



Beauty School **Student Catalog**

*Disclosure Statement: Student's should review this catalog for factual information

TABLE OF CONTENTS

WELCOME	4
HISTORY	5
MISSION STATEMENT	5
OWNERSHIP	5
LOCATION AND LICENSING	5
ACCREDITED	5
HOURS OF OPERATION AND FACILITY	5
FACILITY	5
FACULTY	6
SCHOOL RIGHTS	6
NON-DISCRIMINATION POLICY	6
GRADUATION REQUIREMENTS	6
LICENSING REQUIREMENTS	6
TIME CLOCK	6
ACADEMIC CALENDAR AND HOURS	7
ADMISSION PROCEDURES	7
ADMISSION REQUIREMENTS	7
SCHOOL UNIFORM POLICY	8
WITHDRAWAL FROM SCHOOL	8
RE-ENTRY STUDENTS	9
TRANSFER STUDENTS	9
ATTENDANCE POLICY	10
MAKE-UP HOURS POLICY AND PROCEDURE	10
CHANGE OF SCHEDULE POLICY	10
LEAVE OF ABSENCE POLICY AND PROCEDURE	11
TARDY POLICY	11
SATISFACTORY ACADEMIC PROGRESS POLICY	11
TEXAS DEPARTMENT OF LICENSING AND REGULATION	14
TRANSFER OF HOURS OF INSTRUCTION	14
RESPONSIBILITIES-WITHDRAWAL, TERMINATION, TRANSFER, SCHOOL CLOSURE	14
CANCELLATION AND SETTLEMENT POLICY	15
REFUND POLICY	15
WITHDRAW OR TERMINATION OF STUDENT	15
INTEREST ON REFUND	16
RE-ENTRY OF STUDENT AFTER WITHDRAWAL OR TERMINATION	16
EFFECT OF STUDENT WITHDRAWAL	16
EFFECT OF SCHOOL CLOSURE	16
STUDENT EVALUATION	16
PROGRAMS OFFERED	17
COSMETOLOGY	18
NAIL TECHNICIAN	20
INSTRUCTOR WITH 1 YEAR EXPERIENCE	22
INSTRUCTOR	23
ESTHETICIAN	24
NAIL TECHNICIAN & ESTHETICIAN	26
DAILY DUTIES	27
CAREER OPPORTUNITIES	27
PROGRAM TUITION	28
PAYMENT PLANS	29

ADDITIONAL CHARGES	29
CAREER PLACEMENT ASSISTANCE	29
CAREER CONSIDERATIONS	29
FERPA (PRIVACY POLICY)	29
PARENT RIGHTS UNDER FERPA	30
ORIENTATION	31
COUNSELING	31
ADVISING	31
HANDICAPPED SERVICES	31
HOUSING	31
MEDIA RECORDING	31
LOST & FOUND	32
GRIEVANCE POLICY	32
DRESS CODE	32
OSHA	32
EMERGENCY PROCEDURES	32
STANDARDS OF PROFESSIONALISM REGULATIONS FOR CONDUCT	33
GENERAL RULES OF APPEARANCE	33
STANDARDS OF CONDUCT	33
LEVELS OF ADVISEMENT	35
 GROUNDS FOR WITHDRAWAL	35
ACADEMIC ADVISEMENT	35

Date of publication: December 2017 **3**

This catalog is a guideline of what GA Nails Beauty School LLC expects of its students. GA Nails Beauty School reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of GA Nails Beauty School LLC.

WELCOME TO GA NAILS BEAUTY SCHOOL

Dear Future Professional.

Please let me be among the first to welcome you to GA Nails Beauty School and to the beauty profession.

This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have about your school experience here at GA Nails Beauty School. If there are any further questions, I as your school director or any member of our Staff will be glad to answer them.

I hope that you will truly take advantage and focus on your career while you are with us. Remember, while it is important to learn great technical skills, it is even more essential for you to learn how to communicate with and sell to your future clients as well as to work with your team of fellow professionals. If you manage to master those skills, you will find that the “sky is the limit” on your future success.

Finally, I urge you to get involved with your school’s culture. If you participate in the various fundraising, competition, social events and attend our future professional expos, I believe you will really maximize your educational experience. Learning can be really fun if you work to get the most out of your GA Nails Beauty School education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it.



I wish you the best of luck and success in the coming months and for the rest of your career.

Sincerely,

Maria G Lopez

Director.

HISTORY

GA NAILS BEAUTY SCHOOL was established in June 2011.

MISSION STATEMENT 4

The mission of GA Nails Beauty School is to seek a high level of perfection and distinction in its faculty, students, and educational programs. Only through high quality education we will be able to provide graduates of all courses who will not only be successful, but will be of service to their community. The course of study and the activities are directed to provide a solid foundation for our graduates in many opportunities available in the beauty industry. Our Mission establishes our shared accountability with our students for completion, licensure and placement in a desirable job and we strive for superior performance in each. GA Nails Beauty School prepares committed students for rewarding careers in the beauty industry.

OWNERSHIP

GA Nails Beauty School is owned by Guadalupe Rayon. **18**

LOCATION AND LICENSING

GA Nails Beauty School LLC **2**
3301 N Ware Rd. Suite A-B
McAllen, TX 78501
(956) 664-2233
8,930 Square Feet
School Director: Maria G Lopez

LICENSED BY 23

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711
512-463-6599

ACCREDITED BY 23

GA Nails Beauty School is accredited with:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

HOURS OF OPERATION

Monday – Thursday: 8:00 a.m. to 4:30pm, 4:30pm to 9:30 p.m.

FACILITY 10

GA Nails Beauty School LLC includes demonstration and lecture classrooms, a fully equipped student salon floor, dispensary, computers, small retail store, student lounge, and faculty and administration offices to assist students in becoming quality professionals capable of meeting the demands of the salon and spa industry. GA Nails Beauty School LLC meets the requirements established by our state licensing authorities.

FACULTY 26

SCHOOL DIRECTOR	Maria G Lopez
FINANCE DIRECTOR	Nayelly Ascencio
FISCAL OFFICER/ADMISSIONS	Alejandra Galvan
DIRECTOR OF EDUCATION	Oneida Aguilar
RECEPTIONIST	Luz Maria Martinez

EDUCATORS/LICENSE

1671066	Lisa Villagran
1441059	Wilma Vasquez
1588704	Marivel Gonzalez
1701018	Joana V Diaz Alaniz
1698326	Nayelly Ascencio
1258133	Oneida Aguilar
1656195	Valeria Ascencio
1732093	Laura E Cavazos Guerrero

SCHOOLS RIGHTS

The school reserves the right to limit the enrollment of any program and make any changes in the provisions of this catalog document when such action is deemed to be in the best interest of the student or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curriculum, courses and requirements, program provides training.

GA Nails Beauty School reserves the right to deny admissions to any applicant who GA Beauty School, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by GA Nails Beauty School LLC.

NON-DISCRIMINATION POLICY 17

The school is an equal opportunity educator and does not discriminate against persons due to age, race, color, creed, sex, religion, disability or ethnic origin.

GA Nails Beauty School LLC is committed to equal educational opportunity and does not discriminate on the basis of sex, age, physical handicap, race, color, creed, ethnic region or sexual orientation in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for the admission.

GRADUATION REQUIREMENTS 12

The student will be considered a graduate after meeting the following requirements:

- Complete the required hours of training
- Complete curriculum requirements
- Meet all financial obligations

A diploma will be issued to the student after they meet all financial obligations 13

Upon completion of all course requirements and financial obligations, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

LICENSING REQUIREMENTS

In order to obtain licensure, students must meet the following requirements:

- Fulfill all financial obligations to the school
- Must apply to take state licensing examination and pass both written and practical exam

TIME CLOCK

Texas Department of Licensing and Regulation (TDLR) Requirements

83.72. Responsibilities of Beauty Culture Schools:

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

- (1) Each student must clock in/out for himself/herself.
- (2) No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
- (3) If a student is in or out of the facility for lunch, he/she must clock out.
- (4) Students leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

Note: Problems in clocking in/out report to the school Director.

Texas Department of Licensing and Regulation (TDLR) Complaints

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

Texas Department of Licensing & Regulation

P.O. Box 12157

Austin, Texas 78711

(800) 803-9202

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

ACADEMIC CALENDAR AND HOURS 16

GA Nails Beauty School LLC allows a student to start class the following Monday after completing the admissions process if there is space available in classrooms. The student will be notified the day of enrollment, when their starting date will be.

Full time student: Monday through Thursday 8:30 a.m. to 4:30 p.m. (30 hours/week)

Part time student: Monday through Thursday 8:30 a.m. to 3:00 p.m. (24 hours/week)

Part time student: Monday through Thursday 8:30 a.m. to 1:30 p.m. (20 hours/week)

Part time student (evening): Monday through Thursday 4:30 p.m. to 9:30 p.m. (20 hours/week)

Holidays/ School Closures

Spring Break	03/11/2019 to 03/15/2019
Summer Break	07/22/2019 to 08/02/2019
Labor Day	09/02/2019
Thanksgiving	11/27/2019 to 11/28/2019
Winter Break	12/23/2019 to 01/03/2020

ADMISSIONS PROCEDURES 5

1. ADMISSIONS REQUIREMENTS

Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog at www.ganailsbeautyschool.com or provides the applicant with a hard copy of the school's catalog. To be eligible for an operator license with the state of Texas, applicant must be at least 17 years of age.

1. The Institution's admission policies require that each student meet the following requirements:
 - a. Be at least 16 years of age to be admitted into the school and,

- b. Have obtained a high school diploma or transcript showing high school completion or equivalent of a high school diploma (GED) or state valid online diploma, or,
- c. Possess a recognized foreign equivalent, (translated by a qualified outside agency that is also able to determine the academic equivalence to a U.S high school diploma) or,
- d. Have a state-issued credential for secondary school completion if a home school or private school.
- e. Have the ability-to-benefit from the training, according to the institution’s Ability-To-Benefit Policy

Admissions Procedures for Ability-To-Benefit Students

1. Definition of an Ability-To-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.

2. Admissions of Ability-To-Benefit Students - In order to be admitted on the basis of his or her ability to benefit, a student shall complete either:

- a. prior to admission, complete a nationally recognized, standardized, or industry developed test that measures the applicant’s aptitude to successfully complete the program or course to which he or she has applied, or
- b. For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 6 credit hours or 225 clock hours, as applicable

2. Cosmetology Instructor

- a. Be at least 18 years of age;
- b. Hold an active Texas Cosmetology Operator, Esthetician or Manicuring License or Proof that you have successfully passed your state exams.
- c. Have obtained a high school diploma or transcript showing high school completion or,
- d. Equivalent of a high school diploma (GED) or state valid online diploma, or
- e. Possess a recognized foreign equivalent.
- f. Have a state-issued credential for secondary school completion if a home school or a private school.
- g. Have the ability-to-benefit from the training, according to the institution’s Ability-To-Benefit Policy
- h. For the 500-clock hour program, the applicant will need to prove they’ve had their license for at least a year.

3. Proof of Age

The Institution requests proof of age by various means:

- a. Birth Certificate
- b. Naturalization Certificate
- c. Permanent Resident Card
- d. C33 Visa (Non-Title IV eligible)
- e. Valid Driver’s License or Valid State Issued I.D. or Other Valid Picture ID

4. Courses Offered

Cosmetology Operator.....	1500 clock hours
Cosmetology Instructor.....	750 clock hours
Cosmetology Instructor w/ 1 yr experience.....	500 clock hours
Esthetician.....	750 clock hours
Manicure.....	600 clock hours
Esthetician/Manicure.....	1200 clock hours

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

2. RE-ENTRY STUDENTS 6

Students wishing to be readmitted after withdrawing need to consult with and must have the approval of the school director prior to readmission. Students accepted for re-enrollment will be charged a re-entry fee of \$250~~000~~.

3. TRANSFER POLICY 7

We reserve the right to evaluate competency based on our course of study for the amount of hours the student wishes to receive credit. The school may recognize credit for all of the applicant's previous hours of training provided it is recognized by the Texas Department of Licensing and Regulation (TDLR). The institution utilizes the SHEARS reporting system for hours that may be transferred.

A transfer student that wishes to have written and practical grades accepted by the institution may provide it to the admissions office at any time during or after the enrollment process document outlining the grades obtained at another institution. If student is approved for enrollment, tuition will be charged at the hourly rate for the remaining hours of the course, plus enrollment fee, kit, school uniform and any other applicable fees.

1602.455 TRANSFER OF HOURS OF INSTRUCTION

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

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

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

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

(1) the stated courses and hours have been successfully completed; and

(2) the student is not required to repeat the hours of instruction.

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

83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure.

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

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

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

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

(e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other documents acceptable to the department and not the clock hours the student has earned during class attendance.

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

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

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

4. SCHOOL UNIFORM POLICY

Students must be in uniform prescribed by the school at all times unless told differently by school director for special days such as interviews etc. Shoes must always be closed, **no** flip flops, sandals, heels or any open toed shoes are allowed.

5. WITHDRAWAL FROM SCHOOL

A student may withdraw from school any time by notifying the school of the intended withdrawal. If the student does not notify the school, the date of determination would be 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence.

Student Official Withdrawal

1. Notify the administration office of withdrawing and give reason.
2. Fill out a Student Notification of Withdrawal form.*
3. Upon withdrawal and provided that the agreed tuition and fees have been tendered, student is entitled to an official transcript of hours.
4. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

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

Unofficial Withdrawal

1. If the student does not notify the school, the date of determination would be no later than 10 school days after the student's last day of attendance unless the student is on an approved Leave of Absence.

ATTENDANCE POLICY

- 1) The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day.
- 2) According to the Texas Department of Licensing and Regulation (TDLR), GA Nails Beauty School cannot make adjustments to a Student's time clock activity. Students will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR.
- 3) The school is open from 8:00 AM to 4:30 PM for day students and 4:30 PM to 9:30 PM for night students.
- 4) All courses require continuous attendance.
- 5) The prescribed attendance schedule must be maintained each week.
- 6) Night students may not miss Thursdays.
- 7) Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may "clock in" at 9:30 AM for day students and at 6:00 PM for night students.
- 8) Please note that if a student misses more than 10 or more consecutive school days, the student will be terminated from the program.
- 9) Students who are late or cannot attend school must contact the school and talk to the school service desk immediately.
- 10) Students are required to be in attendance a minimum of seven (7.5) hours per day, 30 hours per week for the full-time schedule; 20 hours per week for part-time students. During School Holidays such as Thanksgiving, Christmas, and New Year's Day, classes will not be held and schedules will be adjusted accordingly.
- 11) Students can attend more than 30 but not over 48 hours per week to make up for missing hours.
- 12) GA Nails Beauty School has one (1) graduation ceremony a year.
- 13) Lunches and breaks are scheduled for all students. Day students will take 15-20 minutes for lunch according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

- 14) Day students must clock out on the time clock for lunch for 15 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- 15) Students may not clock in or out for another student.
- 16) Students must keep a record of all services each day on the “service tracking sheet,” which must be completed daily and turned in every month.

ATTENDANCE (Excused/Unexcused Absences) 25B

A student is considered to be absent during any unattended portion of their regular schedule. (See Course Schedule) Any absence will interfere with your learning process. Students must inform the School of any planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call their campus. Excessive absences, failing to contact the School in the event of an absence and/or over-attending will result in corrective action up to and including immediate dismissal from GA Nails Beauty School. Students absent ten (10) consecutive regularly scheduled course days without contact will be immediately dismissed from GA Nails Beauty School on the 11th scheduled day of non-attendance. Our internal GA Nails Beauty School Attendance Policy is defined as 70% or higher of scheduled hours as per enrollment agreement. If a student is in jeopardy of going below 70% attendance, the student will receive a written notice. Students with an attendance percentage below 70% will be placed on advisory (final notice) for the current phase. The student withdrawal date for any student that withdraws or is dismissed from GA Nails Beauty School will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours. Examples: a) Hours Attended= 97.88 Absent Hours= 17.90 Scheduled Hours= 110.00 Attendance Percentage= 88.98% $97.88/110.00=88.98\%$ b) Hours Attended= 505.57 Absent Hours=37.68 Scheduled Hours= 520.00 Attendance Percentage= 97.23% $505.57/520.00=97.23\%$

MAKE-UP HOURS/WORK POLICY AND PROCEDURE 25C

Students can attend more than 20 but not over 48 hours per week to make up for missing hours and work, with office or director approval.

CHANGE OF SCHEDULE POLICY

For any change of schedule asked by the student, it will have an administration fee of \$80.00 which will be non-refundable.

LEAVE OF ABSENCE POLICY AND PROCEDURE

The school’s policy for a Leave of Absence (LOA) requires a student to submit a request in writing. The written request must contain the dates for the leave and the reason for the request, and include student’s signature. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period. The school’s policy requires a student to apply in advance for an LOA unless unforeseen circumstances (emergency) prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date either via mail, email, fax, an authorized individual or in person. In this example, the beginning date of the approved LOA would be determined by the school director/administrator to be the date the student was unable to attend school because of the accident. The request for Leave of Absence Form is made available at GA Nails Beauty School. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. In order for the Leave of Absence to be approved, there must be a firm and clear reasonable expectation that the student will return from the LOA. If it is determined that the student has not intention of returning, refer to the Withdrawal Policy. The student’s contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties. If the student does not return the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance.

TARDY POLICY 25A

Students are considered tardy if they clock in and/ or report to class 15 minutes past their scheduled time. Students considered tardy may not be allowed in theory class and may not clock in until theory class is over. Clock will be turned off from 8:45 a.m. to 9:30 a.m.

Institutional Refund Policy

C. 1602.457. CANCELLATION AND SETTLEMENT POLICY 14

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

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

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

D. 1602.458. REFUND POLICY

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

- (1) fails to enter the course of training;
 - (2) withdraws from the course of training; or
 - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;
 - (B) the date the license holder receives the student's written notice of withdrawal;
or
 - (C) 10 school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student fails to withdraw from the course of training before the cancellation period expires.

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

E. 1602.459. WITHDRAW OR TERMINATION OF STUDENT

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school: (same policy for courses more than 12 months)

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

F. 1602.460. INTEREST ON REFUND

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

G. 1602.461. RE-ENTRY OF STUDENT AFTER WITHDRAWAL OR TERMINATION

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

H. 1602.462 EFFECT OF STUDENT WITHDRAWAL

- (a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:
- (1) requests the grade at the time the student withdraws; and
 - (2) withdraws for an appropriate reason unrelated to the student's academic status.
- (b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

I. 1602.463 EFFECT OF SCHOOL CLOSURE

- (a) If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.
- (b) If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.
- (c) If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
- (d) If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

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

SCHOOL CURRICULUM STUDENT EVALUATION

Students will be evaluated periodically on academic and practical skill development. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Grading Scale:

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

PROGRAMS OFFERED

GA Nails Beauty School LLC offers professional courses to complement your career choice.

Cosmetology Operator (1500 hours)				
Program covers hair, skin, and nails.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	50 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	75 weeks	M-Thurs	8:30 am – 1:30 pm / 4:30pm - 9:30pm	5 hours / day

Manicure (600 hours)				
Program covers manicuring, pedicures, and latest nail design techniques.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	20 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	30 weeks	M- Thurs	8:30 am – 1:30 pm	5 hours / day
Part-time(evening)	30 weeks	M-T	4:30 pm – 9:30 pm	5 hours / day

Esthetician (750 hours)				
Program covers facials, hair removal and makeup.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	25 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	37.5 weeks	M- Thurs	8:30 am – 1:30 pm	5 hours / day

Cosmetology Instructor (750 hours)				
Program covers preparation for state exam such as lesson plans, methods of teaching, classroom management etc.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	25 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	37.5 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Cosmetology Instructor with one year experience (500 hours)				
Program covers preparation for state exam such as lesson plans, methods of teaching, classroom management etc.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	17 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	25.5 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Esthetician/Manicure (1200 HRS)				
Program covers manicuring, pedicures, latest nail design techniques. Program covers facials, hair removal and makeup.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	40 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	60 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Cosmetology Operator- 1500 Clock Hours 8, 9

DESCRIPTION: The primary purpose of the Cosmetology Operator Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career path.

OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer - employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.

5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.

6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

HOURS SUBJECT – UNIT

- 100 ORIENTATION:** New Student Orientation; laws and regulations including health, sanitation, infection control, products, tools, equipment use and safety, anatomy, bacteriology, biology. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
- 75 SALON MANAGEMENT AND PRACTICES:** Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms(bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
- 75 CHEMISTRY AS APPLIED TO COSMETOLOGY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
- 50 HAIR AND SCALP TREATMENT AND RELATED THEORY:** Structure, Growth patterns, Texture; Porosity and elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.
- 100 SHAMPOOS, RINSES, CONDITIONERS, TREATMENTS AND RELATED THEORY:** Client preparation, analysis, and consultation; Hair analysis instruments and equipment; Shampooing products, composition, and procedures; Rinsing products, composition, and procedures; Conditioning products, composition, and procedures; Procedures for hair and scalp disorders; Scalp manipulations.
- 100 NAIL CARE AND PROCEDURES AND RELATED THEORY:** Nail structure; Nail disorders and diseases; Nail shape and color analysis; Basic manicuring and pedicuring; Manipulations of the hand, arm, leg, and foot; Nail tip application (adhesives, fitting, design, and application); Nail wrap application (silk, fiberglass and linen procedures, surface wrapping natural nail and mending; tip overlay wrapping, repair, maintenance and removal); Liquid and powder nail extension (application procedures for tips with overlays, natural nails and sculptured nails; repair, maintenance and removal; chemical reactions to liquid and powder).
- 50 SKIN CARE PROCEDURES AND RELATED THEORY:** Structure and Function of the Skin; Skin conditions and disorders; Facial and body procedures (client preparation, skin analysis and consultation); Wet and dry exfoliations and applications; Use of products to enhance skin appearance (seaweed, salt, paraffin, mud, ampoules, creams); Discussion on advanced techniques such as aromatherapy and water therapies; Temporary methods of hair removal (manual tweezing, depilatory lotion, waxing, bleaching); Make-Up application (color analysis, morphology of the face, product knowledge, chemistry and related composition, eyebrow contouring, corrections and contouring, false eyelashes, further training required for advanced techniques.
- 500 HAIRCUTTING, STYLING AND RELATED THEORY:** Fundamentals, principles and concepts of design; Scissor haircutting (terms and care of scissors, techniques and procedures); Razor haircutting (terms and care of razor, techniques and procedures); Clipper haircutting (terms and care of tools, techniques and procedures); Removal/Trimming of superfluous hair; Contemporary and specialized haircutting (female styles, male styles, children styles); Mustache and beard shaping (shaving, dexterity of the hands and razor, preparation and procedures).
- 50 CHEMICAL HAIR RELAXING AND RELATED THEORY:** Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing; Corrective chemical restructuring.
- 200 HAIR COLORING AND RELATED THEORY:** Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.

- 200 CHEMICAL REFORMATION, COLD WAVING, AND RELATED THEORY:** Chemistry; Chemical restructuring products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of cold waving and chemical restructuring; Corrective chemical restructuring.
- 1500 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

COSMETOLOGY OPERATOR PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT - UNIT

- 500 INFECTION CONTROL:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 600 CLIENT PROTECTION:** The act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 600 HAIR SERVICES:** To include shampooing, thermal styling, wet styling and finger waving, pressing and cutting.
- 100 CHEMICAL REFORMATION:** All forms of chemically reforming the hair including restructuring, permanent waving, or chemically relaxing/straightening the hair.
- 100 HAIR COLORING:** Temporary, semi-permanent, and permanent color including tints, toners, frosts, bleaches, tipping, highlighting, dimensional hair coloring, and other forms of creative hair coloring and mixing.
- 30 SCALP and HAIR TREATMENTS:** Scalp manipulations and massage, conditioning treatments, scalp lotions and astringents.
- 30 MANICURING:** Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, and polishing.
- 30 FACIALS:** Skin analysis and care, plain facials, mask facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, and lash/brow tinting.
- 1990 TOTAL UNITS**

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but the school acknowledges that the Student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Manicure-600 Clock Hours **8, 9**

DESCRIPTION: The primary purpose of the Manicure Course is to train the Student in the basic technical skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a nail technician or related career path.

OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.

HOURS	SUBJECT - UNIT
15	ORIENTATION: New Student Orientation; Laws and regulations, Licensing and certification requirements.
100	BACTERIOLOGY, SANITATION, AND SAFETY: Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
80	PROFESSIONAL PRACTICES: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations. Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.
70	ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND: Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases.
320	MANICURE PROCEDURES: Principles and techniques of basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
15	EQUIPMENT, IMPLEMENTS, AND SUPPLIES: Use and maintenance. Products, tools, equipment, use and safety.
600	TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

MANICURE PRACTICAL EXPERIENCES (Manicurist)

REQUIREMENTS/SUBJECT - UNIT

- | | |
|------------|---|
| 150 | INFECTION CONTROL: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, facilities to prevent the spread of disease and bacteria. |
| 130 | MANICURE PROCEDURES: Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish. |

- 100 NAIL EXTENSIONS:** Application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
- 10 CLIENT COMMUNICATIONS:** Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
- 10 BUSINESS ADMINISTRATION:** Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
- 400 TOTAL UNITS**

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but the school acknowledges that the Student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Cosmetology Instructor with one year experience-500 Clock Hours 8, 9

DESCRIPTION: The primary purpose of the Cosmetology Instructor Course is to train the Student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an Instructor or related career path.

OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.

3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing Student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring Student achievement, supervising clinic operations, and maintaining required Student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

COSMETOLOGY INSTRUCTOR COURSE – TEXAS, 500 HOURS

HOURS SUBJECT/ UNIT

20	ORIENTATION: School rules and regulations; Qualities of the professional educator; Code of ethics; Familiarization of School facilities and supplies. Licensing Requirements and Regulations, Laws; Fundamentals of Business Management, Professional Ethics, Business Plan, Written Agreements, School Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment
90	LESSON PLANS: Learning and Preparing Lesson Plan Development, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans
120	METHODS OF TEACHING and CLINIC MANAGEMENT: Principles of Teaching, Preparation, Program Review, Teaching Methods; Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips
60	CLASSROOM MANAGEMENT: Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements
60	EVALUATION TECHNIQUES: Assessment of Student learning; Evaluation of overall progress; Development and use of testing/measurement instruments; Testing as Related to Student Learning and Effectiveness of Instruction; Purpose and Types of tests; Selection of Appropriate Testing Methods; Validity and Reliability of Teaching Methods via Tests
40	STATE LAWS AND FORMS: State laws and regulations; Processing applicable forms for Schools and Students for enrollment and licensure.
40	VISUAL AIDS, PREPARATION AND USE: Developing and Using Educational Aids, Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, Program Development and Review
70	LEARNING THEORY: Identifying learning styles and methods for learners; Practicing methods designed to reach various adult accelerated learning styles.
500	TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the Student does have until course completion to ensure that all

requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated. Although Instructors and assignments may vary based on Program.

WRITTEN and PRACTICAL

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Cosmetology Instructor 750 Clock Hours 8, 9

COSMETOLOGY INSTRUCTOR- TEXAS: 750 HOURS No Work Experience

DESCRIPTION: The primary purpose of the Cosmetology Instructor Course is to train the Student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career path.

OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing Student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring Student achievement, supervising clinic operations, and maintaining required Student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

**COSMETOLOGY INSTRUCTOR COURSE – TEXAS, 750 HOURS
HOURS SUBJECT/ UNIT**

- 50 ORIENTATION:** School rules and regulations; Qualities of the professional educator; Code of ethics; Familiarization of School facilities and supplies. Licensing Requirements and Regulations, Laws; Fundamentals of Business Management, Professional Ethics, Business Plan, Written Agreements, , School Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment
- 350 METHODS OF TEACHING and CLINIC MANAGEMENT:** Principles of Teaching, Learning and Preparing Lesson Plan Development, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, Program Development and Review; Program Review,

Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation and Client Safety, Technical Skills Ability, Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements

350 INSTRUCTION AND THEORY; CLINIC OPERATION: Planning, Analysis, Implementation, Benefits, Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses and overall progress, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments; Academic Advising

750 TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the Student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Esthetician-750 Clock Hours 8, 9

DESCRIPTION: The primary purpose of the Esthetician Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career path.

OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

HOURS SUBJECT - UNIT

50	ORIENTATION: New Student Orientation; laws and regulations; licensing and certification requirements.
40	INFECTION CONTROL: Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.
35	SALON MANAGEMENT AND PRACTICES: Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
90	ANATOMY AND PHYSIOLOGY: Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
75	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
50	CHEMISTRY AND RELATED THEORY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
50	CLIENT CARE: Developing excellent skills in client consultation, client care, and customer service.
10	NUTRITION: Nutritional guidelines, general health and fitness.
10	COLOR PSYCHOLOGY: Color theory and how color affects attitude, personality and image.
15	AROMA THERAPY: The use of essential oils; purposes, cautions, common uses.
25	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY: Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
225	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
75	MAKEUP AND RELATED THEORY: Makeup application: daytime, evening, corrective makeup techniques
750	TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

ESTHETICIAN PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT - UNIT

200	INFECTION CONTROL: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
200	FACIALS: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.

- 40 BODY PROCEDURES:** Body exfoliation (wet and dry); Back treatments.
- 40 SUPERFLUOUS HAIR REMOVAL:** Tweezing, Depilatory lotions; Waxing; Bleaching of facial hair.
- 10 CLIENT COMMUNICATIONS:** Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
- 10 BUSINESS ADMINISTRATION:** Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
- 500 TOTAL UNITS**

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the Student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated. Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

90 - 100	EXCELLENT-A
80 - 89	VERY GOOD-B
70- 79	SATISFACTORY-C
69 and Under	BELOW STANDARDS-UNSATISFACTORY-F

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Esthetician/Manicure-1200 Clock Hours **8, 9**

DESCRIPTION: The primary purpose of the Esthetician/Manicure Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Nail Technician, Esthetician or related career path.

- OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:
1. Project a positive attitude and a sense of personal integrity and self-confidence.
 2. Practice proper grooming and effective communications skills and visual poise.
 3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.

4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions

HOURS SUBJECT - UNIT

30	ORIENTATION: New Student Orientation; laws and regulations; licensing and certification requirements.
90	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
215	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
310	MANICURE PROCEDURES: Principles and techniques of basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
50	ANATOMY AND PHYSIOLOGY: Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
50	ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND: Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases
75	MAKEUP AND RELATED THEORY: Makeup application: daytime, evening, corrective makeup techniques
30	CHEMISTRY AND RELATED THEORY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
40	INFECTION CONTROL: Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.
50	CLIENT CARE: Developing excellent skills in client consultation, client care, and customer service.
20	SALON MANAGEMENT AND PRACTICES: Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
25	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY: Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
15	AROMA THERAPY: The use of essential oils; purposes, cautions, common uses.
10	NUTRITION: Nutritional guidelines, general health and fitness.
10	COLOR PSYCHOLOGY: Color theory and how color affects attitude, personality and image.
100	BACTERIOLOGY, SANITATION, AND SAFETY: Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
80	PROFESSIONAL PRACTICES: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations. Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.
1200	TOTAL HOURS

GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

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DAILY DUTIES AS ASSIGNED

All Students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors need to be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured. The break room, classrooms and the clinic floor should be cleaned daily. Additionally, all areas where clients are serviced should be maintained properly per State regulations. These areas include the shampoo area, rest rooms, styling stations, etc.

CAREER OPPORTUNITIES 8

Here are some of the careers available to our graduates:

SALON

- Nail Artist/Manicurist
- Hairstylist
- Makeup Artist
- Hair Color/Perm Specialist
- Esthetician
- Salon Manager
- Salon Owner

SPA

- Esthetician in:
- Day spas
- Destination spas
- Cruise Ships
- Day Spa manager
- Day Spa Owner

PRODUCT

- Product Distributor
- Sales Consultant
- Manufacturer’s Sales Representative
- Salon Sales
- Consultant

INDUSTRY

- School Educator
- School Owner
- Freelance Makeup Artist
- Image Consultant
- Photo Movie Stylist

PROGRAM TUITION 27A-D

COSMETOLOGY OPERATOR (1500 HOURS)		MANICURE (600 HOURS)	
Tuition	\$12900	Tuition	\$6100
Registration Fee*	\$75	Registration Fee*	\$75
Kit and Books	\$1480	Kit and Books	\$755
Uniform and Student ID	\$120	Uniform and Student ID	\$120
Student Permit	\$25	Student Permit	\$25
Total	\$14600	Total	\$7075
ESTHETICIAN (750 HOURS)			
ESTHETICIAN (750 HOURS)		ESTHETICIAN/MANICURE (1200 HOURS)	
Tuition	\$7200	Tuition	\$10320
Registration Fee*	\$75	Registration Fee*	\$75
Kit and Books	\$780	Kit and Books	\$1380
Uniform and Student ID	\$120	Uniform and Student ID	\$120
Student Permit	\$25	Student Permit	\$25
Total	\$8200	Total	\$11920
COSMETOLOGY INSTRUCTOR WITH ONE YEAR EXPERIENCE (500 HOURS)			
COSMETOLOGY INSTRUCTOR WITH ONE YEAR EXPERIENCE (500 HOURS)		COSMETOLOGY INSTRUCTOR (750 HOURS)	
Tuition	\$4100	Tuition	\$6200
Registration Fee*	\$75	Registration Fee*	\$75
Kit and Books	\$165	Kit and Books	\$165
Uniform and Student ID	\$120	Uniform and Student ID	\$120
Student Permit	\$25	Student Permit	\$25
Total	\$4485	Total	\$6585

*Registration Fee of \$100.00 is payable at the time of enrollment. This fee is non-refundable.

PAYMENT METHODS 27E

GA Nails Beauty School accepts cash, credit/debit cards, checks and money orders.

PAYMENT PLANS

All tuition payments are due on the 15th of every month. A \$5 late fee will be assessed daily after the 15th of every month if the tuition is not paid by due date (15th of every month). There is a \$300 minimum monthly payment requirement, if tuition isn't fully paid by the end of the course the student can make arrangements with the school administration to consider payment plans.

ADDITIONAL CHARGES 27D

Additional charges (overtime charges) will be applied to the student for each hour beyond the students contracted program length, unless arranged differently by the school. Payment will need to be made directly by the student. "Currently hourly rate" is \$5.66/hour. In addition, a re-entry fee of \$250 will be assessed for students re-entering the school.

CAREER PLACEMENT ASSISTANCE 15

GA Nails Beauty School strives to assist every graduate in obtaining a career related position suited to his/her needs and desires. Employment is not guaranteed. A board of locally available positions in the cosmetology industry is maintained in our location.

CAREER CONSIDERATIONS

The school feels that Students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, applicants and Students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

FERPA (PRIVACY POLICY) 19, 20

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to Student educational records. FERPA rights apply to Students and guardians of a dependent minor Student; a Student is a person who is, or has been, in attendance at GA Nails Beauty School, regardless of the person's age. Under FERPA, a Student has a right to:

- Inspect and review his or her educational records.
- Request to amend his or her educational records.
- Have some control over the disclosure of information from his or her educational records.

The directory information made available by GA Nails Beauty School is:

- Name (maiden, other, preferred, primary)
- Address (all known)

- Telephone (all known)
- Date of Birth
- Birth Location
- Programs
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the Student's consent under certain circumstances. Directory information will be provided to the public upon request unless the Student files a request with GA Nails Beauty School by asking to be excluded from the directory or from any other requests for open directory information from outside entities. A Student may update access to their information by contacting a GA Nails Beauty School employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory Student records may not be released without prior written consent from the Student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a Student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a Student.
- Law enforcement records.

GA Nails Beauty School will disclose information from a Student's education record without the written consent of the Student to Staff members who require access to educational records in order to perform their legitimate educational duties; officials of other Colleges in which the Student seeks or intends to enroll; and in connection with a Student's application for, or receipt of, financial aid; and State, Federal, and accrediting agencies as required.

Under FERPA, Students have a right to see, inspect and request changes to their educational records. Upon request, GA Nails Beauty School shall provide a Student access to his or her educational records except for financial records of the Student's parents or guardian; and confidential letters of recommendation where the Student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by Students in the presence of a Staff member. The contents of a Student's educational records may be challenged by the Student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the Student by submitting a written statement to GA Nails Beauty School.

It is the policy of GA Nails Beauty School that it will maintain the FERPA disclosure code in effect at the time of a Student's last term of enrollment for former Students. Furthermore, GA Nails Beauty School will honor a request from a former Student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of GA Nails Beauty School that no records of deceased Students be released for a period of five (5) years after the date of the Student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If a Student believes that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at: www.ed.gov/policy/gen/guid/fpc/

PARENT RIGHTS UNDER FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the Student has provided express written authorization, or unless the Student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to GA Nails Beauty School.

In emergency or crisis situations, GA Nails Beauty School may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the Student or other individuals.

ORIENTATION

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

The Institution must obtain signed agreement for purpose of maintaining contract for a specific course prior the first day of class. The enrollment agreement clearly outlines the obligations of the institution and the student, including details of the institution's refund policy, and institution provides a copy of the agreement to the applicant before any payment is made. Any changes to terms of the enrollment agreement must be acknowledged by both parties by signature or initialing the changes. A copy is issued to the applicant prior to money collected.

COUNSELING 22

The school provides the student with vocational guidance throughout the course of study. The staff helps with the achievement of goals, aptitude of evaluation, and assistance in financial arrangements. Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to students as needed.

1. Referral to Professional Assistance Students have access to advising from members of the school's staff.

ADVISING

This institution considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the school expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the institution. The school's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct not withstanding any action taken by civil authorities as a result of the violation.

HANDICAPPED SERVICES

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

HOUSING 22

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

MEDIA RECORDING

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

LOST & FOUND

The school is not responsible for any personal items, books, kits left behind or if the items are lost or stolen. Items turned in to the Executive Director's office may be claimed within 3 days. Unclaimed items become property of the school.

GRIEVANCE POLICY

In accordance with the institution's Mission Statement, the School will make every attempt to resolve any Student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in School files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process. Only use the next step if it is apparent that the issue cannot be resolved on that step. Do not take steps out of sequence, as you will be referred to go back to the steps in sequence.

Grievance Steps

1. Speak directly to the person(s) involved to resolve the issue.
2. Speak to the Director of Education who will render an oral decision within 3 school days.
3. Speak/Email to the School Director: Maria G Lopez, ganailsbeauty@hotmail.com
Explaining the grievance or a written statement to the main office. A decision will be rendered within 10 days.
4. Contact the Texas Department of Licensing and Regulation at:
*TDLR
P.O Box 12157
Austin, Texas 78711*
5. Contact the Accrediting Body at:
*National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314*

DRESS CODE

- Assigned uniform with GA Nails Beauty School logo.
- Name tag and required identification.
- Appropriate closed toe footwear.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the School to advise its Students of the chemicals used in cosmetology and related training. During Orientation the Student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the School is available in the administration office.

EMERGENCY PROCEDURES

GA Nails Beauty School has fire extinguishers located on the service floor. Exit doors are located in the front and back of GA Nails Beauty School in the event of an evacuation. Students and Employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by GA Nails Beauty School personnel. In the event of an emergency, call 911 immediately. Evacuation maps are posted in the School.

STANDARDS OF PROFESSIONALISM REGULATIONS FOR CONDUCT 25D, 25F

Students are expected to conduct themselves in a professional manner befitting the industry. High standards of integrity and character are expected. A Student will be asked to leave if their conduct is unbecoming or in discord with any rules of GA Nails Beauty School. Students must treat each other, Staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

- Cell phones are not allowed while a Student is clocked in.
- Cameras or cell phone camera phones are prohibited without the written consent of student or patron
- Person(s) Student resides with are permitted to receive 20% off price floor services.
- Students may not disrupt class.
- No children are allowed in the classroom.
- Vulgar or profane language (spoken or written in any form) is not tolerated.
- Students are responsible for clocking in and out on time and correctly.
- Students are responsible for the work station they are assigned and its upkeep.
- No smoking is allowed in GA Nails Beauty School or within 10 feet of any entrance.
- GA Nails Beauty School is not responsible for lost or stolen items.
- Students must be respectful and treat every customer as an important class assignment.
- It is the responsibility of the Student to ask for an Instructor when needed.
- Students are permitted to keep tips but may not solicit them from customers.
- Students refusing to do work that is assigned to them will be clocked out and sent home.
- Students will wear a uniform of purple scrubs.
- Students cannot wear shorts or skirts
- Sleeveless tops and tube tops are not permitted.
- Sandals, flip-flops, or open toe shoes are not to be worn
- Hair is to be neat and clean; no caps or rags may be worn.

GENERAL RULES OF APPEARANCE

- Students will not be allowed to clock in unless dressed appropriately professionally and in assigned uniform.
- Students must arrive at School properly groomed and display current or trendy hairstyle.
- Female Student must wear appropriate day-time makeup.
- Shoes must be polished and free of scuff marks with a heel height of no more than 2 inches.
- Clothing must be clean and free of tears and stains.
- Students must practice good hygiene at all times.
- Sleeveless tops, tank tops, and T-shirts are not allowed.
- Shirts that show the underarms are not allowed.
- Denim or parachute style pants are not allowed.
- Students must dress in the gender listed on their birth certificate.
- *Play days*: A dress play day may be declared for special occasions such as Halloween, Mardi Gras, etc. Rules established by the administration must be adhered to and aprons must be worn while performing guest services.

STANDARDS OF CONDUCT 25D, 25F

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success. All Students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in daily on the attendance report. Students will take morning and afternoon breaks in accordance with policy. Students will be advised on attendance monthly, when attendance falls below 67% it will result in suspension
2. Arrive for all classes on time. If more than 15 minutes late, a Student is considered tardy unless determined otherwise by an appropriate authorized School representative. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will

be made based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.

3. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the Student's responsibility to contact the Instructor regarding makeup exams.
4. Notify a Staff member at least 30 minutes before an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others.
6. Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.
7. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
8. NOT smoke, chew gum, eat or drink except in the designated areas. Do not smoke, congregate, or loiter anywhere at the front of the building. Students must clock out for lunch at a time approved by an Instructor.
9. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify the School if you are not returning from lunch.
10. NOT perform any services on clients until successful completion of a Phase I training.
11. Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to the School and Staff.
12. Follow all State laws and regulations at all times during School hours.
13. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board regulation requires all Students to follow Sanitation rules and practices at all times.
14. Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
15. Be fair, honest, and never steal; refrain from the willful destruction of property.
16. Refrain from having personal visitors to the School. Guests will be asked to leave unless they are scheduled for a clinic service.
17. Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.
18. Refrain from using the business phone for incoming or outgoing calls without the express permission of a Staff member or at designated times. Personal calls are limited to 3 minutes.
19. Power off all cell phones while in School at all times and place in locker while clocked in. They may not be used in any capacity (voice or text message) within the facility. All calls or messages must be made outside of the building (off of the clock) or in the Student break room while clocked out for lunch. In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of the School's phone for use in case of emergency.
20. Park only in the designated areas for Student parking. The School does NOT provide parking for its Students. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
21. Students may not bring personal products into the School without permission. Family members may receive services at a 10% discount with Staff approval (senior citizens days not included).
22. Know all pricing and service policies of the School and the name, purpose, benefits, procedures and cost of products used.
23. Keep all client analysis and service records up to date.
24. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
25. Strive to continually upgrade abilities through education and practice.

LEVELS OF ADVISEMENT

A Student may be advised by GA Nails Beauty School administration regarding attendance, academic grades or conduct by any of the following actions:

Student Report- A Student will be given written notification, from the Instructor or administrative Staff member of a violation by record on the Advisement Report.

Suspension- An immediate out-of School suspension from GA Nails Beauty School can be given in the event that a Student causes extreme disruption during School hours. An out of School suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of School policy or conduct after a second suspension period may result in the Student's termination from the course.

GROUND FOR WITHDRAWAL 25E

A Student may be Officially Withdrawn at the discretion of GA Nails Beauty School at any time; reasons for Official Withdrawal may include but is not limited to: Signing in/out for/by another student; Making derogatory statements about the school or any staff member; Fighting on school grounds; Committing robbery or theft or any attempt to; The possession, use or distribution of drugs or alcohol by students on school premises or any activities or events related to the school; or Repeated Sexual Misconduct, Harassment or language. In addition, a student who does not show up to class for ten (10) days will be withdrawn from the institution.

ACADEMIC ADVISEMENT

Students who are finding it difficult to understand a subject are advised to seek help from their Instructor. If the Instructor is unable to help the Student during class time, administrators will arrange for special one-on-one instruction.