



G.A. Beauty & Barber School

Student Catalog

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

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Date of publication: May 2020 **3**

This catalog is a guideline of what G.A. Beauty & Barber School expects of its students. G.A. Beauty & Barber 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 G.A. Beauty & Barber School.

WELCOME TO G.A. BEAUTY & BARBER SCHOOL

Dear Future Professional.

Please let me be among the first to welcome you to 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 G.A. Beauty & Barber 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 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 Ascencio

President.

HISTORY

G.A. BEAUTY & BARBER SCHOOL was established in June 2011.

MISSION STATEMENT 4

The mission of 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. G.A. Beauty & Barber School prepares committed students for rewarding careers in the beauty industry.

OWNERSHIP

G.A. Beauty & Barber School is owned by Guadalupe Rayon. **18**

LOCATION AND LICENSING

G.A. Beauty & Barber School **2**
3301 N Ware Rd. Suite A
McAllen, TX 78501
(956) 664-2233
13,080 Square Feet
School Director: Nayelly Ascencio

LICENSED BY 23

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

ACCREDITED BY 23

G.A. Beauty & Barber 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

G.A. Beauty & Barber School 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. G.A. Beauty & Barber School meets the requirements established by our state licensing authorities.

FACULTY 26

SCHOOL PRESIDENT	Maria G Ascencio
SCHOOL/ FINANCE DIRECTOR	Nayelly Ascencio
FISCAL OFFICER/ADMISSION	Alejandra Galvan
ADMISSIONS OFFICER	Damaris Cantu
DIRECTOR OF EDUCATION	Valeria Ascencio

RECEPTIONIST

Luzmaria Gallegos/ Marianna Ortiz

EDUCATORS/LICENSE #

1698326	Nayelly Ascencio
1258133	Oneida Aguilar
1656195	Valeria Ascencio
662674	Manuel Ascencio
659685	Adriana Garcia
1615305	Angie Gonzalez
1804128	Vanessa Hernandez
1536610	Mary Lou Ramirez
666805	Rene Gutierrez
	Ramon Resendez
1215736	Maria T Espinoza
	Paula Saucedo
	Jackeline Menchaca

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.

G.A. Beauty & Barber 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 G.A. Beauty & Barber School.

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.

G.A. Beauty & Barber School 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/Barber 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 Schools:

(h) Schools may use a time clock to track student hours and maintain a daily record of attendance or schools may use credit hours.

(i) Schools using time clocks must ensure compliance with the following requirements and post a sign at the time clock that states the following department requirements:

(1) Each student must personally clock in/out.

(2) No credit may 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, the student must clock out.

(4) Students leaving the facility for any reason, including smoking 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 an 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

G.A. Beauty & Barber School 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.

Part time student: Monday through Thursday 8:30 a.m. to 1:30 p.m.

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

Holidays/ School Closures

Spring Break	03/13/2023 to 03/17/2023
July	07/03/2023-07/04/2023
Summer Break	07/31/2023 to 08/11/2023
Labor Day	09/04/2023
Thanksgiving	11/20/2023 to 11/24/2023
Winter Break	12/25/2023 to 01/05/2024

ADMISSIONS PROCEDURES

1. ADMISSIONS REQUIREMENTS

Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog at www.gabeautybarber.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

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.....	1000 clock hours
Esthetician.....	750 clock hours
Manicure.....	600 clock hours
Esthetician/Manicure.....	800 clock hours
Class A Barber.....	1000 clock hours
Cosmetology Operator to Class A Barber.....	300 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.

Sec. 1603.2313. TRANSFER OF HOURS OF INSTRUCTION.

- (a) A student at a licensed school may transfer completed hours of instruction to another licensed 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 the department.
- (c) In evaluating a student's transcript, the department shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the department 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 department 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.

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 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 school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603.
- (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 1603.
- (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.
- (h) A student enrolled for a class A barber, operator, or specialty course may withdraw and transfer hours acquired to the another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

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.

*Prescribed Uniform policy is as follows:

Monday- Thursday: GA Scrubs (Top & Bottoms) received/purchased at time of enrollment or GA Dry fit T-Shirt with Scrub Bottoms.

Optional: Thursday's: All Black Professional Attire (no logos/prints) or GA Dry Fit T-Shirt with blue or black slacks/jeans.

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), G.A. Beauty & Barber 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) 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.
- 7) Please note that if a student misses more than 10 or more consecutive school days, the student will be terminated from the program.
- 8) Students who are late or cannot attend school must contact the school and talk to the school service desk immediately.
- 9) 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.
- 10) Students can attend more than 30 but not over 48 hours per week to make up for missing hours.
- 11) G.A. Beauty & Barber School may have one (1) graduation ceremony a year.
- 12) Lunches and breaks are scheduled for all students. Day students will take 15-30 minutes for lunch according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

- 13) Day students must clock out on the time clock for lunch for 15-30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- 14) Students may not clock in or out for another student.
- 15) 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.

VA Educational Benefits

Students using VA Educational benefits see below. Students using VA educational benefits that are absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from G.A. Beauty & Barber School on the 6th day for VA Students of non-attendance

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 G.A. Beauty & Barber School. Students absent ten (10) consecutive regularly scheduled course days, five (5) consecutive regularly scheduled for students using VA educational benefits without contact will be immediately dismissed from G.A. Beauty & Barber School on the 11th scheduled day and 6th day for VA Students. of non-attendance. Our internal G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 30 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

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student’s reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date 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.

SATISFACTORY ACADEMIC PROGRESS POLICY*

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The institution's academic year is 900 Clock Hours and 30 Weeks.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Operator	450, 900 clocked (scheduled) hours/ 15 weeks & 30 weeks
Esthetician	375 clocked (scheduled) hours/13 weeks
Manicure	300 clocked (scheduled) hours/ 10 Weeks
Esthetician/Manicure	400 clocked (scheduled) hours/ 14 weeks
Class A Barber	450, 900 clocked (scheduled) hours/ 15 weeks & 30 weeks

Cosmetology Operator to Class A Barber (300)

150 clocked (scheduled) hours/ 5 weeks

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
Cosmetology Operator (Full time, 30 hrs./wk.)-1000 Hours	51 Weeks	1500 Hours
Cosmetology Operator (Part time, 20 hrs./wk.)-1000 Hours	75 Weeks	1500 Hours
Esthetician (Full time, 30 hrs./wk.)-750 Hours	37.5 Weeks	1125 Hours
Esthetician (Part time, 20 hrs./wk.)-750 Hours	56.25 Weeks	1125 Hours
Manicure (Full time, 30 hrs./wk.)-600 Hours	30 Weeks	900 Hours
Manicure (Part time, 20 hrs./wk.)-600 Hours	45 Weeks	900 Hours
Esthetician/Manicure (Full Time, 30 hrs./wk.)-800 Hours	40 Weeks	1200 Hours
Esthetician/Manicure (Part-time, 20 hrs./wk.)-800 Hours	60 Weeks	1200 Hours
Class A Barber (Full time, 30 hrs./wk.)-1000 Hours	51 Weeks	1500 Hours
Class A Barber (Part time, 20 hrs./wk.)-1000 Hours	75 Weeks	1500 Hours
Cosmetology Operator to Class A Barber (Part time,20 hrs./wk.)-300 Hours	22.5 Weeks	450 Hours
Cosmetology Operator to Class A Barber (Full time,30 hrs./wk.)-300 Hours	15 Weeks	450 Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. If the student exceeds the maximum time frame they will no longer qualify for Title IV and will have to arrange a separate payment plan with the school.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written 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.

Numerical grades are considered according to the following scale: 11

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

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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

G.A. Beauty & Barber School offers professional courses to complement your career choice.

Cosmetology Operator (1000 hours)				
Program covers hair, skin, and nails.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	34 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	50 weeks	M-Thurs	8:30 am – 1:30 pm or 4:30pm -9:30m	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

Esthetician/Manicure (800 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

Class A Barber (1000 hours)				
Program covers hair, skin, and nails.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	34 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	50 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Cosmetology Operator to Class A Barber (300 Hours)				
Program covers hair, skin care and nails.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	15 weeks	M-Thurs	8:30 am – 4:30 pm	7.5 hours / day
Part-time	22.5 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Cosmetology Operator- 1000 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

- 20 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.

- 50 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.
- 50 CHEMISTRY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
- 35 HAIR AND SCALP TREATMENT AND RELATED THEORY:** Structure, Growth patterns, Texture; Porosity and elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.
- 65 SHAMPOO 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 MANICURING 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).
- 100 FACIALS 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.
- 300 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).
- 30 CHEMICAL HAIR RELAXING AND RELATED THEORY:** Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing; Corrective chemical restructuring.
- 125 HAIR COLORING AND RELATED THEORY:** Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.
- 125 PERMANENT WAVING INCLUDING CHEMICAL HAIR RELAXING AND RELATED THEORY:** Chemistry; Chemical restructuring products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of cold waving and chemical restructuring; Corrective chemical restructuring.
- 1000 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

- 325 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.
- 400 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.

- 400 HAIR SERVICES:** To include shampooing, thermal styling, wet styling and finger waving, pressing and cutting.
- 65 CHEMICAL REFORMATION:** All forms of chemically reforming the hair including restructuring, permanent waving, or chemically relaxing/straightening the hair.
- 65 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.
- 15 SCALP and HAIR TREATMENTS:** Scalp manipulations and massage, conditioning treatments, scalp lotions and astringents.
- 15 MANICURING:** Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, and polishing.
- 15 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.
- 1300 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.

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.

UNIT HOURS | SUBJECT

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-800 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

20	ORIENTATION: New Student Orientation; laws and regulations; licensing and certification requirements.
40	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.
115	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.
210	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.
- 40 ANATOMY AND PHYSIOLOGY:** Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
- 40 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
- 65 MAKEUP AND RELATED THEORY:** Makeup application: daytime, evening, corrective makeup techniques
- 20 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.
- 20 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.
- 20 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.
- 70 BACTERIOLOGY, SANITATION, AND SAFETY:** Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
- 60 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.
- 800 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.

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.

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.

Class A Barber – 1000 Clock Hours

DESCRIPTION: The primary purpose of the Class A Barber 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 Class A Barber 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, shaving, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper shaving, 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 barbering and related fields.

Unit Hours | Subject

- 3 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.
- 1 HISTORY OF BARBERING:**
- 5 PROFESSIONAL ETHICS:** Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement.

130 BACTERIOLOGY, STERILIZATION AND SANITATION: 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

1 BARBER IMPLEMENTS

5 SHAVING

350 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)

30 TEXAS BARBER LAW:

35 HAIR AND SCALP TREATMENT AND RELATED THEORY: Structure, Growth patterns, Texture; Porosity and elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.

60 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.

40 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;

40 SKIN CARE PROCEDURES AND RELATED THEORY: Structure and Function of the Skin; Skin conditions and disorders; Facial 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, threading);.

125 CHEMICAL HAIR RELAXING AND RELATED THEORY: Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing.

50 HAIR COLORING AND RELATED THEORY: Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.

125 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.

1000 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.

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.

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.

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.

Cosmetology Operator to Class A Barber-300 Hours

DESCRIPTION: The primary purpose of the Cosmetology Operator to Class A Barber 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 Cosmetology Operator to Class A Barber 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, shaving, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper shaving, 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 barbering and related fields.

Unit Hours | Subject

1	HISTORY OF BARBERING THEORY
1	BARBER LAWS AND RULES REVIEWS
5	IMPLEMENTS, HONING, AND STROPPING THEORY
5	SHAVING THEORY
5	MEN'S HAIRCUTTING AND TAPERING THEORY
1	BEARD AND MUSTACHE TRIMMING AND DESIGN THEORY
1	HAIR COLOR REVIEW AND RELATED THEORY
1	PERMANENT WAVING AND RELAXING REVIEW THEORY
1	MANICURING AND NAIL CARE THEORY
1	FACIAL TREATMENT AND SKIN CARE REVIEW THEORY
1	ANATOMY AND PHYSIOLOGY REVIEW THEORY
1	BLOW-DRY STYLING REVIEW THEORY
1	SHAMPOOING AND CONDITIONING AND RELATED THEORY
165	MEN'S HAIRCUTTING AND TAPERING: 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)
85	SHAVING, MUSTACHE AND BEARD TRIMMING:
5	HAIR COLORING: Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.
5	PERMANENT WAVING AND RELAXING: Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing.
5	FACIAL TREATMENTS: Structure and Function of the Skin; Skin conditions and disorders; Facial 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, threading);.
5	SHAMPOOING AND CONDITIONING AND BLOW-DRY STYLING: 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.
5	MANICURING: Nail structure; Nail disorders and diseases; Nail shape

and color analysis; Basic manicuring and pedicuring; Manipulations of the hand, arm, leg, and foot.

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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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.

STATE RECIPROcity AGREEMENT

To obtain a license in cosmetology or another beauty/barber career in Texas, student must complete the requirements listed by the Texas Department of Licensing and Regulations. When getting a Texas Cosmetology license, you must first attend a licensed beauty school and complete the required coursework.

2022 Texas Board of Cosmetology License Requirements

- Cosmetology Operator: 1000 Hours
- Class A Barber: 1000 Hours
- Esthetician: 750 Hours
- Manicure: 600 Hours
- Manicure/Esthetician: 1200 Hours

Texas does have reciprocity with many states. For most states, you do not have to complete any additional training or experience to transfer your license to Texas. The cost to transfer your license to Texas is \$100. You may visit TDLR website for more information on [Transferring your Cosmetology License from another state or country.](#)

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 12.0401 (1000 HOURS)	
Tuition	\$9350
Registration Fee*	\$125
Uniform and Student ID	\$120
Kit & Book (Option A) or (Option B)**	\$980 or \$360
Total	\$10575 or \$9955

MANICURE 12.0410 (600 HOURS)	
Tuition	\$6380
Registration Fee*	\$125
Uniform and Student ID	\$120
Kit & Book (Option A) or (Option B)**	\$855 or \$330
Total	\$7480 or \$6955

MANICURE/ESTHETICS 12.0401 (800 HOURS)	
Tuition	\$10700
Registration Fee*	\$125
Uniform and Student ID	\$120
Kit & Book (Option A) or (Option B)**	\$1550 or \$600
Total	\$12495 or \$11545

ESTHETICS 12.0409 (750 HOURS)	
Tuition	\$7500
Registration Fee*	\$125
Uniform and Student ID	\$120

Kit & Book (Option A) or (Option B)**	\$930 or \$280
Total	\$8675 or \$8025

CLASS A BARBER (1000 HOURS)	
Tuition	\$9250
Registration Fee*	\$125
Uniform and Student ID	\$120
Kit & Book (Option A) or (Option B)**	\$930 or \$350
Total	\$10425 or \$9845

COSMETOLOGY OPERATOR TO CLASS A BARBER (300 HOURS)	
Tuition	\$2130
Registration Fee*	\$125
Uniform and Student ID	\$120
Book	\$150
Total	\$2525

*Registration Fee of \$125.00 is payable at the time of enrollment, this includes \$25 TDLR registration fee. This fee is non-refundable.

**All students are required to purchase either Option A kit which is more equipped with most tools necessary to complete program or Option B kit which is a basic starter kit. Student will need to purchase more tools throughout the program at their own expense. These may be purchased through the school or on their own.

PAYMENT METHODS 27E

G.A. Beauty & Barber School accepts cash, check, credit card or through non-federal agency or loan programs.

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 \$500 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. Students are also charged for a Student Permit Fee of \$25. For any changes such as Course/Program or Schedule Change asked by the student will have an administration fee of \$80.00 which will be non-refundable.

CAREER PLACEMENT ASSISTANCE 15

G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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.

G.A. Beauty & Barber 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, G.A. Beauty & Barber 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 G.A. Beauty & Barber School.

It is the policy of G.A. Beauty & Barber 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, G.A. Beauty & Barber 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 G.A. Beauty & Barber 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/fpco/

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 G.A. Beauty & Barber School.

In emergency or crisis situations, G.A. Beauty & Barber 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 notwithstanding 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: Nayelly Ascencio, 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 G.A. Beauty & Barber 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 workplace 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

G.A. Beauty & Barber School has fire extinguishers located on the service floor. Exit doors are located in the front and back of G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 troublemaking 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 workstation they are assigned and its upkeep.
- No smoking is allowed in G.A. Beauty & Barber School or within 10 feet of any entrance.
- G.A. Beauty & Barber 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 workstations 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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 G.A. Beauty & Barber 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.