANS COMMISSION

P.O. Box 1277



Austin, Texas 78711-2277

(512) 463-3168

SOCIETY

CHI Environmental School Programs

Milady Business Fundamentals

Eligible Availability and Document Certification

Student applicants can review accreditation, eligibility and certification documents whenever they wish. Accreditation approval and licensing from the Texas Department of Licensing and Regulation (TDLR) can be viewed in the reception area of the school lobby. Accreditation approval, Department of Education eligibility, and certification letters may be reviewed when you petition the school principal.

### **Rights of the institution**

The institution reserves the right to limit enrollment in any program to make any changes to the provisions of this catalog, when such actions are judged to be in the best interest of the students or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curricula, courses, and requirements.

### **Non-Discriminatory Policy**

We are an institution that provides educational and employment opportunities and we are dedicated to a policy of non-discrimination in employment and training.

Qualified students, applicants or employees will not be excluded from any course or activity because of sex, race, age, color, religion or ethnicity. The institution also agrees to the employment specifications as contained in the Texas Equal Opportunity Plan.

The school does not discriminate in its admissions or other practices against persons with disabilities or persons with other disabilities, including intellectual disabilities, however, licensing requirements for courses offered at the school may limit some applicants. The Admissions Representative can answer your questions regarding licensure requirements and physical industry demands. (See Texas Rehabilitation Commission)

Danny's Beauty School is divided into a reception area, offices, dispensary, theory and practice classrooms, facial room, student food room, materials room and a student training room where they practice cosmetology with the general public.

Danny's Beauty School esta autorizado por National Accrediting Commission of Career Arts & Sciences. The accreditation status is ACCREDITED and approved for the teaching of:

Cosmetology Operator (English, 1000 hours)

Cosmetology Operator (Spanish, 1000 hours)

Beautician (English, 750 hours)

Beautician (Spanish, 750 hours)

Manicurist (English, 600 hours)

Danny's Beauty School is seeking approval to teach the following programs:

Instructor 500\* (English, 500 hours).

Manicurist (Spanish, 600 hours)

Eyelash Extension Specialist\* (English, 320 hours)



The school provides access to the following equipment available for student use; Stylist chairs and stations, Revised Publication Date: April 1-8, 2023 Shampoo and chairs, mannequin sinks, manicure stations, pedicures and stools, facial beds, wax machines, facial vaporizer, mannequin titee, blackboards, mounted TVs, DVD player, tables and chairs to accommodate enough students during theory and practical work.

The school is divided into a reception area, offices, dispensary, theory and practice classrooms, facial room, student food room, materials room and a student training room where they practice cosmetology with the general public.

## Instruction and Requirements

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### Cosmetology Operator 1000 Hours

The Cosmetology Operator course uses the most comprehensive and up-to-date principles of cosmetology teaching. It offers a practical step-by-step development of the subject to help lay the foundation for a better understanding of the nature of hair and skin as protein substances and the products used in the professional work of beauty culture. The cosmetology operator study course is designed to prepare students for the state licensing exam and for entry-level gainful employment. The knowledge and skills will help prepare our graduate students to keep up with the new techniques being developed and prepare the student for work as a hair designer, salon manager, hair colorist, salon owner, product demonstrator, etc.

#### Diploma Awarded at Graduation

Upon completion of the cosmetology operator course and upon meeting all graduation requirements and financial obligations, the institution will give them the diploma which will indicate that the training program has been satisfactorily completed.

#### Compensation

Hairdressers, stylists and cosmetologists working in Personal Care Services in Texas Across the state you can expect to earn an average cash wage of \$22,023 or \$10.59 per hour. The average wage is the 50th percentage wage estimate — 50 percent of workers earn less than the midpoint and 50 percent of workers earn more.

Average of the people in this job earn on average \$17,433 (\$8.38 per hour) and \$30,088 (\$14.47 per hour) (i.e., between 25% and 75% percentages). The worker can expect to earn \$16,348 (\$7.86 per hour) while experienced the worker can expect to earn \$30,306 (\$14.57 per hour).

Annual wages have been calculated by multiplying the hourly wage by a "year-round, full-time" figure of the 2080-hour hours. For those jobs where there is no published hourly wage, the annual salary has been calculated directly from the disclosed exam data. These estimates are based on 423 mailed surveys of establishments in the area taken through November 2009 and have a relative standard error of 2.40%. Relative standard error (CSR) is a measure of the reliability of an exam statistic. The smaller the relative standard error, the more accurate the estimate.

#### Duties and responsibilities of the job

Ver 1602.002 para la definicion de Cosmetologia (Texas Department of Licensing & Regulations Law

#### Physical Demands of the Profession

The cosmetologist's excited practice usually requires delicate eye care and manual coordination. The cosmetologist and cosmetology instructor usually work at least 8 hours per day, and most of the time standing and with their hands outstretched to perform or demonstrate and correct practical services. This work requires physical strength and vigor.





People suffering from back, leg and joint pain should consult their doctor to see if they are trained to perform these requirements.

In conclusion, working in both fields requires exposure to a variety of hair and skin chemistries. People with allergies of any kind or sensitive skin or eyes should consult their doctor to see if the sensitivity of chemicals prohibits them from performing this profession.

In particular, students who are pregnant should consult their physician to see if they can perform practical work required by the curriculum including chemical exposure before enrolling.

## Security Requirements

Having worked in the field of Cosmetology, the dangers to students and cosmetology are present. Safety requirements of this profession are generally divided into three areas: Hygiene, chemical safety and physical safety (Please note: the following suggestions may be extended during the course of study – if you decide to enroll as a student – and do not try to be exhausted). All programs are regulated by the Texas Department of Licensing and Regulation (TDLR). Students must comply with the sanitation rules outlined in Chapter 83

## Hygiene

Cosmetology practitioners or students must have their work area and instruments disinfected and in good working condition at all times. Failure to disinfect the work area and instruments exposes the practitioner or student and clients to dangerous or accidental illnesses caused by infections or malfunctioning equipment. It is of particular importance in the danger of AIDS and in the factor that cosmetology involves working instruments that students use and that they must keep clean and safe.

Any bleeding wound from cuts and scrapes should never be touched by exposed skin while first aid is administered, and the bloody implement should be disinfected or made sanitary as soon as possible after the accident. Failure to disinfect instruments properly exposes students, or clients to a widespread variety of diseases or parasites, such as fungal infections, louse, etc.

## Chemical Safety

The work of cosmetologists requires the use or exposure of a variety of chemicals.

Cosmetology students and interns are required to familiarize themselves with the manufacturers' instructions and follow their own use, to observe manufacturers' precautions in addition to product use, and to consult with customers despite any previous difficulties with service or special needs.

In particular, chemicals in cosmetology should never be placed in unlabeled containers, near any food storage area, or in places where children can access them.

## Physical Security

Physical security requirements are more noticeable, but they are viewed discreetly. In general, all equipment should be kept in good condition and never be used to perform any work for which it is not designated. Cosmetology implements are not toys and should not be treated for that purpose. No kind of play or carelessness in the use of implements can be tolerated. Cosmetology implements should never be left within reach of children

## Duties and responsibilities of the job

Ver 1602.002 para la definición de Cosmetología (Texas Department of Licensing & Regulations Law)

## Beautician 750 hours

In recent years there has been growing demand for skin care and makeup services. Some of these services require a cosmetology license, while others require specialized training and certification. Knowledge of cosmetology and





specialized study of beauty culture, is essential for a career specializing in aesthetics. The Aesthetician Course handles many equal scientific materials, concentrates on health care and skin appearance and the artistic use of cosmetics.

## **Diploma Awarded at Graduation**

Upon completion of the Esthetician course and upon meeting all graduation requirements and financial obligations, the institution will give you a diploma which will indicate that the training program has been satisfactorily completed.

## **Duties and responsibilities of the job**

Ver 1602.002 para la definición de Cosmetología (Texas Department of Licensing & Regulations Law)

## **Physical Demands of the Profession**

The successful practice of estheticians usually requires delicate eye care and manual coordination. The esthetician usually works at least 8 hours per day, and most of the time standing and with their hands outstretched to perform or demonstrate and correct practical services. This work requires physical strength and vigor. People suffering from back, leg and joint pain should consult their doctor to see if they are trained to perform these requirements. In conclusion, working in both fields requires exposure to a variety of skin chemicals. People with allergies of any kind or sensitive skin or eyes should consult their doctor to see if the sensitivity of chemicals prohibits them from doing this profession. In particular, students who are pregnant should consult their physician to see if they can perform practical work required by the curriculum including chemical exposure before enrolling.

## **Security Requirements**

Having worked in the field of beauticians, the dangers themselves to students and beauticians are present. Safety requirements of this profession are generally divided into three areas: Hygiene, chemical safety and physical safety (Please note: the following suggestions may be extended during the course of study – if you decide to enroll as a student – and not try to be exhausted). All programs are regulated by the Texas Department of Licensing and Regulation (TDLR). Students must comply with the sanitation rules outlined in Chapter 83.

### **Hygiene-**

Ver Capitulo 83, reglas administrativas, Texas Department of Licensing & Regulations Law

Cosmetology practitioners or students must have the work area and instruments disinfected and in good working condition at all times. By not disinfecting the Revised Publication Date: April 17, 2023 area.

Work and instruments expose the practitioner or student and clients to dangerous or accidental illnesses caused by infections or malfunctioning equipment. It is of particular importance in the danger of AIDS and in the factor that the branch of beautician wraps itself with work instruments that students use and that they must keep clean and safe. Any bleeding wound from cuts and scrapes should never be touched by exposed skin while first aid is administered, and the bloody implement should be disinfected or made sanitary as soon as possible after the accident. Failure to disinfect instruments properly exposes students, or clients to a widespread variety of diseases or parasites, such as fungal infections, louse, etc.

### **Chemical Safety**

The esthetician branch works with the use or exposure of a variety of chemicals.

Esthetician students and practitioners are required to familiarize themselves with the manufacturers' instructions and follow their own use, to observe the manufacturers' precautions in addition to the use of the product and to consult with customers despite any previous difficulties with service or special needs. In particular, chemicals in the beautician branch should never be placed in unlabeled containers, near any food storage area, or in places where children can access them.



## Physical Security

The physical security requirements are more notorious but viewed discreetly. In general, all equipment should be kept in good condition and never used to perform any work for which it is not designated. Implements for aesthetic care are not toys and should not be treated for that purpose. No kind of play or carelessness in the use of implements can be tolerated. Aesthetic care implements should never be left within reach of children.

## Manicurist 600 hours

The manicure business is more popular today than it has been before. Many states have a separate Manicurist license. Manicure has become a big business with the introduction of new products and services to beautify and strengthen nails. Nail wraps and the application of artificial nails have been added to the service offered in beauty salons and in some barbershop salons as well. Diploma awarded at graduation. Upon completion of the Manicurist course and upon meeting all graduation requirements and financial obligations, the institution will issue a diploma indicating that the training program has been satisfactorily completed.

## Duties and responsibilities of the job

Ver 1602.002 para la definición de Cosmetología (Texas Department of Licensing & Regulations Law)

## Physical Demands of the Profession

The successful practice of manicurist usually requires delicate eye care and manual coordination. The manicurist usually works at least 8 hours per day, and most of the time standing and with their hands outstretched to perform or demonstrate and correct practical services. This work requires physical strength and vigor. People who suffer from back, leg and joint pain should consult their doctor to see if they have the ability to perform these requirements. In conclusion, working in both fields requires exposure to a variety of chemicals to treat nails. People with allergies of any kind or sensitive skin or eyes should consult their doctor to see if the sensitivity of the chemicals prohibits them from performing this profession. In particular, students who are pregnant should consult their physician to see if they can perform practical work required by the curriculum including chemical exposure before enrolling.

## Security Requirements

Having worked in the field of manicurist, the dangers themselves to students and manicurists are present. Safety requirements of this profession are generally divided into three areas: Hygiene, chemical safety and physical safety (Please note: the following suggestions may be extended during the course of study – if you decide to enroll as a student – and are not intended to be exhaustive. All programs are regulated by the Texas Department of Licensing and Regulation Revised publication date: April 17, 2023. (TDLR). Students must comply with the sanitation rules outlined in Chapter 83.

### Hygiene-

Ver Capitulo 83, reglas administrativas, Texas Department of Licensing & Regulations Law

Manicurist practitioners or students should have their work area and instruments disinfected and in good working condition at all times. Failure to disinfect the work area and instruments exposes the practitioner or student and clients to dangerous or accidental illnesses caused by infections or malfunctioning equipment.

It is of particular importance in the danger of AIDS and in the fact that the manicurist branch is wrapped with work instruments that students use and that they must keep clean and safe. Any wound bleeding from cuts or scrapes should never be touched by exposed skin while first aid is administered, and the bloody implement should be disinfected or made sanitary as soon as possible after the injury.

accident.



Failure to disinfect instruments properly exposes student practitioners, or clients to an extended variety of diseases or parasites, such as fungal infections, louse, etc.

## Chemical Safety

The manicurist branch works with the use and/or exposure of a variety of chemicals. Students of the manicurist branch and practitioners are required to familiarize themselves with the manufacturer's instructions and follow their proper use, to observe the manufacturers' precautions regarding the use of the product and to consult with customers or sponsors about any previous difficulties with the service or special needs. In particular, chemicals in the manicurist branch should never be placed in unlabeled containers, near any food storage area, or in places where children can access them.

## Physical Security

The physical security requirements are more notorious but viewed discreetly. In general, all equipment should be kept in good condition and never be used to perform any work for which it is not designed.

The implements of the manicurist branch are not toys and should not be treated for that purpose. No kind of play or carelessness in the use of implements can be tolerated. The implements of the manicurist branch should never be left within reach of children.

## Time Recorder Requirements

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### Texas Department of Licensing and Regulation (TDLR)

#### 83.72 Responsibilities of Beauty Schools:

Schools must use a timeclock to keep track of student hours and maintain a daily attendance record with each dialing made personally by the student.

- Each student must register check-in/check-out by the student.
- No credit will be given for each marking made in writing, except in documented cases of clock failure or other department-approved situations.
- If any student is inside or outside the building at their lunch time, they must mark exit.
- Students leaving the facility for any reason, including rest or cigarette smoking areas, must mark exits, except when an approved instructional area is located outside the school, this area is approved by the department and students are under the supervision of a licensed instructor.

*Note: If there is any problem in the clock of entry/exit, report it to the School Management.*

Students found to be in violation of this policy will be suspended for three (3) school days, but no credit will be given for the hours of that day.

5. Department of Licensing and Regulation (TDLR) Complaints  
Complaints against this facility or licensed personnel may be directed to:

Texas Department of Licensing & Regulation

Attention: Enforcement Division

P.O. Box 12157

Austin, Texas 78711

Emailed to:

[intake@tdlr.texas.gov](mailto:intake@tdlr.texas.gov)

Presenter en linea en:



www.tdlr.texas.gov.complaints

Toll Free (in Texas):

(800) 803-9202

## Academic calendar and hours

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### REGISTRATION DAYS

The student can enroll on any day of the annual school calendar with full-time and part-time classes. All Programs and Schedules.2023

MONTH	DATES	FULL TIME ENGLISH/SPANISH	HALF DAY / NIGHT ENGLISH / SPANISH.
APRIL 2023	APRIL 23 AND 24		
May	May 5,6,12,13,19,20		
May	26,27,29		
June	June 4,5,11,12,18,19		
June	June 25,26		
July	July 2,3,4,9,10,16,17,		
July	July 23,24,30,31		
August	August 6,7,13,14,20		
August	August 21,27,28.		
September	September 3,4,10,11		
September.	September17,18,24,25.		
October	October 1,2,8,9,15,16,		
October	October 22,23,29,30		
November	November 5,6,12,13,19		
November	November 20,26,27		
December	December 3,4,10,11,17		
December	December 18,20,21,22,		
December	December 23,24,25,26 27,28,29,30,31,		
January 2024	January 1,7,8,14,15,21		
January	January 22,28,29.		
February	February 4,5,11,12,18,		
February	February 19,25,26.		
March	March 3,4,10,11,17,18,		
March	March 24,25,31		
April	April 1,7,8,14,15,21,22,28,29.		



## Morning and Evening Programs

Courses: Cosmetology Operator, Manicurist, Beautician and Instructor

Full Time Schedule (30 clock hours per week):

The definition of a full-time student is a student who has scheduled attendance of 30 hours per week. San Antonio campuses can alternate Wednesday through Sunday.

Lunch One (1) hour Lunch is scheduled by the school for students enrolled on full-time schedules.

Part-Time Schedule (30 clock hours per week):

9:00am to 3:30pm Tuesday—Saturday\*

1:30pm to 7:00pm\*\* Tuesday—Saturday\*

## Part-Time Schedule (20 clock hours per week):

9:00am to 12:30pm Tuesday—Saturday\*

1:30pm to 5:30pm\*\* Tuesday—Saturday\*

DISCRETION OF THE EXECUTIVE DIRECTOR.

## Holidays

**The school will be closed during the following public holidays:2023**

May Memorial Day- May 29, 2023

July Independence Day – July 4, 2023

September Labor Day – September 4, 2023

November Thanksgiving - November 23 and 24, 2023

December 20, 2023 to January 1, 2024

The school has the option to close days for Meetings/Workshops. View Events

Published in the Calendar by school.

*Note: If the school closes due to major circumstances students will be notified through radio or television, internet ([www.dannysbeautyschool.com](http://www.dannysbeautyschool.com))*

we encourage the social use of media such as Facebook.

If the institution is affected by floods, tornadoes, hurricanes, fires, tremors, or any other natural disaster, appropriate notifications will be sent to the Texas Department of Licensing & Regulations, United States Department of Education and NACCAS accordingly.

## Admissions procedure

### Admissions Requirements

Before signing an Enrollment Agreement, the institution provides the applicant with access to the school's [www.dannysbeautyschool.com](http://www.dannysbeautyschool.com) Catalog at or provides the applicant with a printed copy of the School's Catalog. To be eligible for an operator's license, esthetician's license, manicurist with the state of Texas, the applicant must be at least 17 years of age.

### Programs of cosmetology operator, beautician, manicurist, eyelash extension specialist.

Prior to enrollment, the institution's admission policy requires each student to submit documented proof that they are at least 16 years old to be admitted to the school and meet one of the following requirements:

- Have earned a high school diploma or transcript showing high school completion or the equivalent of a high school diploma (GED)



- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm academic equivalency with a U.S. high school diploma,
- Have a state-issued credential to complete high school if it is a home school or a private school. The procedure for accepting an applicant for admission to a non-traditional private home school learning center or non-traditional private home schools is as follows:
  - **Must be a resident of Texas**
  - **School of origin under Texas Law, House Bill 944.**
  - **Proof of state-approved high school diploma or certificate demonstrating completion of high school.**
- Have passed a Ability to Benefit (ATB) test administered and independently approved by the Department of Education, who first enrolled in an eligible postsecondary program before July 1, 2012.

## Politician The Uniform Danny's Beauty School

**Purpose:** For identification purposes, students must wear uniforms as a rule of the Institution.

**Policy:** All enrolled Students must wear the uniform while on the watch. Uniform should be kept clean and tidy. Shoes must be worn, it is

**Revised publication date:** April 17, 2023.

\*Courses marked with an asterisk\* are not approved for enrollment by NACCAS and are not funded by Title IV.

**Uniform:** It is recommended to wear shoes designed for long periods of standing, and for safety use closed shoes of the tip.

**Procedure:** Uniform required by the school

- T-shirt with the school logo and pants below the knee of any color of denim, jeans, polyester mix pants, dockers, leggings or jeggings / skirts or dress to the knee.
- Student Training Salon Uniform: Cosmetology Operator, Instructor, Instructor 500\*- Black SmockBeautician, Manicurist, Esthetician and Manicurist Specialist\*, Eyelash Extension Specialist\* - White Smock
- Smock with school logo closed completely.
- With pants / any color, denim, polyester mix, dockers, leggings or jeggings below the knee / skirt or dress at knee length
- School logo apron with black shirt or blouse with sleeves.
- Class students who are making up hours must wear class uniform on floor.
- All students must have their hair styled and made up.
- Male students must bring clean, cut facial hair.
- Additional uniforms can be purchased at regular price.
- The school logo is a registered logo and may not be duplicated without written permission
- Windbreaker clothing or jogging suits are not allowed.

## SCHOOL WITHDRAWAL OR TERMINATION

**Purpose:** The student may withdraw from school at any time by notifying the school principal of the intentional withdrawal.

**If the student does not notify** the school, the determination date would be 14 days after the student's last day of attendance; unless the student has an approved leave of absence.

**Student's Financial Obligation:** The termination fee is required upon submission of the official withdrawal form, the outstanding school balance, and the federal student loan balance will be directed to the student.

**Procedure:** Official Student Retreat

**Revised publication date:** 17 April 2023.



\*Courses marked with an asterisk\* are not approved for enrollment by NACCAS and are not funded by Title IV.

- Notify your school principal of your intentions to retire and provide reasons.
- Complete a Student Notice of Withdrawal form.
- Pay your termination fee (\$150)
- Upon payment of the withdrawal fee, the school principal will schedule an appointment of 7 to 10 business days to finalize the Financial Obligations, such as:
  - School balance
  - Federal Direct Student Loan Balance
- The completed form must be returned to the school's executive director for processing by the Financial Aid Office.
- Upon withdrawal and provided that tuition and fees have been delivered
- Agreed, the student is entitled to an official transcript of the hours.
- Whether a student loan and/or Pell repayment is owed to the bank or
- government, the student will be notified in writing.
- The school will use the date the notice was given to the school official as the official date of cancellation.

## Unofficial withdrawal

- If the student fails to notify the school, the determination date shall not be later than 14 days after the student's last day of attendance unless the student has an approved leave of absence.
- If a student loan and/or Pell repayment is owed to the bank or government, the student will be notified in writing.

## Student Re-enrollment

- TDLR 1602.461. Student Re-Enrollment After Withdrawal or Termination
- Re-enrollment of the Student After Finishing 50% of the Course
- If the student voluntarily withdraws or leaves school after completing
- 50 percent of the course, the school must allow the student to re-enroll at any time during the 48-month period, followed by the expulsion withdrawal date.

*Note: Students who voluntarily withdraw from dedannysbeautyschool or are expelled and wish to re-enter. Regardless of the time elapsed, upon acceptance, they will re-enter in the same state at the place at the time of departure, for example, the student's account will reflect the same status of last day of attendance. (e.g., hours of absence, scheduled hours, additional instructional charges, probation status, etc.)*

## Transfer of Instructional Hours

- A student can transfer full instructional hours to another private beauty school in this state Revised Published Date: April 17, 2023
- Courses marked with an asterisk\* are not approved for enrollment by NACCAS and are not funded by Title IV.
- In order for hours to be transferred, the transcript must show the course and number of hours certified by the school where the instruction was given and will be submitted to the executive director.
- In evaluating a student's document, the executive director must determine whether he or she agrees that tuition has been paid. If the tuition has not been paid, The director
- Executive will notify the student that his/her transcript cannot be certified to the school at which the student is seeking transfer until proof is provided that tuition was paid.
- In evaluating and passing, the executive director must certify in writing the student and the school at which the student seeks transfer.
- The course named and hours that have been completed.





- The student does not need to repeat the hours of instruction.
- When a license from a private beauty school expires for more than 30 days, the student will not be able to transfer their registration hours to that school.

## **Liability-Withdrawal, Termination, Transfer, School Closure.**

- A student wishing to transfer from one school to another must withdraw from the first school prior to transfer.
- Enrolling in two cosmetology schools at the same time is prohibited.
- A student transferring to a school who wishes to claim his or her earned hours and applications must inform the previous transferred school prior to enrollment prior to attending school and must provide the school and department with time and credit records.
- The record can be in the form of a document or a record extracted from the department.
- By withdrawing from the school, and providing that you agree, and the charges of payments have been offered, the student has the right to an official document of the credits earned at the school that withdraws. The document must be ready for pickup, if mailed, the date of mailing must be within 10 days in which the school is notified of the school withdrawal. A copy of the document and practical applications must be kept in the student's file for 48 months and the copy must be available when requested by the department.
- A student who withdraws from a cosmetology school is entitled to a refund
- According to Texas Educational Code, Chapter 1602.
- Withdrawal or termination during the first week shall be defined by the number of hours scheduled under the enrollment agreement or contract the student has signed or other documents accepted by the department and not the clock hours the student has earned during class attendance.
- If the school closes or suspends operations before the end of its hours
- Class, the student is entitled to a tuition reimbursement in accordance with the
- Texas Occupational Code, Chapter 1602.
- Any out-of-state student who has attended a private or public cosmetology school may submit a request to the department to transfer their full hours of instructional to a Texas school. The document must be submitted in a prescribed form and a certificate by the school which the instruction was received. Portions of the curriculum not taught in another state must be approved by the Texas school by Revised Publication Date: April 17, 2023.
- Courses marked with an asterisk\* are not approved for enrollment by NACCAS and are not funded by Title IV.
- A student enrolled in a specialty course can withdraw and transfer his hours acquired in the operator course, these can not exceed the number of hours that corresponds to the subject in the operator program.
- Students enrolled in the operator course can withdraw and transfer the maximum hours of the specialty within the operator program. When licensed, hours cannot be transferred to another course.

## **Foreign Students**

Danny's Beauty School is authorized by U.S. Citizenship and Immigration Services (USCIS) to accept and enroll nonimmigrant M-1 students who may meet the necessary admission requirements. International students are not eligible for Title IV funds and students will be required to pay a 25 percent down payment for tuition and kit, plus a \$150 registration fee and a \$25 student permit fee. Licenses for foreign students are subject to approval by the Texas Department of Licensing and Regulation. Foreign students can apply to enroll in the Cosmetology Operator program as part-time students.

## **ATTENDANCE POLICY**

Purpose: To make a determination when the student's absence is a withdrawal after the student is absent for 14 consecutive days (10 school days).



**Policy:** Attendance is tracked using the freedom school system, all-week absenteeism reports, consecutive absence reports, percentage attendance reports, and student progress reports. L

Instructors use the entry/exit signature form and student list to monitor the daily attendance of their students. For purposes of an unofficial student retreat, attendance is observed weekly. All absences are considered unexcused except during an authorized leave of absence or during a documented suspension.

## **Student attendance policy.**

Policy and procedure for the recovery of hours and work

Students can make up hours on a daily basis. In order to make up hours, the student must have reported to the school at the scheduled time or one (1) hour later (Unpunctuality Policy). No approval from the office or director is required. Students are allowed to check in to the clock earlier than their scheduled time, allowing a licensed instructor to be on duty.

## **Student Responsibility:**

Report to the student training room area, and to the Classroom Instructor.

The student is responsible for bringing their student kit to the student training room area and will be required to work on clients or an assigned practical task. Student(s) must be under the direct supervision of an instructor.

## **Lunch break:**

Lunch time is scheduled at the discretion of the instructor from the classroom to the student training room area.

## **Maximum hours per day:**

The student can make up up to 28 hours per week if the student is on average 18 hours per week if the student is full-time; the maximum hours between scheduled and recovered are 8 hours a day; and that the total does not exceed 48 hours in a calendar week; and not exceeding 100% attendance.

*Note: it is the student's responsibility to record the entry and exit on the clock and sign on the time recovery sheet.*

Students can make up for lost work, such as written and practical exams. In order to make up for lost work, the student must meet with their instructor to discuss the lost work and coordinate a date and time to make up the work.

## **Student Responsibility:**

Meet with Instructor to him/inform her of missed work and desire to make up written or practical exam. The student and Instructor will designate a time and date for when the student is allowed to submit the lost work. Written exams can be taken in a classroom. Practical exams can be taken in the student training room or classroom. The student must be under the direct supervision of an instructor.

*Note: It is the student's responsibility to stay on top of missed work and plan effectively, with their instructor.*

## **Time Change Policy**

**Policy:** Students may request to change their schedule from full-time to part-time or day-to-night. Schedule changes may affect the student's enrollment agreement graduation date. First schedule change will be free of charge for the student; Any additional schedule changes will have a \$100.00 fee.

Time change must be paid before or at the time the student signs the Time Change form. the Schedule Change Request will be considered on a first-come, first-served basis depending on class size and will be granted solely at the discretion of the Executive Director. An approved schedule change is in effect on the Monday following the written request.

## **A schedule change is an approved change if:**

- The class is adequate in size.
- Changes in working hours. The student is required to submit a written document from his/her employer as proof of the schedule change.
- Changes in child care schedule.



- The student found work. The student may be required to submit written documentation from his or her employer with the date of employment.
- Other circumstances as seen by the Director.

### Considerations when making a schedule change:

- The subject may be different with the new time change.
- The student may be arranged to cover any missed topics given the schedule change.
- The student may lose Title IV funds by not passing the awarded year.
- Due to the schedule change, the student may lose all or part of the financial aid funds. The student will be responsible for paying for their classes if financial aid funds do not cover.

In order for a Leave of Absence application to be approved, the following elements must be considered:

- The student must indicate the reasons why an LOA can be awarded:
  - Death in the family
  - Military service
  - Maternity or adoption leave
  - Serious medical condition and/or surgery
  - Professional training
  - Car accident
  - Domestic abuse
  - Incarceration (some cases)
  - Migrant agricultural worker
  - Religious mission
  - Immigration Status
  - Other: vacations, personal or work travel, work-related scheduling conflicts, transportation, or personal matters.

(May exceed 60 days in a 12-month period)

- Student must isolate due to known direct exposure to COVID-19
- Student must isolate due to pending COVID-19 test results
- The student is sick with COVID-19 and has tested positive
- The student is caring for a COVID-19 positive family member

A student may request that the Leave of Absence be presented to the Executive Director of the School in advance, in writing and the request must include:

- The dates of the LOA
- The reason for the student's request
- The student's signature
- The Institution may award an LOA to a student who did not provide the application prior to
- The LOA due to too unforeseen circumstances, unless unforeseen circumstances
- Whether the institution documents the reason for its decision
  - The institution collects the student's application at a later date
  - The institution sets the start date of the approved LOA as the first date the student was unable to attend.

School holidays cannot be part of the absence leave. The request for leave of absence may be requested for consecutive school days and must include weekends and the date of non-attendance, but not during the holidays. See holidays.

For the Absence Permit to be approved, there must be, there must be a clear and firm reasonable expectation that the student will return from the LOA. If it is determined that the student has no intention of returning, please refer to the Official Withdrawal Policy.



The student with an approved LOA will not be assessed with additional charges as a result of the Absence Permit.

The student will not receive an LOA if the LOA, along with any additional LOAs previously awarded, exceeds a total of 60 calendar days, including weekends, in any 12-month period. The minimum days for an approved LOA are 10 calendar days.

Students should not consider a Leave of Absence if their absence is expected to be less than 10 days.

A student who has been granted an LOA in accordance with institution policy is not considered withdrawn and no reimbursement calculation is required for Leave of Absence.

The student's graduation (contract period) will be extended by the same number of calendar days taken in the LOA and changes will be made by an Addendum to the Enrollment Agreement, signed by the student and the school official. The new graduation date cannot be during a weekend or during a holiday closing.

The student will be removed if the student takes an unapproved Leave of Absence or if the student does not return from the LOA the day following the end of the LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

An Absence Permit may be extended in writing, prior to the expiration date of the LOA, using the school's Extension of Absence form and the extension request must be signed by the student. The extension may be denied if the total number of days taken exceeds 60 days in a 12-month period.

**Official and Unofficial Withdrawal from School** If a student with an approved license prior to license expiration notifies the school executive director in person and in writing that he or she will not return, the official notice date will be used as the date of withdrawal.

**Explanation of the Consequences of Withdrawal to the Loan Recipient** A student who receives an approved LOA remains in a state school for Title IV loan repayment purposes.

If a student in an approved LOA does not return, the school must inform the loan holder of the student's change in enrollment status as the withdrawal date.

One possible consequence of not returning from an LOA is that a student's grace period for a Title IV loan may be exhausted. Therefore, for an LOA to be an approved LOA, prior to granting a Leave of Absence, a student receiving a Title IV loan will be advised of the potential consequences a withdrawal may have on the student's loan repayment terms, including exhaustion of some or all of the student's grace period.

A student who has exhausted their grace period and is unable to begin repayment of a loan may request a deferment or forbearance or payment.

For purposes of the Department of Veterans Affairs (DVA), VA students who do not return from an approved Leave of absence will be reported to DVA within 5 days from the date of discharge.

In addition, the Executive Director or designee will provide written advice to the student regarding the consequences that may occur with Title IV funds and the consequences due to the inability to return from a Leave of Absence.

## **Academic year:**

The institution's academic year for each program is defined as 900 clock hours.

### **1. Attendance and Academic Performance (based on actual increments of hours)**

The following elements are evaluated on a cumulative basis:

Assistance (quantitative) – 67% overall attendance

Academic Performance (qualitative) – 75% Overall Average

Ratings



## Maximum Time

The student must complete the course within 150% of the course duration or less, measured in scheduled hours (see table below) to be considered a graduate.

**Exceeding the maximum term:** the institution may allow students who have not completed the course within the program within the maximum term to continue their program by paying in cash and to be able to complete the hours of the

program, but will not be considered graduates.

After violating the 150% maximum time restriction, the student is no longer eligible for federal financial aid.

## Evaluation Periods.

Course	Graduation Total Hours	Hours for Assessment	Maximum Time Hours
Cosmetology operator.	1000	450, 900	1000
Beautician	750	375	750
Manicurist	600	300	600
Eyelash Application Specialist*	320	160	320

## Leave of Absence

An approved leave of absence will extend the contract of the graduation period and the maximum time for the same number of days chosen in the absence permit.

## Academic Assessment

Students are assigned practical studies and theory. Practice and Theory works are evaluated in writing; Exams are administered within the unit of study. The student's academic studies are evaluated at the Actual Time Increment, measuring the Grade Point Average (GPA) at the time of evaluation.

The first assessment occurs no later than the middle of the academic year or midpoint of the course, whichever comes first.

## 6. Grading Scale

The institution uses the following grading system to determine academic performance in the actual hourly increment assessment:

### Rating Scale

93-100 Excellent

85-92 Very Good

75-84 Satisfactory

74 and under Below Standards- Not Satisfactory, Below SAP Requirements

## Attendance Assessment

Compared to the actual accumulated hours. The first evaluation occurs at the midpoint of the academic year or at the midpoint of the course, whichever comes first.

## Determination of State

A student, meeting the requirements for SAP in the actual increment of hours, is considered satisfactory academic progress until the next scheduled assessment.



## Warning

Student attendance is assessed based on actual hours and this is measured using programmed clock hours Revised Publication Date: April 17, 2023 – Students who do not meet the minimum requirements for attendance or academic progress in any actual hour increment, evaluation will be put on notice, but will be considered Satisfactory Academic Progress until the next actual increase in hours and will be eligible for funds from the Title IV.

The student will be advised in writing of the necessary steps to follow in order to meet the SAP requirements at the next scheduled assessment. If at the end of the warning period, the student is considered not to make Satisfactory Academic Progress, the student may be placed on probation until the next scheduled actual hour increment (see trial period)

## Trial Period

A student who fails to meet the minimum attendance or academic progress requirements after the warning period will be placed on probation if:

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous assessments; The student prevails after an appeal\*\* of a determination of negative progress prior to being tested:
  - The institution determines that satisfactory academic progress can be met at the end of the subsequent evaluation period.
- The institution develops an academic plan for the student that, if followed, will ensure that the student can meet the institution's satisfactory academic progress requirements for the specific point within the time frame established for the individual student.

## SAP Appeal

\*\*Appeals may be made before the end of the Warning Period when circumstances during the Warning Period prevent the student from complying with the school's recommended plan.

For the appeal to be considered, the student must file a written appeal before the end of the warning period.

The student must submit a document that lists the reasons why the student did not make satisfactory academic progress and describe in writing what has changed in the student's situation that will allow the achievement of satisfactory academic progress in the next evaluation.

Documented reasons accepted by the institution include:

- Death of a Family Member
- Serious illness, injury or hospitalization of the student
- Bankruptcy
- Bank Foreclosure
- Other Permitted Circumstances

Circumstances related to COVID-19: Permitted circumstances include, but are not limited to, student or family member illness, need to become a caregiver or lifeguard, financial hardship, hours of extra work, loss of childcare, inability to continue classes through distance education, inability to access Wi-Fi.

## Course of studies

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### Grading system

### Theory and Practice Exams

Students will be periodically assessed on the development of academic and practical skills.

Hands-on learning is assessed using written criteria.



The Institution uses assessment tools with specific criteria to qualify or qualify practical skills and the results of the assessment are provided to students.

Academic and practical learning precedes classroom activities.

Students are assessed based on the unit of instruction learned and must have at least 10% of their course hours completed.

### **Practical skills assessments can be conducted on clients according to the course:**

Cosmetology Operator- 20 people/ models

Beautician- 20 people/ models

Manicurist- 20 people/ models

Beautician and Manicurist Specialist\* 20 people/ models

Eyelash Extension Specialist\* 20 people/ models

### **Rating Scale**

93-100 Excellent

85-92 Very Good

75-84 Satisfactory

74 and under Below Standards- Unsatisfactory, Below

SAP Requirements

### **Examination Procedure**

The instructional faculty will follow procedures and examination guidelines given by the Institution, ensuring that all academics are correct and concise, in accordance with Milady's Course Guidelines and the institution may provide additional examinations. Students can refer to published guides with their instructor.

### **Curriculum Policy**

Each program has a written curriculum, which is available through the school catalog in [www.dannyschool.com](http://www.dannyschool.com) In order to complete the requirements, the institution has available to students:

- Textbooks/Text Materials (student team)
- Instructional Supplement Resources
- Equipment if applicable
- Products and supplements, if applicable.

## **Courses Offered**

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### **Outline of the Cosmetology Operator Course 1,000 hours.**

#### **Course Description:**

The main objective of this course is to prepare students to provide entry-level cosmetology services to clients, as well as to inform them about the basic theories and principles of the profession using both academic learning and practical experience.

Students receive education on the structures and function of hair, skin, and nails, product use, resume building, and job readiness skills. The minimum course duration, as mandated by the state of Texas, is 1,000 clock hours.

#### **Course objective:**





Upon successful completion of the course, the student will have acquired technical skills, academic theories, and job-ready skills in compliance with the requirements of the Texas Department of Licensing and Regulation. Skills and theories are presented progressively. This approach allows each student to achieve the highest degree of technical and academic ability, as well as the security measures, professional procedures necessary to obtain gainful employment.

## Units of Instruction:

### Full-time: 30 hours a week, part-time: 20 hours a week.

- Hair care: haircut..... 80 HOURS
  - Principles of hair design
  - Scalp care, shampoo and conditioning
- Forceful haircut
  - Graduated haircut
  - Uniform coat haircut
- Haircut in long layers
- Mowers and trimmers
- Basic trimming of pruners for men
- TDLR Laws and Rules
- Infection Control: Practices and Principles
- License

### Hairstyle 80 HOURS

- Wet styling basics
- Waving your fingers
- Curl Pin
- Roller curls
- Styling techniques
- Hair wrap
- Styling Blowdry
- Thermal Hairdresser
- Thermal hair straightening
- Combing long hair
- Formal style
- The art of hairstyling
- Infection Control: Practices and Principles
- License
- TDLR Laws and Rules

### Braiding, Extensions, Wigs and Hair Additions. 80 HOURS

- Braiding hair
- Braided hair extensions
- Wigs
- Hair pieces
- Hair extensions
- Infection Control: Practices and Principles
- License
- TDLR Laws and Rules



## **Hair care: permanent rippling and relaxation 80 HOURS**

- Properties of hair and scalp
- Chemical Texture Services: Permanent Ripple
- Chemical Texture Services: Chemical Relaxation
- Chemical texture services: curl reforming
- TDLR Laws and Rules
- Infection Control: Practices and Principles
- License

## **Hair care: hair coloring 80 HOURS**

- The Fundamentals of Chemistry
- Types of dye
- Dye formulation
- Coloring applications
- Using whiteners
- Using toners
- Special effects for hair
- Special challenges and solutions
- Special effects in hair coloring / corrective solutions
- Cap technique
- Foil technique
- Baliage technique
- Infection Control: Practices and Principles
- TDLR Laws and Rules
- License

## **Nail Care 40 HOURS**

- General Anatomy and Physiology
- Nail structure and growth
- Nail diseases and disorders
- Manicure
- Pedicure
- Acrylic Nail Enhancements
- TDLR Laws and Rules
- Infection Control: Practices and Principles
- License

## **Skin Care 40 HOURS**

- General Anatomy and Physiology
- Skin structure and growth
- Skin diseases and disorders
- Depilation - Depilation
- Fundamentals of electricity
- Facial
- Facial makeup
- TDLR Laws and Rules



- Infection Control: Practices and Principles
- License

## **Business Training and Skills Student Hall (no compensation)... 520 Hours**

- TDLR Laws and Rules
- Commercial skills
- Preparing for Leave and Employment
  - At work
  - The salon business
- Management of salons and practices
- Federal Taxation (Councils on Councils)
  - Salon Security
  - Salon sanitation
  - Salon Inventory Practices
  - Lounge reception etiquette and phone call handling
  - Salon dispensary practices
- Customer Services (no compensation)
- Haircut and hairstyle
  - Braiding, Hair Extensions and Additions
  - Permanent and relaxing undulation
  - Hair coloring and lightening
  - Nail Care - Manicure, Pedicure and Acrylic Enhancements
  - Skin care: facials, waxing and makeup
  - Disinfection and sterilization procedures
  - Knowledge of the product and chemistry of the products

## **Total hours.1,000 hours**

Course Format and Instructional Methods used to teach the program:

- Academic Learning
- Practical Demonstrations
- Audio-Visual Presentations
- Book of Activities and Works
- Illustrations
- Trials
- Written Evaluations and Practices
- Guest Speakers

## **Evaluation Procedure**

### Theory and Practice Exams

Students will be periodically assessed on the development of academic and practical skills. Hands-on learning is assessed using written criteria. The Institution uses assessment tools with specific criteria to qualify or qualify practical skills and the results of the assessment are provided to students.

Academic and practical learning precedes classroom activities. Students are assessed based on the unit of instruction learned and must have at least 10% of their course hours completed.

## **Practical skills assessments can be conducted on clients according to the course:**

Cosmetology Operator- 20 people/ models



## Rating Scale

93-100 Excellent

85-92 Very Good

75-84 Satisfactory

74 and under Below Standards- Not Satisfactory, Below SAP Requirements

## Examination Procedure

The instructional faculty will follow procedures and guidelines of exemptions given by the Institution, ensuring that all academics are correct and concise, in accordance with the Milady's Course Guidelines and the institution may provide additional tests. Students can refer to the published guides with their instructor. References\*:

- Milady Standard Cosmetology, 13th edition MindTap or textbook
- TDLR- Administrative Rules and Regulations and Cosmetology Laws
- PSI-CIB: Cosmetology Operator License Exam
- Federal Taxation: Tip Tax
- Milady Business Fundamentals

## Educational Goals

At the conclusion of the cosmetology operator program, the student will have obtained technical skills, will be prepared for the State Examination, will have gained experience in sales and how to form his business, in order to obtain employment.

## Career Opportunities

- Salon Stylist Product Educator
- Specialist in Chemical Color of Cosmetics
- Salon Coach Cutting Specialist
- Texture Services Specialist Opportunities at TDLR
- Stylist for TV, Movies or Theatre Salon Owner
- Wig or Extension Specialist Sales Specialist
- Member of a Salon Management Design Team
- Skin Care Specialist/Beautician Platform Artist
- Author or Contributing Writer Competition Champion
- Nail Technician / Manicurist Product Line Educator
- Spa Stylist / Spa Owner Technician
- Style Director/Makeup Artist Art Director
- Independent Operator Distributor
- Sales Advisor Motivational Speaker of the
- Director of Industry Manufacturers Education
- TDLR Committee Member

Manicurist 600 hours CIP Code: 12.0410

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## Course Format

### Course Description:

The main purpose of this course is to train students to perform

Manicures with quality to yes as to inform them of the theories and principles

Basics of the profession when using the classroom and practical experiences.



Students are trained in diligent studies and consistent practice  
As well as the importance of your own health and that of the client and the necessary science  
of bacteriology. As mandated by the State of Texas, time of the course of  
600 hours

## Course Objective:

Upon completion of the course the student will have acquired technical skills, academic theories and business skills in meeting the requirements of the licensing and regulatory department. Skills and theories are presented progressively. This approach allows each student to achieve the maximum degree of technical and academic ability, as well as the security measures, procedures of professionals that are required in order to obtain gainful employment.

## Units of Instruction:

Full-time: 30 hours a week, part-time: 20 hours a week.

- **Guidance, Sanitation and TDLR..... 30 hours**
  - History and Opportunities
  - Life skills
  - Your Professional Image
  - Communication for Success
  - TDLR Rules and Laws
  - Autoclave/Sterilization Procedures
  - School Catalog
- **Manicure and Pedicure.....**
  - Anatomy and Physiology in General
  - Skin Structure and Growth
  - Nail Structure and Growth
  - Nail Disorders and Diseases
  - Manicure
  - Paraffin Wax Manicure
    - Men's Manicure
    - Blood handling during service
    - Hand and arm massage
    - Aromatherapy
    - American and French Manicure
    - CND Almond Manicure & Citrus Spa
  - Pedicure
  - Paraffin Wax Pedicure
    - Skin Massage
    - Aroma therapy
    - American and French enamel
    - CND Earth Pedicure and Marine Spa
  - Knowledge of Products and their Chemistry:
    - CND
    - TDLR Rules and Laws
- **Wall lamps- Acrylic.....**
  - Basic Concepts of Chemistry
  - Simplified Chemistry of Nail Care Products



- Electric filing
- False nails
- Acrylic Nails
  - About Postizos
  - About Moldes
  - Acrylic Retouching
- TDLR Rules and Laws
- Knowledge of Products and their Chemistry:
- CND Monomer and Polymer
- **Appliques- Wraps and Gel without Light.....20 hours**
  - Electricity Basics
  - Nail wraps
  - Lightless nail gel
  - UV and LED Light Gel on Molds and Hairpieces- PolyGEL
  - Apply and Remove Product: CND Shellac
  - Knowledge of Products and their Chemistry:
  - CND: Brisa UV Gel System
- **The Creative Touch.....**
  - The creative touch
    - Liquid Monomer and Polymer Powder Art 3D
    - Hand Painted Art
    - Brilliants and Costume Jewellery
    - French Manicure or with Enamel, Gel Enamel or Airbrushing
    - Silver Paper
    - Embedded confetti
    - Airbrush art in nails
    - Competition Nails
  - CND: Shellac and additives
  - CND: Shellac Application and Disposal
    - CND: Shellac Art in nails
    - CND: Shellac Additives
    - CND: Shellac French Manicure
  - CUCCIO: Veneer and 3D art
  - Veneer Application and Removal
  - Veneer Art in nails
  - Veneer Powder 3D Design
  - Veneer French Manicure
- **The Business of Salon and Degree.....**
  - PSI Information Bulletin for Candidates (CIB)
  - TDLR Rules and Laws
  - Career Planning
  - Curriculum Vitae
  - Job Interviews
  - At Work
  - The Business of the Salon
- **Student Classroom Training (not compensated).....300 hours**



- Practices and Management of the Salon
- Business Fundamentals
- Habits That Lead to Success
- Taking Responsibility
- Communication
- Customer Service
- Finance Management
- Needs Assessment
- Success in the Sale of Products
- Double the Day
- How to attract the Ideal Customer
- Fundamental Principles of Marketing
- Plans for the Future
- S.M.A.R.T. Goals
  - TDLR Rules and Laws
  - Federal Tax (What You Need to Know About Tips)
  - Safety in the Salon.
  - Customer Services (not compensated)
- Manicure
- Pedicure
- Hand and Foot Massage
- Application and removal of enamel, gel enamel, Shellac,
- Veneer
- Nails with Appliques (Hairpieces, Molds, On Natural Nails)
- Nails with Fiber
- Nails with Gel with UV light
- Paraffin wax treatments
- m. Recognition of Products and their Chemistry:
  - CND
  - CUCCIO
  - PolyGel

Total hours 600 hours

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## Evaluation Procedure:

### Theory and Practice Exams

Students will be periodically assessed on the development of academic and practical skills.

Hands-on learning is assessed using written criteria. The Institution uses assessment tools with specific criteria to qualify or qualify practical skills and the results of the assessment are provided to students.

Academic and practical learning precedes classroom activities. Students are assessed based on the unit of instruction learned and must have at least 10% of their course hours completed.

### Practical skills assessments can be conducted on clients according to the course:

Manicurist- 5 people/ models

Rating Scale





- 93-100 Excellent
- 85-92 Very Good
- 75-84 Satisfactory
- 74 and under Below Standards- Not Satisfactory, Below SAP Requirements

**Examination Procedure**

The instructional faculty will follow procedures and guidelines of exemptions given by the Institution, ensuring that everything academic is correct and concise, in accordance with the Milady's Course Guidelines and the institution can provide additional exams. Students can refer to the published guides with their instructor.

**References\*:**

- Milady's Standard Nail Technology, 7th edition MindTap or textbook
- TDLR- Administrative Rules and Regulations and Cosmetology Laws
- PSI-CIB: Cosmetology Manicurist Licensing Exam
- Federal Taxation: Tip Tax
- Milady Business Fundamentals

**Educational Goals**

Upon completion of the manicurist program, the student has learned technical skills, is prepared for state and licensing exams, gains retail experience, and learns how to build their business, in order to gain gainful employment.

**Job Opportunities**

- In a Beauty Salon
- Technical Manicure Specialist for Synthetic Acrylic Nails
- Nail Salon Owner Guest Artist
- In the Cosmetic Industry
- Product Representative Platform Artist Buyer
- Research Assistant Sales Director Beauty Editor
- TDLR Merchant Technical Advisory Committee.

**Registration and Charges**

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**Cosmetology Operator 8,500 (1000 hours)**

- Tuition Fee.....
- Registration fee.....
- Student license fee.....
- Total.....

**Cosmetology Operator 8,500 (1000 hours)**

- Tuition Fee.....
- Registration fee.....
- Student License Fee.....
- Text materials and case .....
- Text Materials and Case Taxes .....\$100
- Total.....



**Cosmetology operator (Spanish) 8,500.00(1000 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....  
 Text materials and case .....  
 Text Materials and Case Taxes .....\$100  
 Total.....

**Beautician 7,000.00 (750 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....  
 Total. . . . .

**Esthetician (English) 7,000 (750 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student license fee.....  
 Text materials and case .....  
 Text Materials and Case Taxes .....\$94.24  
 Total. . . . .

**Beautician\* (Spanish) 7,000.00 (750 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student license fee.....  
 Text materials and case .....  
 Text Materials and Case Taxes .....\$94.24  
 Total. . . . .

**Manicurist 600 (600 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....  
 Total. . . . .

**Manicurist\* (English) 6,000.00 (600 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....  
 Text materials and case .....  
 Text Materials and Case Taxes.....\$67.71  
 Total. . . . .

**Manicurist\* (Spanish) 6,000.00 (600 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....



Text materials and case .....  
 Text Materials and Case Taxes.....\$67.71  
 Total. . . . .

**Eyelash Extension Specialist\* 12.0499 (320 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....\$25.00  
 Total. . . . .

**Eyelash Extension Specialist\* 12.0499 (320 hours)**

Tuition Fee.....  
 Registration fee.....  
 Student License Fee.....  
 Text materials and case .....  
 Text Materials and Case Taxes.....\$50.23  
 Total. . . . . 4,225.23

Tuition fee from January 1, 2020. Kit cost options are available starting June 12, 2020. The \$150 termination fee will be paid when a student officially or unofficially withdraws.

NOTICE: If the student completes the program before the estimated time set forth in the Enrollment Agreement, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

\*For transfers or if you re-enroll (within the first 50% of the course) the following hourly rate applies in the calculation of tuition costs:

- All courses: \$11.00 per hour remaining to be hired
- Books and kit items issued are non-refundable.
- Books and kit items not issued are credited at the time of student withdrawal or withdrawal.

*Note: Tuition is non-negotiable and adjusted, unless otherwise stated as a promotion or discount.*

### Student Team Policy

The students' equipment contains textbooks and articles applicable to the student's complete training. Additional supplements and materials may be required at the student's cost.

Implements and equipment are considered solely for student training and for use in classroom activities, classroom training in order to provide services and are not for personal use or sale.

On occasion, sellers may choose to alter, replace or discontinue items, which the institution will make the necessary adjustments.

All equipment is subject to manufacturer's warranties and reimbursement policies; The institution is not responsible for changes or returns of the team.



Textbooks and workbooks are periodically published in order to meet educational standards and needs.

New textbooks and published workbooks are reviewed and approved by the Corporate Office before making them available to students.

Students are responsible for bringing their textbooks, equipment, and supplements to school daily.

The equipment belongs to the student at the time of completion of their course of study and paid instructional fees.

The student's equipment is given based on the student team release policy. See Financial Aid Representative for Full Policy.

## Installment Plan

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Pagare is an agreement between the student and the institution as a promise to pay the monthly payments as indicated in the students' promising grade. In addition to Title IV funds, (Pell Grants, Subsidized Loans, Unsubsidized Loans and Loans

for Parents Plus), the institution accepts as a method of payment, cash, credit cards (Visa, Mastercard, Discover), personal checks (ACH) and money orders as forms of payment of funds owed to the institution.

If he is a student he officially retires or is terminated by school, the policy of TDLR will be used to determine charges due.

### Monthly payments .

Monthly payments will be scheduled thirty (30) days after the start date, and subsequent payments thereafter.

Cosmetology Operator 1-900 hours and 901- 1000 hours

Beautician and Manicurist\* 1-750 hours and 600

Esthetician, Instructor, 500\* Instructor, Manicurist and Extension Specialist

of Tabs\* are scheduled monthly for the duration of the course and

Last payment is due before completing the course hours.

\*\* There will be a \$30.00 surcharge for bad checks, and monthly payments.

### **Without a student choosing to pay in monthly payments, they must:**

- Be responsible for making payments on or before due dates.
- Be unable to obtain official copies of his/her transcript until the debt is paid in full.
- Be responsible for the payment of any remaining balance due to withdrawal from the institution.
- Solution of all financial obligations as part of graduation requirements.
- Failure to comply with the conditions of the contract, the student will be subject to being suspended from attending classes for up to 14 days.
- Any overdue amount must be paid within 14 days to avoid possible termination.
- If the student does not return to school after the 14-day suspension, this will be
- It would consider an official withdrawal and the date of determination to withdraw the student would be 14 days after the student's last day of attendance.



Note: Financial Aid students should check with the Financial Aid Office for aid.

## Monthly payments

Installment payment plan is available for student tuition payments.

The student has three (3) options:

Revised Release Date: April 17, 2023

- Full payment on the first day of class.
- Payments in two equal installments. The first payment is the first day of class; The second payment is given halfway through the chosen course.
- Twenty-five (25) percent down payment, followed by monthly payments scheduled thirty (30) days after the start date, and subsequent payments thereafter.

## Additional Charges

### Instructional Extra Charges Policy

Upon enrollment, students will be informed of their graduation date for their chosen course of study. Because circumstances vary; As illness, death in family, pregnancy, etc., many students can not complete their scheduled date for that reason they will be allowed hours of absence at no cost, depending on the chosen course. (See graph)

For transfer and re-entry students, the hours of absence allowed will be calculated based on the remaining course hours.

The following schedule demonstrates a breakdown of free absence hours for all courses: Free absence hours will be computed at a rate of (5) five hours of absence for every 75 hours required for a maximum of 100 hours of absence.

## Hours of absence free of charge

Course	Total, hours	Free hours of absence
Cosmetology Operator	1000	67
Beautician	750	50
Manicurist	600	40
Tab extension	320	21

## Additional Absent Hours

Students are allowed free of charge hours depending on the course (See Free Hours of Absence). After the absent free hours have been consumed, any additional absent hours incurred will be subject to an hourly charge of \$5.00 per hour.

Additional absent hours will be collected each week as noted in the school's Weekly Time Report and final tuition and fees due will be collected prior to the last hours of the course.

## Hours Recovery

Students will be given the opportunity to make up hours to reduce your absent hours before the expiration date of the registration contract. (See Hours Recovery Policy).

## Photo ID Card Fee

Students are required to carry their ID card at all times the time for identification purpose on your uniform next to top and Left of the smock or jersey during the time you are at school.



A \$15 fee will be required for duplicate, lost or forgotten. Misuse of ID cards can result in a disciplinary action.

### **Schedule Changes**

Students can request to change their schedule from full-time to part-time or day-to-night. Schedule changes may affect the date of graduation in the student's enrollment agreement. First change of Schedule will be free of charge to students; any additional changes to Schedules will incur a fee of \$100.00.

### **Check Return Fee**

A fee of \$30.00 will be charged for each check return.

### **Photocopies**

The service charge per copy of each page is \$3.00.

### **Student Permit**

A non-refundable fee of \$25.00 is required by the state for all courses except Instructor.

## **Texas Department of Licensing and Regulation (TDLR)**

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### **Transfer of Instructional Hours**

- A student can transfer full instructional hours to another private beauty school in this state.
- In order for hours to be transferred, the transcript must show the course and number of hours certified by the school where the instruction was given and will be submitted to the executive director.
- In evaluating a student's document, the executive director must determine whether he or she agrees that tuition has been paid. If tuition has not been paid, the executive director will notify the student that his or her transcript cannot be certified to the school at which the student is seeking transfer until proof is provided that the joint
  - was paid.
- In evaluating and passing, the executive director must certify in writing the student and the school at which the student seeks transfer.
  - The course named and hours that have been completed.
  - The student does not need to repeat the registration hours.
- When a license from a private beauty school expires,
- For more than 30 days, the student will not be able to transfer their registration hours to that
- school.

### **Responsibility-Withdrawal, Termination, Transfer, School Closure.**

(New section adopted effective date August 1, 2006, 31 TexReg 5952; modified February 17, 2012; 37 TexReg 681)

- A student wishing to transfer from one school to another must withdraw from the first school prior to transfer. Enrolling in two cosmetology schools at the same time is prohibited.



- A student transferring to a school who wishes to claim their earned hours and applications must inform the previous transferred school prior to enrollment prior to attending school and must provide the school and department with time and credit records. The record can be in the form of a document or a record extracted from the department.
- Upon withdrawing from school, and providing that you agree, and payment charges have been offered, the student is entitled to an official document of credits earned at the school that withdrew. The document must be ready for pickup, if mailed, the date of mailing must be within 10 days in which the school is notified of the school withdrawal. A copy of the document and practical applications must be kept in the student's file for 48 months and the copy must be available when requested by the department.
- A student who withdraws from a cosmetology school is entitled to reimbursement according to Texas Educational Code, Chapter 1602.
- The withdrawal or termination during the first week must be defined by the number of hours scheduled according to the enrollment agreement or contract that the student has signed or in other documents accepted for the department and not by the clock hours that the student has obtained during the time of class attendance.
- If the school closes or suspends operations before the end of school hours, the student is entitled to a tuition refund in accordance with the Texas Occupational Code, Chapter 1602.
- Any out-of-state student who has attended a private or public cosmetology school may submit a request to the department to transfer their full hours of instructional to a Texas school. The document must be submitted in a prescribed form and a certificate by the school which the instruction was received. Portions of the curriculum not taught in another state must be approved by the Texas school before taking the test.
- A student enrolled in a specialty course can withdraw and transfer his hours acquired in the operator course, these can not exceed the number of hours that corresponds to the subject in the operator program.

Students enrolled in the operator course may withdraw and transfer specialty hours within the operator program. Upon licensure, hours can be transferred to another course.

### Identification and work done by students

- Each private beauty culture school or vocational cosmetology program in a public school shall keep in a conspicuous place a list of the names and identifying images of students who are enrolled in cosmetology courses.
- A private beauty culture school or public school cannot receive compensation for work performed by a student unless the student has completed 10 percent of the number of hours required for a license under this chapter.
- (B-1) A private beauty culture school or a public school in which a student permit holder is enrolled cannot receive compensation for services rendered under Section 1602.266(c).
- If a private beauty culture school or public school violates this section, the private beauty culture school's license or public school certificate may be revoked or suspended.

### CANCELLATION AND CANCELLATION POLICY

The holder of a license from a private beauty school must maintain a cancellation and declaration policy that provides a full refund of the money paid by a student. If the student:

- Cancel your enrollment agreement or contract no later than midnight on the third day after the day of the agreement or contract which is signed by the student, excluding Saturdays, Sundays, or legal holidays, or
- Enter into a registration agreement or contract for misrepresentation made or Revised publication date: April 17, 2023.
  - In school advertising materials or promotions



- By the owner or representative of the school (V.A.C.S. Arts. 8451a, Section 21
- If the 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 a full refund of the money received towards schooling. The school will use the date the notice is given to the school official as the official date of cancellation of the hand.

## Refund Policy

- The licensee of a private beauty school shall maintain a refund policy for any unused portion of the registration, fees, and other charges paid by the student who, on the expiration date of the cancellation period established under section 1602.457:
  - Does not comply in entering the training course;
  - The training course is withdrawn; or
  - You are expelled from the training course before you complete the course.
- The refund policy should provide that:
  - Reimbursement is based on the student's enrollment period, calculated on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
  - The effective date of termination for refund purposes no later than:
    - The last date of attendance, if the student is expelled from school;
    - The date you received the student's written notice of departure or 10 school days after the last day of attendance.
- The school may withhold no more than \$100 if: a. the fee has been charged prior to the start of the training course.
- The student does not comply to leave the course of study before the expiration of the cancellation period.

The school will use the date the notice is delivered in hand to the school official as the date of cancellation.

## STUDENT WITHDRAWAL OR TERMINATION

- If a student begins a training course at a private cosmetology school that is scheduled to last 12 months and during the last 50 percent of the course withdraws it is terminated by the school;
- can withhold 100 percent of enrollment and fees paid by the student
- You are not required to a refund of any additional registration.
- If a student begins a training course at a private beauty school it is scheduled to last no more than 12 months.
- 50 percent of the course, a course withdrawal or termination from school, the
- School must refund.
- 90 percent of any pending enrollment for a withdrawal or termination that
- occurs during the first week or first tenth of the course, whichever is shorter, 80 percent of any enrollment pending a withdrawal or termination that occurs after the first week or first tenth of the course but within the first three weeks of the course.
- 75 percent of any enrollment pending withdrawal or termination that occurs after the first three weeks of the course but no later than completion of the first 25 percent of the course.
- 50 percent of any enrollment pending a withdrawal or termination that occurs no later than completion of the first 50 percent of the course.
- A refund pending payment this section must be paid no later than 30 days, after the date the student will be eligible for a refund. (V.A.C.S) Art. 8451a Section 21(h)(J).





## Interest on repayment

- If enrollment is not refunded within a period required by Section 1602.459, the school must pay interest on the refund amount, the period beginning on the first day after the date the refund period expires and ending the day after the refund is made.
- If the registration is repaid to a lending institution, interest must be paid to the institution and applied to the student's loan.
- The education department annually gives a percentage of interest that is still sufficient value to restrain a school from withholding money paid by a student.
- The department may exempt a school from paying interest if the school makes a good effort to reimburse the enrollment. If it is impossible to locate the student, the school must provide the commission with documentation of efforts to locate the student.

## STUDENT RE-ENROLLMENT AFTER WITHDRAWAL OR TERMINATION

If the student voluntarily withdraws or is terminated after having completed 50 percent of the course at a private beauty culture school, the school must allow the student to enter at any time during a period of 48 months followed by the date of withdrawal or termination.

## Consequence of the student's withdrawal

- A private beauty culture school will 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:
  - Ask the degree at the time the student withdraws
  - withdraws for an appropriate reason unrelated to the student's academic situation.
- A student who receives an incomplete grade may re-enroll in the program during the 48-month period after the date the student withdraws and complete the topics without payment of additional fee.

## Consequence of school closure

- If a private beauty culture school closes, the department will have to try to arrange students enrolled in the closed school to attend another private beauty culture school.
- If a student of a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to the student's education, including applicable tuition for the period for which the student paid tuition, shall be paid from the tuition protection account of the private beauty culture school.
- If a student from a closed school cannot be placed in another school, they will be
- Reimbursed tuition and student fees that by section 1602.458. If a student from a closed school does not accept a place that is available and reasonable at another school, the student's tuition and fees will be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection will be credited to the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
- If another school assumes responsibility for the students of the closed school and there are no significant changes in the quality of the training, the student of 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 closing.

## Student Information A. Orientation

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



The institution must obtain the signed agreement in order to maintain the contract for each specific course before the first day of class. The enrollment agreement shows the institution's obligations to the student, including reimbursement policy details before payments are made the school provides a copy of the agreement to the applicant. Any changes to the terms of the enrollment agreement must be acknowledged by both groups when signing the changes. The initial enrollment agreement is part of the financial aid files. A copy is given to the applicant before  
Collect money.

### **Counseling**

The school gives students vocational guidance through the course of study. The faculty assists with the realization of their goals, assessment skills, financial aid arrangements, assistance with training schedules, and assistance in government-approved programs.

Concierge on licensing, reciprocity, employment, and continuing education opportunities is available as students request.

### **Professional Help**

Contact information for Professional Assistance is available to students.

### **Progress Reports**

The school provides students with Progress Reports to review their attendance, written and practical grades.

The Instructor, or school member, advises students on ways to improve their grades, attendance, reinforce their skills, and identify areas that need improvement in order for the student to succeed.

### **3. Advice**

- The institution considers the cultivation of one's own discipline by students to
- create great importance in growing their responsibilities as citizens.
- The school expects students to maintain personal discipline which is harmony.
- of the educational goals and purpose of the institution. It is the first concern of the school is for the student. Faculty and staff attempt to provide an environment conducive to learning, social growth, and individual responsibilities. Disciplinary action, including expulsion or suspension, may result from violation of the student's code of conduct despite any action taken by civil authorities as a result of a violation.

### **Services For the Disabled**

The institution extends training to physically disabled persons, however, a suitable job is considered when they are advised prior to admissions. The school provides parking for disabled persons, wheelchair ramp and restroom facilities for physically disabled persons.

### **Sojourn**

We do not maintain institutional stay or pension assistance at this school. However, if an applicant needs help finding a stay, the institution will provide referrals to appropriate agencies.

### **Job Help**

Throughout the course of study, students are encouraged to seek help in obtaining employment in the Job Placement or Registration Office. Because this institution is dedicated to excellence in its placement services, it takes a further step in its efforts in finding, guiding, and advising graduates to find paid and meaningful job opportunities.

However, the institution advises students when enrolling, that the law prohibits any school from guaranteeing employment. Graduates are encouraged to maintain contact with the school about employment needs and employment opportunities.

Throughout the course of study, students are encouraged to seek employment assistance from the Placement or Registration Department.



State exam preparation provided free of charge for 2 years after graduation date; After 2 (two) years, a fee will be charged.

Throughout the curriculum, emphasis is placed on education-related on-the-job training including, but not limited to, training in:

- Professionalism
- Curriculum Vitae Development
- Interview Preparation
- Skills search
- Texas Rehabilitation Commission

The Rehabilitation Commission offers tuition fees and other services to students with certain physical and intellectual disabilities. Interested students should contact the nearest Texas Rehabilitation Commission office.

## Scholarships

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

### A. FAMILY EDUCATION RIGHTS AND PRIVACY DECREE (FERPA)

The Educational Rights and Privacy Act (FERPA) offers students and parents guardians or guardians of dependent children certain rights regarding their educational record.

The rights of custodial parents or guardians of dependent minors transfer to the student when he or she reaches the age of 18. Students to whom rights have been transferred are "eligible students" Although FERPA does allow a school to disclose the student's educational records to their custodial parents or guardians of dependent minors if the student is a dependent student under IRS rules, the school's policy does not allow it.

Disclosure cannot be made to the parents of the eligible student, even if the eligible student is a parent dependent as defined by the Internal Revenue Service.

The institution requires the written consent of the student or guardian (each time) before disclosing any student information in response to a request from a third party company, other than a request by NACCAS, except as otherwise provided by law.

### These are your rights:

- The right to inspect and review a student's educational records within 45 days of the institution's receipt of the request for access.
- Custodial parents or guardians of dependent children of students under the age of 18 or eligible students must submit to the Director, Financial Aid department, or other appropriate official a written request identifying the records they wish to inspect. An official of the institution will arrange for access to the records and notify the student of the time and place where the records are maintained and where they will be inspected. A fee of \$3.00 will be charged per copy.
- The right to request a correction of the student's educational records if the student believes they are incorrect or misleading.
- Custodial or Guadianese parents of dependent minors of students under the age of 18 or eligible students may ask the institution to correct a record that they believe is incorrect or misleading. They should write to the officer responsible for the file, clearly identify the area of the record they want to change, and specifically why it is incorrect or misleading.
- If the institution decides not to correct the record as requested by the student, the institution will notify the student of the decision and inform the student of his or her rights to a hearing and a correction hearing. Additional information about the hearing procedures will be provided to the student when the right to a hearing is notified.



- The right to grant a statement of personally identifiable information contained in student records, written consent from custodial parents or guardians of dependent minors or eligible students is required for disclosure of documents.
- An exception in which a statement without consent is allowed is declared to school officials with legitimate educational interests.
  - A school official with a legitimate educational interest.
  - Another school which the student transfers.
  - Specific officers for auditing or evaluation purposes.
  - Appropriate groups in connection with financial aid to a student.
  - Organizations conducting certain research for the school.
  - Accreditation organizations (NACCAS).
  - For compliance with court orders or subpoena.
  - Appropriate officers in cases of safety and health emergency.
  - State and local authorities, within a juvenile system of Revised publication date: April 17, 2023. Justice, in accordance with the specific law of the State.

The school may disclose without consent information such as the student's name, address, telephone number, date and place of birth, certificate, honors, and dates of attendance. At any time, custodial parents or guardians of dependent minors or eligible students may ask the school not to disclose personal information. The request must be in writing.

For additional information you can call 1-800-USA-LEARN (1-800-872-5327)(voice). People who use TDD can call 1-800-437-0833. Or you can contact the U.S. Department of Family Education's Policy Compliance Officer at the address below.

### **Record Keeping of the Authorization Form**

Schools are required to keep a record of each request to access each statement of student personally identifiable information. This record should identify the persons who requested the information and their legitimate interest in the information. This release authorization form shall be maintained for as long as the records are maintained by themselves.

The institution's records are kept safeguarded against loss, theft, identity theft or damage.

### **Internal complaints procedure**

In accordance with the institution's mission statement, this institution will make every attempt to resolve any complaint the student makes that is not frivolous or without merit.

Grievance procedures will be included in the new student orientation, we will ensure that all students know the steps to follow and if they wish to register a complaint at any time. Evidence of a resolution of all complaints will be retained in school records in order to determine the frequency, nature, and pattern of complaints for the institution. The information will be used in the institutional evaluation of its effectiveness and results. The following procedures are marked for specific steps in the complaint process.

- The student, teacher or interested group may register the complaint in writing against the School, the complaint must be in writing and given to the instructor, principal and must frame the allegation or nature of the complaint.
- A school representative will meet with the aggrieved within 10 days of the written complaint. Depending on the nature of the interview with the appropriate faculty and other students will be necessary to seek 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 grievance committee. A copy of the written record of grievance will be given at the time of the meeting.
- The committee shall commit at least three individuals who may be the following categories,



- School owner, principal, instructor, financial aid administrator, member of the public, or student. The grievance committee will meet on the 21st day of receipt of the complaint and the allegations have been reviewed. If more information is needed from the complaint, a letter should be written marking additional information.
- In the event of an extreme conflict, it may be necessary to conduct a hearing on the complaint. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the complaint representative followed by the school's response. The hearing committee will be allowed to ask questions of all persons involved. Within 15 days of the hearing, the committee will prepare a report summing each witness testimony and recommended resolutions to the dispute. Corporate Management must consider the report and accept, reject or modify the committee's recommendations.
- If the complainant wishes to pursue the material further, a complaint form is available with the accrediting agency NACCAS (National Accrediting Commission of Career Arts & Sciences). To see address see school catalog. The complainant is required to try to resolve the problem through the school complaint process, before filing a complaint with the accredited agency.

## Student Code of Conduct

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### Student Conduct Policy

Incidents which result in disciplinary action will be taken by the authorities which include, but are not limited to, the following;

- Interruption of classroom or beauty salon activities.
- The unauthorized cell phone or electronic device must be turned off
- during class hours. (you will be sent home immediately)
- Do not use uniform clean and without stains.
- Using a school phone without permission.
- Smoking, chewing gum, using Vape Pens, Cloud Pens, Electronic Cigarettes, Hookas Pens or any device that means smoking inside the building.
- Illegal possession, use, or distribution of illicit drugs or alcohol by students on school or as part of any activity.
- Committing extortion, or blackmail, etc., obtaining money, coercing another valuables from an unwilling person or forcing the individual to act through a threat.
- Exhibit disrespect or direct profanity, vulgar language, obscene gestures toward students, teachers, administrators, school personnel, or any other person.
- Wandering in unauthorized areas; as reception area, hallways, within fifteen feet outside the entrance, etc.
- Wearing inappropriate clothing in the classroom and clinic area. Violate the dress code as;
  - Shorts
  - Mini skirts
  - Dirty uniform
  - Any clothing deemed inappropriate by the instructor or faculty member.
- Refusing to see a client or an assignment at the clinic.
- Engaging in verbal abuse, making defamatory comments, making disparaging statements about the institution, or violations toward others or the institution may be considered a serious offense and may precipitate a school program interruption or incite violence.
- Committing arson.
- Bring guests and visitors to classroom or clinic areas without permission.
- Maintain improper sanitation, cleaning of stations, equipment, rest areas, and bathing facilities.



- Committing theft.
- Copy in exams, assignments
- Any other action such as inappropriate behavior seen by the Instructor or Faculty member.
- Students are not allowed to bring children to school.
- Students must bring their equipment for practices in the classroom and in the Training area of the Classroom daily.
- Failure to maintain satisfactory progress in assistance.
- Failure to meet monthly tuition payments.
- Not to engage in harmful activities that interfere with the activities or Functions of instruction.
- Video and photography is prohibited without the prior permission of the institution. Taking a photograph or video recording is a violation of this policy and may result in disciplinary action.
- Food or beverages, including coffee may be consumed in the recess/lunch area for the designated time only. Water can be consumed anywhere during class time or in the classroom area.

## Smoke

The school maintains a tobacco-free environment. Smoking or any other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, tobacco, or chewing tobacco) is not permitted inside any part of the building. Students may smoke outside the building in designated rest areas.

Students must mark exit to smoke. The front area of the school is considered unsuitable for smoking.

## Student Rights and Responsibilities

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- All students are entitled to enjoy their basic rights as citizens recognized and protected by law. Each student is expected to respect the rights and privileges of other students, teachers, and faculty. Students shall practice rights responsibilities in accordance with the rules established by the Institution's orderly conduct.
- The rules of conduct of the Institution and rules of discipline are established to achieve and maintain order in the school. Students who violate school rules should be subject to disciplinary action designed to correct their misconduct and promote adherence by all students to be responsible citizens in the school community.
- Students' responsibilities for achieving a positive learning environment in school-related activities should include:
  - Attendance at all classes daily and on time
  - Accept responsibility for participating appropriately in the learning process
  - Come prepared to class with appropriate material and assignments.
  - Arrive properly dressed
  - Exhibit respect for others
  - Conduct themselves in a responsible manner.
  - Pay required fees
  - Withholding from violations of the student's code of conduct
  - Obey all school rules, including safety and health rules.
  - Seek changes in school policies and regulations in a responsible manner and orderly, through appropriate conduct.
  - Cooperate with faculty in investigations of disciplinary cases and provide information
  - Volunteer when students have knowledge related to a serious offense