



**BALE BEAUTY
ACADEMY 6 CORP.**

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**CATALOG
2017-2018**

Licensed By:

Texas Department of Licensing and Regulation
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Austin, Texas 78701
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BALE BEAUTY ACADEMY 6 CORP. 2017-2018 CATALOG

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Welcome to Bale Beauty Academy,

Something About Us

For over the last 14 years, we have provided students the education to pursue their dreams. We provide our students the education in EXCELLENCY with tremendous encouragement throughout the programs. Bale Beauty Academy 6 Corp. (former name from 2003: B.L. International Beauty College) make up of students and employees, combined they have built the reputation and prosperity of the school. At Bale Beauty Academy 6 Corp., our students are our #1 priority. The entire staffs at our school committing to make education the most enjoyable and successive learning experience for our students. Our school specializes in Cosmetology, Esthetic, Manicure, Eyelash Extension programs.

Vision Statement

Bale Beauty Academy 6 Corp. will be an international recognized cosmetology college of successful and professional training.

Mission Statement

The mission statement is as follows: We are committed to providing students the proper education to obtain employment and succeed in the Cosmetology, Esthetic, Manicurist, Eyelash Extension Technician or Instructor fields.

Values

Politeness – politeness is the prerequisite to learning

Honesty – honesty is the key to success

Description of Equipments and Facilities

Our facility is 4800 square feet with a clinic floor that has 36 stations; 18 styling stations and 18 manicure tables. We have a separated freshman theory classroom and a facial room. There are more than 12 stations in the classroom and 2 facial chairs in our facial room. There are 3 restrooms and a break room.

Courses Description

Cosmetology (Operator) – 1500 Clock Hours. Treating a person's hair by: providing any method of treatment as a primary service, including arranging, beautifying, bleaching, cleansing,

coloring, cutting, dressing, dyeing, processing, shampooing, shaping, singeing, straightening, styling, tinting, or waving; providing a necessary service that is preparatory or ancillary to a service under Paragraph (A), including bobbing, clipping, cutting, or trimming; or cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from charges for any other service.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.254(5)

Esthetic (Facial) – 750 Clock Hours. A person who holds a specialty license and who is authorized to practice the application of facial cosmetics, manipulations, eye tabbing, arches, lash and brow tints, and the temporary removal of hair by the use of depilatory, mechanical tweezers, or wax.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.257(7)

Manicure (Nails) – 600 Clock Hours. Perform the services of massaging, cleansing, treating, or beautifying a person's hands or feet. They are treating a person's nails by cutting, trimming, polishing, tinting, coloring, cleansing, and attaching false nails.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.256(6)

Eyelash Extension – 320 Clock Hours. A person holding a specialty license in eyelash extension application may perform only the practice of applying semipermanent, thread-like extensions composed of single fibers to a person's eyelashes.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.2571(7)

Instructor – 750 Clock Hours or 500 Hours. An individual authorized by the department to offer instruction in any act or practice of cosmetology.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.255(6)

International Student's Cosmetology – 2000 Clock Hours. Treating a person's hair by: providing any method of treatment as a primary service, including arranging, beautifying, bleaching, cleansing, coloring, cutting, dressing, dyeing, processing, shampooing, shaping, singeing, straightening, styling, tinting, or waving; providing a necessary service that is preparatory or ancillary to a service under Paragraph (A), including bobbing, clipping, cutting, or trimming; or cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from charges for any other service.

Advanced in Nails Techlogogy, Eyelash Extension, Advanced Make-up.

Program Offered

Cosmetology

1500 Clock Hours

Manicure

600 Clock Hours

Eyelash Extension

320 Clock Hours

International Student Program

2000 Clock Hours (1500 Cosmetology + 500 Advanced)

Esthetic

750 Clock Hours

Cosmetology Instructor

750 Clock Hours

500 Clock Hours (with 1 year experience)

Curriculum

Cosmetology Operator Curriculum

1500 hours

Haircutting, styling and related theory	500 hours
Hair coloring and related theory	200 hours
Cold waving and related theory	200 hours
Orientation, rules and laws	100 hours
Manicuring and related theory	100 hours
Shampoo and related theory	100 hours
Chemistry	75 hours
Salon management and practices	75 hours
Hair and scalp treatment and related theory	50 hours
Chemical hair relaxing and related theory	50 hours
Facials and related theory	50 hours

Esthetician Curriculum

750 hours

Facial treatment, cleansing, masking, therapy	225 hours
Anatomy and physiology	90 hours
Electricity, machines, and related equipment	75 hours
Makeup	75 hours
Orientation, rules and laws	50 hours
Chemistry	50 hours
Care of client	50 hours
Sanitation, safety, and first aid	40 hours
Management	35 hours
Superfluous hair removal	25 hours
Aroma therapy	15 hours
Nutrition	10 hours
Color psychology	10 hours

Manicure curriculum

600 hours

Procedures: 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.	320 hours
Bacteriology, sanitation and safety: Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons	100 hours
Professional practices: manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations	80 hours
Arms and hands: major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases	70 hours
Orientation, rules, laws and preparation	15 hours
Equipment, implements and supplies	15 hours

Eyelash Extension curriculum

320 HOURS		
(A)	Orientation, rules and laws	10 hours
(B)	First aid and adverse reactions	15 hours
(C)	Sanitation and contagious diseases	20 hours
(D)	Safety and client protection	10 hours
(E)	Eyelash growth cycles and selection	20 hours
(F)	Chemistry of products	5 hours
(G)	Supplies, materials and related equipment	10 hours
(H)	Eyelash extension application	190 hours
(I)	Eyelash extension isolation and separation	15 hours

(J)	Eye shapes	15 hours
(K)	Professional image/salon management	10 hours

Instructor curriculum

750 HOURS		
(A)	Lesson plans	140 hours
(B)	Methods of teaching	180 hours
(C)	Classroom management	90 hours
(D)	Evaluation techniques	90 hours
(E)	State laws and forms	60 hours
(F)	Visual aids preparation and use	60 hours
(G)	Learning theory	100 hours
(H)	Orientation, rules, and laws	30 hours
500 HOURS (1 year experience)		
(A)	Lesson plans	90 hours
(B)	Methods of teaching	120 hours
(C)	Classroom management	60 hours
(D)	Evaluation techniques	60 hours
(E)	State laws and forms	40 hours
(F)	Visual aids, preparation and use	40 hours
(G)	Learning theory	70 hours
(H)	Orientation, rules, and laws	20 hours

International Student Cosmetology Curriculum

2000 hours

Haircutting, styling and related theory	500 hours
Hair coloring and related theory	200 hours
Cold waving and related theory	200 hours
Orientation, rules and laws	100 hours
Manicuring and related theory	100 hours
Shampoo and related theory	100 hours
Chemistry	75 hours
Salon management and practices	75 hours
Hair and scalp treatment and related theory	50 hours
Chemical hair relaxing and related theory	50 hours
Facials and related theory	50 hours

<i>After 1500 hours of TDLR required, International students will learn:</i>	
Advance Nails Technology: Solar Nails, 3D Nails Art, Gel Nails	250 hours
Advance Esthetics: Eyelash Extension, Advance Make up	250 hours

Occupation

Manicurist	Pedicurist
Makeup Artist	Cosmetic Artist
Cosmetology Instructor	Cosmetologist
Hair Designer	Hair Stylist
Salon Owner	Salon Manager
Sales Representative	Esthetician

Tuition

<u>Cosmetology Course</u>		<u>Manicure Course</u>		<u>Facial Course</u>	
Registration Fee	150	Registration Fee	100	Registration Fee	100
Kit/Books	650	Kit/Books	500	Kit/Books	500
Tuition	7400	Tuition	2800	Tuition	4000
Total:	8200	Total:	3400	Total:	4600

<u>Instructor Course</u>	<u>750 hours</u>	<u>500 hours</u>
Registration Fee	150	150
Books	200	200
Tuition	5000	3500
Total:	5350	3850

International Student Cosmetology Course:

Registration Fee	150
I-20 Issue Fee	250 (Student pay SEVIS \$200 for I-901, plus M-1 Visa application)
Kit/Books	1150
Tuition	10000
Total:	11550

Payment Plans: Individual payment plans will be detailed on each individual student contract. We accept credit card, cash and check for payments.

Books/Supplies

Books

Milady's Standard Cosmetology text book
Milady's Standard Cosmetology theory workbook
Milady's Standard Cosmetology practical workbook
Milady's Standard Cosmetology review guide
Milady's Standard Nail Technology text book
Milady's Standard Nail Technology theory workbook
Milady's Standard Nail Technology practical workbook
Milady's Standard Nail Technology review book
Milady's Standard Esthetics text book
Milady's Standard Esthetics theory workbook
Milady's Standard Esthetics practical workbook
Milady's Standard Esthetics review book
Milady's Standard Master Educator textbook & review book

Supplies

Cosmetology Student Kit List (Same for International Students, plus Advance classes' supplies)

<i>Cutlery and Electrical</i>	<i>Brushes and Combs</i>	<i>Styling Supplies</i>
Shears	9 Piece Roll up Stylist	Shampoo Cape
Razor	Round Brushes	Comb-Out Cape
Blades	Styling Combs	Gloves
Hair Dyer	Rat-Tail Combs	
Thinking	Tint Brush	
	5-Row Brushes	

Rods, Rollers, and Clips

Single Prong Clippies
Roller Clippies
Pink Perm Rods
Duck-Bill Clips
Magnetic Rollers (Yellow)
Magnetic Rollers (Orange)
Magnetic Rollers (Blue)
Mannequin Clamp
Mannequin

Miscellaneous

Smocks (Black)
Electric Clipper Set
Roll a Round Storage

Manicure Student Kit List

<i>Implements</i>	<i>Accessories</i>	<i>Acrylic Supplies</i>
Cuticle Nippers	Locking Tool Box	Low Odor Liquid Only
Cuticle Pusher	Manicure Brush	Pink Powder
Metal Nail File	Manicure Bowls	White Powder
Manicure Sticks	Sanitized Jars	Primer
Emory Boards	Nail Forms	Dappen Dishes
Cuticle Scissors	100/180 Grit Files	Acrylic Brush
Toenail Clippers	Block Buffers	
Pedicure Wand	Nail Glue	
Acrylic Slicer	Nail Tips	
	Polish Remover	
	Lotion	
	Cuticle Softener	
	Brush Cleaner	
	Cuticle Oil	
	Nail Polishes	
	Top Coat/Base Coat	

Facial Student Kit List

Make up and Accessories

Professional Facial Container	Disposable Mascara Brushes
Light Foundation	Professional Eyeshadow Set
Medium Foundation	Professional Blush Set
Dark Foundation	Professional Lip Color Set
Translucent Powder	Lip Liner Set
Mae-Up Brushes	Eyebrow Pencils
Disposable Lip Brushes	Mascaras
Deposable Foam Wedges	
Disposable Shadow Applicators	

Dates Closed

January 1st, New Year

May (4th Monday), Memorial's Day

July 4th, Independent Day
November 24th, and 25th, Thanksgivings Day
December 25th, Christmas Day

Scholarship

N/A

School Policies and Procedures:

Admission Requirements

Students must be at least 16 years of age (18 years of age for international students)

Provide a Social Security Card or Tax I.D.

Students must provide a high school diploma or the equivalent of a high school diploma or have passed Ability-to-Benefit test (Wonderlic). In the case if a student does not have a high school diploma or an equivalent of a high school diploma. If foreign born, she/he may provide a self-certification of completion of secondary education.

Non-Discrimination Policy

It is the policy of the of the school not to discriminate on the basis of sex, age, race, religion, color, national origin, or ethnic origin.

Enrollment Dates

Open Enrollment, new student can start Monday or Tuesday of any week. International students would have enroll at the beginning of each quarter (01/02, 04/01, 07/01, 10/01)

Absences

We require students to maintain a 70% rate of attendance. We build time into the contract for personal issues, but once they exceed the contract end date, an extra-instructional fee will go into effect.

Leave of Absence

If a student needs to take a leave from his/her studies for medical or personal reasons, a leave of absence is suggested. A student may take a leave up to a maximum of six months. A student who returns from a leave of absence will return in the same status at which he or she departed.

Tardiness

If you are 15 minutes late for the start of theory class, you will not be allowed to clock in until after theory concludes.

Withdrawal

Student can withdraw at anytime with a written document submitted to the office. If somehow a student did not let the school notice of absences for more than 30 days, school will automatic drop the student.

Termination

Students will be terminated for the following reasons:

- If a student is absent for more than 30 days, he or she will be terminated.
- If a student does not make a payment for 2 months
- If a student is caught stealing or bringing weapons to school, he or she will be terminated.

Re-entry

If a student wishes to re-enter, he or she must pay a fee of \$25.00 and a new contract will be issued with a revised tuition amount based on how much they have paid to date. The student will re-enter at the same status at which he or she left.

Academic and/or Attendance Suspension

A Cosmetology student will be allowed 3 probation periods of 30 days each to obtain satisfactory progress status, while all other courses will have 2 probation periods of 30 days each. If a student fails to obtain satisfactory progress in attendance and/or academics, he or she may be terminated. Please see complete satisfactory progress policy later in this catalog.

Attendance

Full-Time students must attend school from a minimum of 32 hours to a maximum of 48 hours.

Part-Time students must attend a minimum of 15 hours and up to 30 hours.

Refund Policy

Students not accepted by the school and students who cancel this Contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three business days but before commencement of classes, are entitled to a full refund of all tuition paid minus a cancellation fee. In the case of students

withdrawing after commencement of classes, the school will refund a percentage of the tuition paid minus a cancellation fee. The cancellation fee in both cases is \$100.00. The percentage of tuition refunded is based on the percentage of contract hours attended as indicated in the table below. The refund is based on the last day of recorded attendance.

Refund Table

<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of program	90% less \$100
After 10% but within first 25% of program	75% less \$100
After 25% but within first 50% of program	50% less \$100
After 50% but within first 75% of program	25% less \$100
After 75%	no refund

<u>Cosmetology</u>		<u>Manicure</u>		<u>Facial</u>		<u>Instructor Training</u>	
0-150	10%	0-60	10%	0-90	10%	0-60	10%
151-375	25%	61-150	25%	91-180	25%	61-150	25%
376-750	50%	151-300	50%	181-330	50%	151-300	50%
751-1125	75%	301-450	75%	331-480	75%	301-450	75%
1126-1500	100%	451-600	100%	481-750	100%	451-600	100%

1. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within Thirty (30) days from the date of termination.
2. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed, except that this provision shall not apply in the event the school ceases operation.
3. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Texas Occupations Code - Austin, Texas. There is a two year limitation on the TCC taking action on student complaints. The Texas Occupations Code - Austin, Texas shall not consider any claim that is filed more than two (2) years after the date the student discontinues his/her training at the school.

4. Discounts apply only if the course/program is completed in full. In the event the student withdraws prior to its completion, the tuition due for the portion completed will be calculated using the un-discounted cost of the course/program

5. \$25 paper fee to the Texas Department of Licensing and Regulation is nonrefundable in any case.

Dress Code

Students are encouraged to wear black, white, beige or cream colored slacks. Jeans are also acceptable. A black smock should be worn by cosmetologist students and a white smock should be worn by manicurist and facialist students at all times. Please wear closed toe shoes at all times also.

Conduct & Other Rule and Regulation

1. Students who earn 6 hours or less per day will not be deducted a ½ hour for lunch. However, students who earn more than six hours a day are required (and record) to take a ½ hour for lunch. The maximum number of hours a student can earn in one day is 10 hours.
2. The students are not allowed to use the school phone to make outgoing calls; they may use the phone for emergency calls. Students may receive brief incoming calls.
3. Students must clock out every time they leave the school grounds (step out the door) and clock back in upon their return. If the student is clocked in and not on the floor when checking attendance, the students will face:
 1. Warning and deduction of hours
 2. Charge \$35 and dismiss from school on the same day
 3. Suspension from school for three days
4. Students must use their own equipment and supplies when practicing on mannequins or models. When ready to work on the floor (after attaining the appropriate number of hours) the students are to use the school's supplies on customers.
5. On Wednesdays, students can bring in immediate family members for free haircuts. Immediate family members include brothers, sisters, mother, father, son, daughter, and grandparents. All other friends and relatives are allowed a 40% discount off the regular haircut price. This only applies to haircuts.
6. If students bring in their own model for chemical treatments- perm, color, etc. The student has to pay an appropriate amount as determined by the instructor, i.e. \$5 to \$10

depending on the quantity of materials used and the quantity of hair treated. This is allowed only on Wednesdays.

7. Floor students are required to do customer service when assigned to them. If students at anytime refuse to do service, the student will be sent to the office and be reprimanded and /or
 1. Clock out
 2. 3 days suspension
 3. Contract will be terminated and refund policy will apply as in contract
8. Students cannot clock in/out for other students, if caught doing this, a penalty of both clockee and clocker or of \$150.00 is required for the first and second times. Contract will be terminated and the refund policy will apply as in contract if caught doing this the third time.
9. All students must clean up there are after practicing or working on customers.
10. No drinks or food are allowed on the floor.
11. Please bring all of the supplies necessary for your education to class with you every day.
12. Students must service clients when assigned to them. If at any time a student refuse to service a client, the following will occur:
 1. Warning and clock out
 2. Will report to the Texas Department of Licensing and Regulation for failure to follow the curriculum
13. Full time and part time students are allowed 1-2 hours to study at school. The remaining time should be spent working on mannequins and/or clients.
14. Students are allowed 30 minutes for lunch in the lunchroom. If your lunch exceeds that time limit, you are required to clock out and then clock back in when you are finished.
15. Students and Instructors should treat each other professionally. If a problem should arise, it will be resolved in the office.
16. Students must have all of their supplies when they come to school.
17. If you are clocked in, you are required to follow the school's rules and regulations. The school holds the right to clock out students who fail to follow the rules and regulations.

Make-Up Policy

If a student is absent for a test or other evaluation, he or she must arrange to make up missed work with the instructor.

Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. *Note: Students receiving funds under any Federal Title IV* financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. (*School is not yet eligible for such funds)*

1. **Maximum Course Completion Time Frame:** All courses must be completed within one and one-half times the published course length (143% program maximum) at a 70% cumulative attendance rate. What this means is that in order to maintain eligibility for funding, a student must complete the course in a reasonable amount of time. **Please note** that just because you are in satisfactory progress, this does not mean you are exempt from overcontract fees. You can go over you contract and still be in satisfactory progress for funding eligibility, but you are still responsible for paying over-contract fees.

2. **Attendance Progress Evaluations:** Students will be evaluated as follows:

Cosmetology: every (3) three months, which is defined as the end of February, the end of May, the end of August and the end of November.

Nails, Facial and Instructor (750 hours): every 2 months (end of February, end of April, end of June, end of August, end of October, end of December)

Instructor (500 hours): midpoint and the about 2 weeks prior to the end of the course.

Students must be evaluated at least by the midpoint of the course. Each student must maintain a 70% rate of cumulative attendance.

3. **Academic Progress Evaluations:** Full-time and Part-time student Academic Progress (i.e. evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Attendance Progress Evaluation”. Each student is expected to achieve a minimum grade point average of 70%.

Grading System

A = Excellent (91 – 100)

B = Good (81 – 90)

C = Average (70 – 80)

F = Failing (Below 70)

W = Withdraw

4. **Student Status:**

- ❑ **Satisfactory Academic Progress:** Students who meet the standard for both attendance and academic evaluation period shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. To meet requirement for satisfactory academic progress, each student must have a GPA of 70%. As well as having attended a minimum of 70% of scheduled clock hours. Only students who maintain satisfactory progress are eligible for Title IV assistance*.
- ❑ **Probation:** Students who meet only one of the evaluation requirements (Attendance or Academic) will be considered to be making satisfactory progress, but shall be placed in a probationary status for a maximum of three (3) times for Cosmetology and two (2) times for the other courses (funds* will still be disbursed). In order to be taken off of probationary status, a student must achieve a 70% rate of attendance and/or academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress.
- ❑ **Withdrawals:** Academic Progress achieved will not be adversely affected by withdrawals. Students considered not to be making satisfactory progress at the time of withdrawal may be re-enrolled and place on probation, if it is determined that mitigating circumstances existed at the time of the student withdrawal. However, satisfactory progress must be achieved by the first evaluation period or by the scheduled graduation date, whichever come first.
- ❑ **Termination:** After the probationary periods have been exhausted, the student will be terminated, unless the student can prove that uncontrollable circumstances have prohibited the student from meeting the satisfactory progress requirements otherwise.
- ❑ **Mitigated Circumstances:** If it is determined and documented that a student's failure to demonstrate satisfactory progress after end is due to personal illness, death of a family member (immediate relation), emotional trauma, etc., he/she may be place on second probation until satisfactory progress of three months. If at the end of the second probationary period, if the student is still not meeting Satisfactory Progress, the student will be terminated from the program.
- ❑ **Reinstatement:** Re-entry means there will be a re-enrollment fee and tuition fees will be adjusted to meet the current tuition rate of the school. If the student is reinstated, the student is still not meeting Satisfactory Progress, and must satisfy violations in Satisfactory Policy that were previously incurred. They must complete the duration of their probationary period upon reinstatement. A student must wait thirty (30) days before re-applying. Re-acceptance will be at the school's discretion.

5. **Leaves of Absence & Temporary Interruptions**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

6. **Appeal Process**

Students who fail to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the school director, along with any supporting documentation, reasons why the decision should be reversed and a request for a reevaluation of progress. This appeal must be received within five (5) business days of the negative determination.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student’s instructors, and the school owner. A decision on the student’s appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

7. **Reinstatement of Funds**

Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student’s satisfactory progress status will be reinstated and/or he/she will be re-entered in the course and financial aid funds* will be reinstated to eligible students.

8. **Course Incompletes, Repetitions, Non-Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at this school.

Graduation Requirements

Before a diploma is issued, a student must meet the following:

- Completion of all the classes and hours required for each course.
- Students must pay the entire tuition fee before graduation.
- The number of practical skills required and theory tests must be completed:

Cosmetology;

	Required		Required
Iron Curl	60	Skin Analysis and Care	6
Finger wave	60	Manipulations Massage	6
Comb-out	60	Skin Care	6
Wet Set	60	Removal of Hair	6
Pressing	20	Make-Up	6
Blow Dry	60	Manicure/Pedicure	30
Braids	60	Restructuring	30

Shampoo	120	Permanent Waving	40
Hair Cut	100	Reform Curl	30
Scalp Treatments	30	Temporary	10
Bleach	10	Dimensional	10
Frost	20	Mix	10
Sanitation	500	Semi-Permanent	10
Patron Protection	600	Permanent	30

Manicure;

Facial;

	Required		Required
Manicure/pedicure	120	Skin Analysis and Care	90
Tips	120	Manipulations Massage	90
Acrylic	120	Skin Care	90
Silk	120	Removal of Hair	90
Sanitation	500	Make-Up	140
Patron Protection	600	Sanitation	500
		Patron Protection	600

Hours of Operation

	<u>Classroom Hours</u>	<u>Office Hours</u>	<u>Servicing Hours</u>
Monday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 6 PM
Tuesday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 6 PM
Wednesday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 6 PM
Thursday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 6 PM
Friday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 6 PM
Saturday	Closed	Closed	Closed
Sunday	Closed	Closed	Closed

Testing and Licensing Fees:

Written Test - \$52

Practical Test - \$74

Licensing Fee - \$50

Evaluation/Testing

Theory is tested after each chapter. Practical skills are tested at the conclusion of freshmen, as well as a mock state board toward the end of the course. There are a minimum amount of skills that must be completed, but these are not factored into the overall GPA.

Privacy Policies

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personally identifiable information from school records. In addition, students or a parent or guardian of minor students, may review or inspect their records at any time. In order to view the records, an appointment must be made with an administrator. The school will not disclose information from any student record to unauthorized persons without the signed written consent of the student (or the student's parent or legal guardian if the student is under the age of 18.) This policy relates to all information, which is personally identifiable and may not be altered without the signed written permission of the student. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes (school is currently seeking accreditation from NACCAS), and designated staff members.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

Procedures

Students are NEVER to be alone while inspecting his or her records. A staff member must be present at all times. If a request from a third party is received concerning a particular student and/or graduate, a RELEASE form must be completed EACH time a request is made. No exceptions!

Job Placement

Although the school cannot guarantee employment, we assist all students who seek help in finding job placement. Through class instruction students will learn about professionalism, résumé development, interview preparation, and job search skills. In addition, we take students on field trips to area salons so that they can network and we also bring in salon owners and they can tell students what they look for in their employees.

Housing (For International Students)

The school does not offer housing facilities. There are many Apartments Complex in walking distance from campus (literally there is two large apartment complex right next to the school). And school would contract with these next door apartments to help international students have room and board. There are also couple supermarkets right next to our school.

Counseling

All students are encouraged to seek assistance from their instructors or other appropriate staff members concerning their classes, or other problems that affect the student's attendance and/or academics at the school.

TDLR Rule and Regulation:

Transfer Policy

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

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

Texas Cosmetologists Laws and Rules. Chapter. 83.74

Student Permit

\$25 Enrollment

Licensing Requirements

To be eligible for an Cosmetology Operator license, Esthetician specialty license, or Manicurist specialty license, an applicant must:

Be at least 17 years of age;

Have obtained a high school diploma, or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training;

Have completed the following hours of cosmetology curriculum in a licensed beauty culture school:

For an operator license, one of the following:

1500 hours of instruction in a beauty culture school; or

1000 hours of instruction in beauty culture courses and 500 hours of related high school courses prescribed by the department in a vocational or career and technical cosmetology program in a public school.

For an esthetician specialty license, 750 hours of instruction.

For a manicurist specialty license, 600 hours of instruction; and

Texas Cosmetologists Laws and Rules. Chapter. 83.20

Cosmetology Continue Education Provider:

Continue Education (CE)

CE-1 in Cosmetology will be exactly 4 hours.

- All Cosmetology Licensees will attend the total of 4 hours: 1 hours of Course Related topics (Hair, Facial, Nails), 2 hours of Sanitation, Health and Safety, and 1 hours of Texas Law and Rules.

Schedule

Licensee must enroll before the class starting date. CE-1 courses offered depend on the number of students enrolled. A course must have at least 10 licensees enrolled in order for a class to be held. If the minimum enrollment is not reached, the courses will be rescheduled until the minimum number of students has been meant. The course is only offered once a month. Student's record of attendance will be recorded accordingly. Records of hours are recorded using the Time Clock Machine and the Sign-In Sheet An individual will only get the 4 hours of continuing education credit **IF** and when they take the whole 4 hours course at the same school.

Class would run every Sunday when meet 10 licensees sign up.

CE-2 in Cosmetology will be exactly 6 hours.

- Cosmetology Licensees will attend the total of 6 hours: 2 hours of Course Related topics (Hair, Facial, Nails), 2 hours of Sanitation, Health and Safety, and 2 hours of Texas Law and Rules.
- Manicure Licensees will attend the total of 6 hours: 2 hours of Course Related topics (Hair, Facial, Nails), 2 hours of Sanitation, Health and Safety, and 2 hours of Texas Law and Rules.
- Facial Licensees will attend the total of 6 hours: 2 hours of Course Related topics (Hair, Facial, Nails), 2 hours of Sanitation, Health and Safety, and 2 hours of Texas Law and Rules.

The six hours course cover specific, comprehensive, extensive, and crucial. We are committed to make CE successful as a resource to educate and enhance every licensee's knowledge.

Schedule

Licensee must enroll before the class starting date. CE courses offered depend on the number of students enrolled. A course must have at least 10 licensees enrolled in order for a class to be held. If the minimum enrollment is not reached, the courses will be rescheduled until the minimum number of students has been met. The course is only offered once a month. Student's record of attendance will be recorded accordingly. Records of hours are recorded using the Time Clock Machine and the Sign-In Sheet. An individual will only get the 6 hours of continuing education credit **IF** and when they take the whole 6 hour course at the same school.

- Monday: 1 class schedule for 4 hours of Sanitation, Health and Safety; and Texas Laws and Rules
- Tuesday: 1 class schedule for 2 hours of Cosmetology Related Topics for cosmetology course
- Wednesday: 1 class schedule for 2 hours of Cosmetology Related Topics for facial course
- Thursday: 1 class schedule for 2 hours of Cosmetology Related Topics for manicurist course

**All of the classes above begin at 1:00 pm, CE is only offered 4 days per month.*

If the student misses their class they must inform the school in advance and requires to make-up for the hours and test at a different time.

Course Outline Plan for each 2 hours course

Our CE program not only educates but also enhances the licensee’s knowledge and encourages them to practice it in their daily life.

- Lectures: 1^{1/2} hours of lectures and demonstration, last 30 minutes will be reviewing and testing. There will be presentation, handouts, and participation. The students must attend the entire class hours and take an open notes test. Test will be graded, recorded, and return to the student’s for review.
- We are intended for this program to play a functional role by testing the student knowledge and understanding of the course. The students must take all the tests in order to receive Continue Education Completion Certification.

Refund Policy

1. Student may cancel their contract at any time prior to close of the third business day after signing the contract with penalty of \$25.00 fee for cancellation and are entitle to a full refund.
2. Students who cancel after the enrollment date will able to receive their refund base on the Refund Table below. A \$25.00 cancellation fee will also apply.

Refund Table for 6 Hours

<i>Hours Completed</i>	<i>Tuition Percentage (must pay)</i>
0-2	33%
2-4	66%
4-6	100%

3. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within thirty (30) days from the date of termination.
4. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed, except that this provision shall not apply in the event the school ceases operation.
5. Contract may be canceling if the student does not show up for class and failed to inform the school in advance. By informing the school in advance students may reschedule for class at another time or day.
6. Complaints, which cannot be resolved by direct negotiation between the student and the school, it may be filed with the Texas Occupations Code- Austin, Texas. There is a two-year limitation on the Texas Department of Licensing and Regulation taking action on the student complaints. The Texas Occupation Code- Austin, Texas shall not consider any claim that is on file for more than two years after the date the student discontinues his/her training at the school.
7. If the school is unable to meet the minimum of 10 enrollments, the school will refund to the student the full amount that he/she has paid.
8. Licensees that are absent from class without advance notice to the school and do not reschedule their class in a reasonable time are not qualified for a full-refund.

School Policy

1. Students must attend class hours exactly on time to meet the requirement. The school suggests students to attend at least 5 minutes early before class starts.
2. Students leaving during the class session due to emergency/personal reason may contact the office to make up for the hours at another class schedule.

3. During the class students may not bring food or drinks and mobile phone must be turn off.
4. The student has the responsibility to sign in and out for every class session that the student signed up for in order to receive CE hours.
5. Students must follow instruction in the classroom and participation is requiring for CE credits.
6. Students have the responsibility to attend the class they enrolled base on the contract and the school will not take any responsibility if the student refuse to show up for class without advance notice.
7. If student is absent from the class please give the office advance notice.
8. The student must stay consistent with the course schedule. Numerous absences and rescheduling will lead to contract cancellation and dropped.
9. If an instructor “no shows” for the class another instructor will substitute in. In case if there are no instructors available student will receive advance notice from the school. Class will either reschedule for another day or student may attend class on the next session.
10. If severe weather may occur class may be cancelled and student may be excused from absences and class may resume at another time or day.

ADDITIONAL INSTRUCTION CHARGES

Students are charged a rate of \$4.00 per hour over-contract fee.

List of administrative staffs and faculty

Lucinda V Nguyen – President and director

Belinda Davila – Cosmetology Instructor

Rosa Gonzalez – Cosmetology Instructor

Andy Hoang – Cosmetology Instructor

Manuelita Ramos – Cosmetology Instructor

Quang Nguyen – Manicurist/Eyelash Extension Instructor

Tuan Nguyen – Manicurist Instructor

Tuan Bui & Phong Nguyen -- Administrator



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